



## Arlington Historic District Commissions Final and Approved Minutes

December 19, 2021 8:00 PM  
(Approved 2/24/2022)

**Commissioners Present:** M. Audin, D. Baldwin, M. Bush, B. Cohen, S. Makowka, B. Melofchik, C. Tee

**Commissioners Not Present:** C. Barry, A. Frank Johnson, J. Worden

**Guests:** P. Chaves, P. Kapinos, M. Mahoney, D. Mills, N. Dandridge, W. Evans,

1. **AHDC Meeting Opens 8:00pm:** S. Makowka opened meeting at and announced meeting would be held remotely and will be recorded for the purposes of finalizing minutes only.
2. **Approval of draft minutes from October 28, and November 18, 2021.** J. Worden sent changes and S. Makowka clarified that missing motion makers where B. Cohen and J. Worden. D. Baldwin moved approval, B. Cohen seconded, roll call vote – Baldwin – y, Melofchik – abstained, Cohen – y, Audin – y, Tee – y, Bush – y to October but abstained on November, Makowka – y. Both minutes approved.
3. **Appointment of Alternate Commissioners** – Pleasant Street – Melofchik, Bush, Makowka as alternates.
4. **Communications**
  - a. **Email communication from Wynelle Evans to discuss historic preservation**
  - b. **CPA letter of support request for Cook’s Hollow by B. Melofchik**
  - c. **Conservation Commission’s letter of support request for \$30k CPA fund request**
  - d. **CPA letter of support request for Mt Gilboa area**
  - e. **Attorney General approved Fiberglass Gutter By-law as of 12/23/21**
  - f. **M. Bush said we need to discuss 108 Pleasant Street – they installed vinyl clad windows – deferring to “under review of projects” at end of meeting**
5. **New Business**
  - a. **Formal Hearing on 19 Maple Street for exterior changes.** N. Dandridge gave presentation. M. Audin noted that N. Dandridge was a former student but they have no on-going relationship. S. Makowka noted that there does not seem to be any apparent conflict of interest. Applicant started with basics of what is being proposed. Seeking COA because areas of project allow potential views from the public access points. No work being done on the left side of house, the front right side, or the very front. The first area they are proposing work on is the right rear of the house. Infilling existing

covered porch to create added interior space. Using wood windows and cedar siding. Trim will be like-for like and in-kind for style and profile. Preserving a lot of character and existing features of the house. The left side of provided drawing sheet shows existing conditions and porch. Breakfast area labeled. On right side of page you see the interior and changes on exterior from void to infill allowing mudroom and  $\frac{3}{4}$  bath space. In addition, 2 additional windows and a french door will all offer more light and functionality in breakfast area at the rear of the house. Windows are similar to and reflect window on adjacent wall. Footprint of covered porch and of extended uncovered porch will not change. On right side of drawings – shows existing and drawing of proposed. Maintain existing roofline and deck and stairs. Showed photoshop of proposal.  $\frac{3}{4}$  panel door (wooden painted), wood clapboards to match existing home, stairs and deck being used. Very small areas affected in their opinion.

B. Cohen said it's likely that the rear kitchen area was an addition anyhow. Plan shows clearly how addition happened in the past. S. Makowka asked if 2 windows in back of breakfast room are the same width as one adjacent on the side. Answer, they are the same height, but the width is found by the windows just above. They decided to follow the upstairs window width proportions. M. Bush asked about trim – flat 5  $\frac{1}{2}$  inch trim on addition. On main portion trim detail had a rope bead detail but not replicating. Concern about trim around the windows on the rear breakfast room looking different. Applicant indicated that a back band trim will be used on 1<sup>st</sup> floor windows at the porch to be consistent with others. For the rear, the Commissioners expresses a desire that window trim on the rear and side of breakfast room addition be consistent – either flat or with matching backband. New windows will be 2 over 2 just as existing ones are – with no change in the light pattern at all. Simulated divided light, permanently affixed spacer, all wood (not clad). Looking at Jeld Wen Site Line windows. Doors will be Simpson wood doors, all painted. Cedar clapboards will be used. Will forward specification sheets for the 3 windows. Commissioners suggested that materials specs of items to be installed could be provided to monitor prior to installation. S. Makowka appreciates eliminating the side lite on the proposed door. Also notes that these plans are meant to look like a natural extension. Discussion about the blank wall space (less than 10') on the back addition.

M. Mahoney, neighbor, loves old houses and appreciates presentation. Wants to know what the standard is for an infill porch. S. Makowka said the basic standard – is proposed change incongruous to the character of the structure or the District. The more prominent the façade or the feature the stricter we are on changes, more flexibility on the further back part of a property. Reflective of location and secondary nature of the structures. B. Cohen added that there are cases where there were changes allowed, but case by case is how it works.

B. Cohen moved to approve the proposed changes as presented with caveat that the applicant provide a spec sheet for the proposed new windows and doors to the monitor prior to installation. Seconded for discussion by D. Baldwin. B. Cohen amended motion to include requirement for consistent window treatment of rear addition windows (either backbands or flat). D. Baldwin seconded amended motion. Roll Call vote: Baldwin – y, Cohen – y, Audin – y, Tee – y, Melofchik – y, Bush – y, Makowka – y. Unanimous approval 6:0. Monitor appointed: D. Baldwin.

- b. **Historic Preservation conversation with Wynelle Evans.** Lives on Orchard Place – served on committees concerned with new development of established neighborhoods. Interested in area bounded by Gray, Highland, Oakland and Cedar. R1 District. Houses primarily built from 1920s on. Very harmonious and pleasing pedestrian experience. HDC has jurisdiction over established districts and has guidelines in developing new or expanded historic districts.

(M. Audin leaves the meeting)

- c. **Discussion of Covenant Church’s CPA application.** Per applicant, Church is a cornerstone of Mt Gilboa/Crescent Hill Historic District. Want to make an accessible entrance and an accessible restroom. No changes to the exterior of the building itself and the inside foyer the bathroom would be modified for 1 to be accessible. Very difficult to make whole building accessible but at least entrance and toilet room can be done. About \$150k cost estimated. Just the outdoor steps and walkway would visible changes. Front wood stoop would become elevated to meet the current threshold. Existing stone wall to left would be raised to be parallel with the walkway – coming up about 10”. There is currently no stone wall cap so they would fix the wall and do a granite cap to give it a little more water resistance and similar cap on other stone in terrace area. They would need a COA and recognize that fact. S. Makowka asked for a motion to send a letter in support. M. Bush moved that the Chair issue a letter of support stating that the changes as proposed would not significantly affect the character of the structure or the neighborhood, the structure is a gateway into a District and is an important contributing structure to the District, we applaud and endorse making structure accessible and changes would not compromise historic character of the structure, and many of the external changes will require review and approval by AHDC. Seconded by B. Cohen. Roll call – Baldwin – y, Cohen – y, Tee – y, Melofchik – abstained, Makowka – y, Bush – y. Passes 5 yes & 1 abstained.
- d. **Cooke’s Hollow CPA proposal:** Discussion by B. Melofchik who recused herself from voting on this CPA request for Cooke’s Hollow. Looking to restore and rehabilitate Cooke’s Hollow. Planning Dept. is assisting with the application. Applying under category of recreation for purpose of restoration and rehabilitation but recognizing importance of Cooke’s Hollow in the founding of Arlington with establishment of grist mill and initial start of manufacturing. Asking for \$70k to do a study of the site with the idea that there would be a phased restoration. B. Cohen moved that we send a letter of support emphasizing Cooke’s Hollow as a founding spot of manufacturing, significance to European settlers and pre-European inhabitants, directly abuts an Historic District, and has been historically significant to the Town of Arlington’s growth over the centuries. Seconded by D. Baldwin. Roll Call – Baldwin – y, Cohen – y, Tee – y, Makowka – y, Bush – y. Passes unanimously with 5 votes. Melofchik abstained.
- e. **Planning Dept.’s request for CPA funds to explore record retention/preservation process.** S. Makowka stated that this will affect all the different town departments and hopefully we will find solutions that are broadly applicable. S. Makowka moved to endorse project acknowledging significance of preserving the Town’s historical records. Seconded by C. Tee. Roll Call vote: Baldwin – y, Cohen – y, Melofchik – y, Tee – y, Bush – y, Makowka – y. Passes unanimously.

- f. **Conservation Commission’s CPA funds request for study/assessment of town owned property at top of Mt Gilboa.** Discussion by M. Bush: Mt Gilboa area is about an acre and a half conservation area and contains a house that has been rented in the past. Proposal is to create a report and do a survey to evaluate things and figure out the best course of action. Lots of ideas – artist retreat, public land, private home, lots of options. This has run at a loss for many years and currently building is in bad repair. Initial proposal was to spend \$30k to generate a report, they have increased budget to \$66k. “For the extra \$36k they will adequately matters that arise and insure a robust public participation process.” D. Baldwin felt the concept of a study is good, the amount isn’t a necessarily a consideration for the Commission. S Makowka said we can focus on assessment of building and grounds. B. Melofchik feels there is some relevant history up there that should be investigated as well. Public outreach to collect the stories is important. M. Bush moved that the HDC recognize that the Town owned property is an important property and determine how best to preserve and adapt for future use due to current disrepair, recognizing the historical and natural significance of site to the District. Seconded by D. Baldwin. Roll Call vote: Baldwin – y, Cohen – y, Melofchik – y, Tee – y, Bush – y, Makowka – y. Passes – 6 yes.
- g. 2022 Meeting Calendar approval – B. Cohen moved approval, D. Baldwin seconded, Roll Call vote: Baldwin – y, Cohen – y, Melofchik – y, Tee – y, Bush – y, Makowka – y. Passes – 6 yes.
- h. 2022 Slate of Officers Nominations – M. Bush moved to renominate existing officers, seconded by D. Baldwin. Roll Call vote: Baldwin – y, Cohen – y, Melofchik – y, Tee – y, Bush – y, Makowka – abstain. Passes – 5 yes, 1 abstention.

**6. Old Business**

- a. Avon Place Historic District and Realtor Designee vacant commissioner seats: Nominations being forwarded by J. Worden.
- b. Report from Streetscape sub-committee – D. Baldwin said residents on Academy St. are impatient on lack of speed that HDC is moving on coming up with a plan for streetscapes in HD and they are going to Town Manager looking to go around HDC. The process has lagged during covid and the Town has not been helpful at getting restarted – what should the sub-committee do – push for standards or put their hands up on curbing, signage, types of sidewalks, green strips, etc.? Likely to be meeting in January will circulate prior info and invite sub-committee and chair.
- c. Modification of Design Guidelines (Little Libraries) – no disussion
- d. Town Clerk Record Retention – B. Cohen and C. Greeley are meeting with the IT department to discuss further

**7. Review of projects –**

- a. M. Bush (monitor for 108 Pleasant Street) reported that owner replaced approx. 40 windows with vinyl clad Anderson windows. There is on record a previously approved (2018) change to 4 or 5 windows but the Commission did not approve replacement of the majority of these windows and that, in any case, the replaced windows do not meet the Commissions’ design guidelines. M. Bush said that the owners initial proposal was to sand vinyl off of windows are wood – but all agreed that

this was not an acceptable solution. Town Counsel has been informed per M. Bush. This is potentially a costly mistake on homeowner's part. Also, on the rear façade of the house (in public view on corner) they installed casements that were not approved. This will be further discussed in future meetings by monitor M. Bush.

8. **Executive Session to Discuss Ongoing Litigation regarding 0 Ravine (Perlo v AHDC) – No Need to Enter Today into Executive Session**
9. **Meeting Adjourned at 10:10pm. Moved to adjourn by B. Cohen, seconded by M. Bush, Roll Call vote: Baldwin – y, Cohen – y, Melofchik – y, Tee – y, Bush – y, Makowka – y.**

**Approved by AHDC 2/24/2022**