The Historic Business District Commission conducted a public meeting which convened at 4:30 PM in the Town Annex Large Meeting Room, 261 George Ryder Road on Wednesday, November 18, 2015, with the following Board members present: Darci Sequin, Lynn Van Dine, Jackson Smith and Steve Burlingame. Members absent: Daniel Sylver, Theodore Streibert and Alida van der Burg. Also present: Sarah Clark, Secretary.

Chairman Sylver reminded the Board and audience members that the meeting was being recorded and would be available for re-broadcast and on-demand viewing shortly thereafter.

*Members voting were: Daniel Sylver, Darci Sequin and Theodore Streibert.*

**MINUTES REVIEW:**

Meeting held November 4, 2015

The Commission tabled the review of the November 4, 2015 minutes until the December 16, 2015 meeting.

*Members voting were:, Darci Sequin, Lynn Van Dine, Steve Burlingame and Jackson Smith.*

**SIGNS:**

**15-106 Chatham Shark Center/Dave Ferraresi** – Application to install a wall sign located at 235 Orleans Road.

Ms. Sequin disclosed that she is part of the same association as Mr. Ferraresi.

Mr. Ferraresi presented the application for a new 7”x116” wall sign facing Stony Hill Road. The sign will have a white background and black lettering. The existing lighting will be used.

Correspondence Received:

* Central Permitting Coordinator, review of sign for conformance with code – requires relief from Sign Code Appeals Committee.

Discussion:

* One member asked if the applicant had gone to the Zoning Board for relief.
* Mr. Ferraresi stated that he wanted to get the approval of the HBDC before going to the ZBA.
* Members found that the sign was appropriate for the location.

**On a motion by Mr. Burlingame, and seconded by Mr. Smith, the Commission voted to approve Application No. 15-106 without conditions. The vote was 4-0-0.**

**15-107 Chatham Shark Center/Dave Ferraresi** – Application to install window signs located at 235 Orleans Road.

Ms. Sequin disclosed that she is part of the same association as Mr. Ferraresi.

Mr. Ferraresi presented the application for eight new 6”x44” window decals placed at the bottom of the windows for visual identification of the Shark Center. The signs will have a white background and black lettering. The existing lighting will be used. He explained that he was not aware that the decals required HBDC approval so they have already been installed.

Correspondence Received:

* Central Permitting Coordinator, review of sign for conformance with code – requires relief from Sign Code Appeals Committee.

Discussion:

* One stated that the design of the sign was acceptable but that there may be too many.
* Another member found that the signs blended in with the windows and that he could support the application.
* Members asked if the wire topiary was still on top of the ground sign or if it had been removed as the Commission had requested.
* Mr. Ferraresi stated that he thought it was acceptable to have the topiary but stated he would seek clarification from the Community Development Department.

**On a motion by Mr. Burlingame, and seconded by Mr. Smith, the Commission voted to approve Application No. 15-107 without conditions. The vote was 3-1-0. (Opposed: Lynn Van Dine)**

**ALTERATIONS:**

**15-105 Sue Connors/c/o Sean Ducott** – Application to replace windows and siding on the structure located at 2653 Main Street.

Mr. Ducott presented the application to replace windows and siding. The siding will be clapboards repainted Banana Mania (P260-4), all the paint will match.

Discussion:

* Mr. Smith asked if the casing or just the sash was being replaced.
* Mr. Ducott stated that the casings would be replaced. He explained that he would be using 1x4 trim and a 2” historic sill.
* Mr. Smith asked what the course of the shingles and clapboards would be.
* Mr. Ducott replied that the shingles would have a 5” exposure and the clapboards would have a 3 ¼” exposure.

**On a motion by Mr. Smith, and seconded by Ms. Van Dine, the Commission voted to approve Application No. 15-105 without conditions. The vote was 4-0-0.**

**15-108 Jason Custodie/c/o Scott Collum** – Application to replace windows, change doors, and replace roof on the structure located at 1369 Main Street.

Mr. Collum presented the application to replace windows, change doors, and replace roof. The front door will be changed to a 3’ colonial style door and the roof will be replaced with architectural asphalt, Birchwood.

Discussion:

* Mr. Smith asked if the existing 4’ side door was being replaced with a 6’ door.
* Mr. Collum stated that the door being installed would be a 6068.
* Mr. Smith asked what size was proposed for the front door trim.
* Mr. Collum explained that the trim proposed is 11 ¼” because he needs an additional 6” on each side to fit the new smaller door.
* The Commission suggested changes to the front door trim to make it look more like columns flanking the door.

**On a motion by Mr. Burlingame, and seconded by Ms. Van Dine, the Commission voted to approve Application No. 15-108 as modified. The vote was 4-0-0.**

**15-109 Walter Meier/c/o Robert Stello** – Application to replace windows on the structure located at 532 Main Street.

Mr. Stello presented the application to replace the windows. All of the windows will be replaced with windows of the same size, Andersen A-Series with applied grilles, except 1 casement window which will be replaced with a double hung.

Discussion:

* One member questioned how many windows are being replaced.
* Mr. Stello stated that 16 windows are being replaced.
* Mr. Smith asked if the applicant would be installing a 2” sill.
* Mr. Stello stated that installing a traditional 2” sill may not be feasible since some of the windows are indented but that he would try to apply some type of sill.
* Ms. Sequin asked that Mr. Stello make staff aware of what is being done with the sills.

**On a motion by Ms. Van Dine, and seconded by Mr. Smith, the Commission voted to approve Application No. 15-109 without conditions. The vote was 4-0-0.**

**OTHER BUSINESS:**

**ADMINISTRATIVE APPROVALS/EXEMPTIONS FOR RATIFICATION**

**15-104 Wayne Gould/c/o Stephen Devlin** – Replacement of flat roof shingles on cottage with architectural shingles (color: Birchwood) on the dwelling located at 1480 Main Street.

**On a motion by, Mr. Smith, and seconded by Ms. Van Dine, the Commission voted to ratify the administrative approvals endorsed by the subcommittee from 11/04/15 to 11/13/15. The vote was 4-0-0.**

**Adjournment:**

**On a motion by, Mr. Smith, and seconded by Ms. Van Dine, the Commission voted to adjourn the meeting. The vote was 4-0-0.**

The meeting adjourned at 5:19 PM.

Sarah Clark, Secretary for the Historic Business District Commission

**List of Documents Reviewed/Provided to the Commission:**

1. Draft minutes from November 4, 2015
2. 15-106 235 Orleans Road – Application package.
3. 15-107 235 Orleans Road – Application package.
4. 15-105 2653 Main Street – Application package.
5. 15-108 1369 Main Street – Application package.
6. 15-109 532 Main Street – Application package.
7. 15-105 1480 Main Street – Application package.