



Updated Meeting Posting MEETING POSTING

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TOWN OF NANTUCKET

Pursuant to MGL Chapter 30A, § 18-25
All meeting notices & agenda must be filed, & time stamped with the Town Clerk's Office
& posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays & Holidays)

Committee/Board/s	Historic District Commission (HDC) – Old Business
Day, Date, & Time	Tuesday January 31, 2023, at 4:00pm *HYBRID
Location / Address	COMMUNITY ROOM, 4 FAIRGROUNDS ROAD & REMOTE PARTICIPATION VIA ZOOM Information on viewing the meeting can be found at: https://www.nantucket-ma.gov/138/Boards-Commissions-Committees
	Ray Pohl, Chairman
Please note:	IF THERE IS NO QUORUM OF MEMBERS PRESENT, OR IF MEETING POSTING IS NOT IN COMPLIANCE WITH THE OML STATUTE, NO MEETING MAY BE HELD.
HISTORIC DISTRICT COMMISSION	
Signature of Chair/Authorized Person:	Esmeralda Martinez, Land Use Specialist

To join the Historic District Commission meeting click on the Zoom Link below:
<https://us06web.zoom.us/j/92280688302?pwd=aGs3K2tLSzFaOVpNbENtM0pHd28wUT09>

Meeting ID: 922 8068 8302 **Password:** 153126
Phone dial in: 646 558 8656; Meeting ID: 922 8068 8302; Password: 153126

To watch live meeting, click here:
<https://www.youtube.com/watch?v=oZztXfO2S74>

Commissioners: Ray Pohl (Chair), Stephen Welch (Vice-Chair), Abby Camp, Diane Coombs, Val Oliver
Associate Commissioners: Jesse Dutra, Carrie Thornewill, Constance Patten
Staff: Holly Backus, Esmeralda Martinez, Billy Saad, Adrian Rodriguez & Fiona Johnson

AGENDA

Listed below are the topics the chair reasonably anticipates will be discussed at the meeting.

This agenda reflects what the chair reasonably expects to be discussed during this meeting. However, due to time constraints, some applications on this agenda may not be heard at this meeting. In addition, not all “New and Old Business” applications submitted are listed on the agenda. Please check with the office on Wednesday after the Tuesday meeting for further information.

I. PUBLIC COMMENT

II. COMMISSIONER'S COMMENTS

III. ENFORCEMENT/ VIOLATION

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>
1. Rodts Forrest Tr.	5 Broadway	Unapproved foundation work	73.2.4/4
<ul style="list-style-type: none">• <i>Not anticipated within 48 hours.</i>			

IV. CONSENTS

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>	<u>INITIALS</u>
1. Far East Nantucket LLC	47 Warren's Landing	Demo dwelling	38/54	Jessie Brescher	HB
2. Bisailon Frederick TR.	65A Surfside Rd	Revisions dwelling 07-6996	68/223.5	DTA	EM
3. Will Lucas	20 Gray Ave	Addition rev 04-6116	67/186	Will Lucas	EM
4. Tristram Group	9 Arkansas Ave	Roof replacement	59.4/218	Vasil Marinov	EM
5. Elaine Russell	2 Fairfield St.	New porch entryway	76.1.4/7	Elaine Russell	EM
6. 7 Starbuck LLC	7 Starbuck Ct	Color chng MH	42.3.3/80	Todd Burns	EM
7. 7 Starbuck LLC	7 Starbuck Ct	Color chng garage	42.3.3/80	Todd Burns	EM
8. 7 Starbuck LLC	7 Starbuck Ct	Color chng cottage	42.3.3/80	Todd Burns	EM
9. John & Kelly Lee 01-7807	1 Ridge Lane	Addition	38/91	Gryphon Architects	SW
10. NT Land Bank 01-7812	19 Wauwinet Rd	Farmhouse addition	20/35	Normand Residential	SW
11. NT Land bank 01-7814	19 Wauwinet Rd	Stream bridge	20/35	Normand Residential	SW
12. Glenbeigh LLC 01-7687	33 Nonantum Rd	New garage/studio	87/49	Thornewill Design	SW
13. Melissa Neier 01-7725	11 Prospect St	Roof replacement	55.4.4/42	Twig Perkins	SW
14. Chris O'Connell 01-7679	3 Upper Tawpawshaw	New dwelling	53/41	EMDA	SW
15. 41 WMR Trust 01-7785	41 W Miacomet	Replace foundation & addition	86/31.1	Emeritus LTD	SW

V. CONSENTS WITH CONDITIONS

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>	<u>INITIALS</u>
1. 6 Todd Circle LLC	6 Todd Circle	Pool & hardscape	66/294	Atlantic Landscaping	EM
<ul style="list-style-type: none">• pool not to be visible at time of inspection and in perpetuity & pool to have no grade change from existing or as noted on the original application.					
2. 3a Massasoit Bridge LLC	5 Massasoit Bridge Rd.	Pool & pool cabana	59/11.1	Will Stephens	EM
<ul style="list-style-type: none">• pool not to be visible at time of inspection and in perpetuity & pool to have no grade change from existing or as noted on the original application.					
3. Doreen Brehver	71 Pochick Ave	Pool & hardscape	79/14	Atlantic Landscaping	EM
<ul style="list-style-type: none">• pool not to be visible at time of inspection and in perpetuity & pool to have no grade change from existing or as noted on the original application.					
4. Decatur XIX LLC	12 Westerwyck Way	Spa & hardscape	82/64	Jardins Intl	EM
<ul style="list-style-type: none">• pool not to be visible at time of inspection and in perpetuity & pool to have no grade change from existing or as noted on the original application.					
5. NT Land Bank 01-7753	19 Wauwinet Rd	Barn fenestration chng	20/35	Normand Residential	SW
<ul style="list-style-type: none">• Double-hung versions of existing 6-lite sash—i.e., width and height sash of the same size, double-stacked” in a 6-over-1 double-hung configuration; slightly larger sash configuration allowed if required for emergency escape access.					
6. 41 WMR Trust 01-7672	41 W Miacomet	Pool & hardscape	86/31.1	Jardins Intl.	SW
<ul style="list-style-type: none">• pool not to be visible at time of inspection and in perpetuity & pool to have no grade change from existing or as noted on the original application.					
7. Patrick & Carolyn DePalma	3 Westerwick Drive	Pool & hardscape	73/37	Carolyn DePalma	SW
<ul style="list-style-type: none">• Decrease pool surround/patio by 20%; Move pool surround/patio, etc. out of setback; no pool equipment in setbacks; pool equipment to be fenced min. Type II visibility blocking; no grade change; pool not visible at time of inspection or thereafter; single-width driveway (either of the proposed materials) vs. double-width driveway.					
8. Tigerlily Nom Trust 01-7671	7 Barnabas Ln	Pool & hardscape	30/132	Ahern	SW

- move pool surround/patio, etc. out of setback; reduce size of patio around pool and soften edges of pool patio and granite patio; no pool equipment in setbacks; pool equipment to be fenced min. type ii visibility blocking; no grade change; pool not visible at time of inspection or thereafter; single-width driveway (either of the proposed materials) vs. double-width driveway.

VII. OLD BUSINESS 12/13/22

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
2. Manganaro Margaret Tr 01-7750	7 Summer St	Repair & replace	42.3.3/114	Ned Paul
• <i>Commissioners- Welch, Camp, Coombs; Alternates: None; Recused: None.</i>				
3. 41 Monomoy LLC 10-7246	41 Monomoy Rd	Add roofwalk & fenestration	54/79.1	Emeritus LTD
• <i>Commissioners- Welch, Coombs, Camp, Oliver, Dutra; Alternates: Pohl, Thornewill, Patten; Recused: None.</i>				

VII. NEW BUSINESS 12/20/22

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1. 32 Hulbert Trust 01-7704	32 Hulbert Ave	Fenestration Rev 09-7037	29/72	Botticelli + Pohl
2. The Brant LLC 12-7612	6 & 8 N Beach St/4 Dolphin Ct	New Building	42.4.1/65.1	Linda Williams
3. ACK 15 CHK LLC 01-7782	8 Chuck Hollow	Pool & hardscape	72/31	Atlantic Landscaping
4. Harold Brothers Realty, LLC 01-7685	2,4,6 Highland Ave	New dwelling 1	30/189	Emeritus LTD
5. Harold Brothers Realty, LLC 01-7684	2,4,6 Highland Ave	New dwelling 2	30/189	Emeritus LTD

VIII. OLD BUSINESS 01/03/23

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1. 10 York LLC 10-7291	10 York St	Doors, windows, rear mass chgn	55.4.1/142	Thornewill Design
• <i>Commissioners- Pohl, Welch, Coombs, Camp, Oliver; Alternates: Dutra, Patten; Recused: None.</i>				
2. 1010 Wins LLC 10-7136	10 Lincoln Ave	Demo/ move of garage	30/184	Emeritus LTD
• <i>Commissioners- Welch, Coombs, Camp, Oliver, Dutra; Alternates: Thornewill, Patten; Recused: None.</i>				
3. 1010 Wins LLC 10-7317	10 Lincoln Ave	New garage	30/184	Emeritus LTD
• <i>Commissioners- Welch, Coombs, Camp, Oliver, Dutra; Alternates: Thornewill, Patten; Recused: None.</i>				
4. 1010 Wins LLC 01-7783	10 Lincoln Ave	Cabana	30/184	Emeritus LTD
• <i>Commissioners- Welch, Coombs, Camp, Oliver, Dutra; Alternates: Thornewill, Patten; Recused: None.</i>				
5. 1010 Wins LLC 10-7337	10 Lincoln Ave	Hardscape; gate; pool & spa	30/184	Jardins Intl.
• <i>Commissioners- Welch, Coombs, Camp, Oliver, Dutra; Alternates: Thornewill, Patten; Recused: None.</i>				
6. SAWB Corp. 11-7453	24 Cliff Rd	Addition	42.4.4/49	SCI
• <i>Commissioners- Pohl, Coombs, Camp, Thornewill; Alternates: None Recused: None.</i>				
7. Reade, Gullicksen, Hanley & Gifford 04-6162	42 Easton St	Hardscape, gate & paving	42.4.1/21	Sconset Gardener Inc.
• <i>Commissioners- Welch, Coombs, Camp, Thornewill; Alternates: None; Recused: None.</i>				
8. John Mergue 10-7341	36 Easton St	New garage/apartment	42.1.4/19	EMDA
• <i>Commissioners- Pohl, Coombs, Camp, Thornewill; Alternates: None; Recused: None.</i>				

IX. NEW BUSINESS 01/10/23

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1. Tigerlily Nom Trust 01-7689	7 Barnabas Ln	New garage	30/132	Studio PPark
2. Salisbury Cottage LLC 01-7737	13 Academy Lane	Reno dwelling, add dormers	42.4.3/112	Gryphon Architects
3. Salisbury Cottage LLC 01-7734	13 Academy Lane	New shed	42.4.3/112	Gryphon Architects
4. Mark Wilmot 01-7752	35 Monomoy Rd	Add shutters, replace door rev	54/74	Gryphon Architects
5. Cynthia Nelson 01-7809	30 King St	Demo/ move off	73.4.2/113	Gryphon Architects
6. Cynthia Nelson 01-7808	30 King St	New studio	73.4.2/113	Gryphon Architects
7. Carlin Gifford 01-7767	4 Head of Plains	New dwelling	63/7	Gryphon Architects
8. Carlin Gifford 01-7816	4 Head of Plains	New garage	63/7	Gryphon Architects
9. Mike Romano 01-7815	55 Easton St	Window alts rev05-6245	42.4.1/86	Shelter 7
10. Robert McCrewsky 01-7670	1a Yawkey Way	As-built New shed	69/19.1	Nate Barber
11. Burton & Martello 01-7773	55 Meadow View Dr.	New 2 nd dwelling	56/170	MCA+
12. Burton & Martello 01-7667	55 Meadow View Dr.	New Pool	56/170	MCA+
13. Keegan Hodges 01-7780	32 Union St	New garage	42.3.2/85	Thornewill Designs
14. Malcolm George 01-7666	76 Baxter Rd	New shed	49/42	Nate Barber
15. Stark Point LLC 01-7747	16 Easton St	alterations Rev04-6120	42.1.4/11	Botticelli + Pohl
16. 30 Pearl LLC 01-7776	30 India St	Add window Rev07-6593	42.3.4/137	Botticelli + Pohl
17. Kerlin & Jason Hempel 01-7761	17 Orange St	Windows chng	42.3.2/12	Stephen & Company

X. OLD BUSINESS 01/17/23

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1.	Matt & Caroline Manera 10-7351	15 Morey Lane	New garage	73.3.1/38	EMDA
	• <i>Commissioners; Pohl, Coombs, Camp, Thornewill; Alternates; None Recused: None.</i>				
2.	13 Commercial Wharf LLC 09-6996	13 Commercial Wharf	Rev- shorten structure	42.2.4/10	NAG
	• <i>Commissioners- Pohl, Welch, Coombs, Camp, Oliver; Alternates: Dutra, Thornewill, Patten. Recused: none.</i>				
3.	Little Nauti LLC 09-7134	1 Smooth Hummock Wy	New dwelling- masing, fenestration	66/177	JB Studio
	• <i>Commissioners- Pohl, Coombs, Oliver, Thornewill, Patten; Alternates: Welch Recused: none.</i>				
4.	Little Nauti LLC	1 Smooth Hummock Wy	New pool	66/177	JB Studio
	• <i>Commissioners- Pohl, Coombs, Oliver, Thornewill, Patten; Alternates: Welch Recused: none.</i>				
5.	K225 LLC 03-5944	126 Main St.	Main House revision	42.3.2/98	Linda Williams
	• <i>Commissioners- Pohl, Welch, Coombs, Camp, Oliver; Alternates: Dutra, Thornewill Recused: none.</i>				

Approved Minutes -	January 3,10, 12, & 17 2023
Review Minutes -	January 24 & 26, 2023
Other Business -	<ul style="list-style-type: none"> • Next HDC Meeting- February 7th at 4pm * HYBRID & IN PERSON @ 4 FAIRGROUNDS RD. COMMUNITY RM. • HDC-OFC SPECIAL JOINT MEETING – February 2nd at 1pm *HYBRID & IN-PERSON @ 2 FAIRGROUND RD. -CONFERENCE RM.
Future Action Items-	<ul style="list-style-type: none"> • Classification of street trees & vegetating mapping • Discussion of Wind Turbines • Section 106 – Sunrise Wind Farm Project, Intro (update as needed) • Review policy of Move/Demo hearings in relation to new dwellings • Hardscaping • Discussion of salvaging demos • Discussion of options for house moves

Additional Future Action Items-*(Not to be acted on current meeting.)***XI. NEW BUSINESS 01/24/23**

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1.	Boys & Girls INC	67 Sparks Ave	Rooftop Solar	55/139.4	Sunwind
2.	Boys & Girls INC	69 Sparks Ave	Rooftop Solar	55/139.4	Sunwind
3.	Boys & Girls INC	71 Sparks Ave	Rooftop Solar	55/139.4	Sunwind
4.	Boys & Girls INC	75 Sparks Ave	Rooftop Solar	55/139.4	Sunwind
5.	Boys & Girls INC	89 Pleasant St	Rooftop Solar	55/139.4	Sunwind
6.	Kim Glowacki	5 Meader St	Window replacement	42.3.2/40	Val Oliver
7.	Sun Island Nm Trust	5a Sun Island Rd	Resurface walls	69/29.3	Val Oliver
8.	Sun Island Nm Trust	9 Sun Island Rd	Resurface walls	69/29.2	Val Oliver
9.	White Elephant	60 Easton St	Fence, gate, & arbors	42.4.1/60	Dennis Patnaude
10.	Rob & Lydia Petty	27 Sankaty Rd	Hardscape- new patio	73.4.2/7.1	Hristo Rashkov
11.	Ken Gullicksen	18 Pondview Dr	Rooftop solar	80/50	Cotuit Solar
12.	Robert Rios	23 Tashama Ln	Add skylight	55/464	Thornewill Design
13.	Kevin Gentzel	54 Orange St	Repair & replace deck	54/41/18	Gryphon Architects
14.	Charles Bruno	10 Monohansett rd	New barn	79/142	Linda Williams
15.	Susan Balling	11 Nobadeer way	Demo garage	68/14	Linda Williams
16.	ACK 86 QR LLC	86 Quidnet Rd	Renovate/alter garage	21/102	Linda Williams
17.	Susan O'Malley	10 New Mill St	New fence	55.4.4/9	Linda Williams
18.	Nita Morse	25 Milk St	Outdoor shower	42.3.3/89	B.S. LLC
19.	Nicole Tirapelli	18 Center St	Driveway	73.1.3/105	Nicole Tirapelli
20.	Adam Kessler	12 Derrymore Rd	Pool, fence & hardscape	41/241	KMLD

21.	Hannah Claren	17 Pine St	Roof replacement	42.3.2/26	Stegra Corp
22.	James Burruss	5 Ishmael rd.	MH ground solar array	82/7	Ack Smart
23.	James Burruss	5 Ishmael rd.	Cottage ground solar array	82/7	Ack Smart
24.	Kelly Purcell	32 Dukes Rd	Alteration revision	56/188	Topham Design
25.	Raul Alan	109 Main St	Shed rev 09-7131	42.3.3/150	JB Studio
26.	Carolyn Haley	8 Ipswich St	Demo roofwalk & add door	71.3.2/118	JB Studio
27.	5 Hillers Ln LLC	5 Hillers Ln	Driveway & fence	42.3.2/118	JB Studio
28.	5 Hiller Ln LLC	5 Hillers Ln	Chgn storm door	42.3.2/118	JB Studio
29.	Carleton Dafoe	102 Quidnet Rd	Fenestration roof & stairs	21/74	JB Studio
30.	7 Lauretta Lane LLC	7 Lauretta Lane	New dwelling	14/53	S. Metz
31.	7 Lauretta Lane LLC	7 Lauretta Lane	MH demo/ move off	14/53	S. Metz
32.	7 Lauretta Lane LLC	7 Lauretta Lane	Shed demo/ move off	14/53	S. Metz
33.	8 Maple LLC	Maple Ln Lot 8	New dwelling	67/303	Emeritus LTD
34.	8 Maple LLC	Maple Ln Lot 8	New garage	67/303	Emeritus LTD
35.	Bent Shimmo Nominee	4 South valley rd	New dwelling	43/165 165.1	EMDA
36.	Bent Shimmo Nominee	4 South Valley Rd	Demo/ move off bldg.	43/165 165.1	EMDA
37.	Bench	17 Pleasant St	New garage studio	42.3.3/77	Gryphon Architects
38.	HMSW LLC	25 Sankaty Rd	Addition revision	49.2.3/17	Emeritus LTD
39.	450 Green Park LLC	2 Stone Alley	Hardscape	39/24.1	Ahern
40.	35 LBR LLC	35 Low Beach Rd	Addition	74/34	Gryphon Architects
18.	*63 Hulbert LLC	63 Hulbert Ave	foundation, siding, windows	29/9	Emeritus LTD
19.	*Town of Nantucket	16 Broad St.	Alterations	42.4.2/30	SMRT Architects
20.	*Town of Nantucket	20 South Water St.	Alterations Bld 1	42.4.2/29	SMRT Architects
21.	*Town of Nantucket	20 South Water St.	Alterations Bld 2	42.4.2/29	SMRT Architects
22.	*Richmond Great Pt 08-6789	5 Sandplain Dr.	New Dwelling	68/349	KOH
23.	*Joanne Tobin 10-7283	33B Washington St	New shed	42.3.2/191	G. Harrington
24.	*Kim Glowacki	17 Nancy Ann Lane	New Garage	68/139	Structures Unlimited
25.	*121 Orange LLC	121 Orange St	Demo barn	55/389	LINK
26.	*121 Orange LLC	121 Orange St	Demo shed	55/389	LINK
27.	J. Malitsky & A. Bryn	253 Madaket rd	New 2 nd dwelling	59.4/210	LINK
28.	*Thomas Kilgarriff	24 Rudder Lane	Replace windows	66/331	LINK
29.	*Erik Junghans	26 Equator Dr	New shed	56/343	LINK
30.	*K. Walin	56 Eel point rd.	Fenestration revision	32/27	CWA
31.	*Brett Fodiman	27 Cato Lane	Revision	55/18	CWA
32.	*John Brazilian Tr.	34 Easton st	Revision	42.1.4/18	CWA
33.	*Rockbyrne LLC	30 Pocomo Rd	Garage removal & infill	14/76	LINK
34.	*Rockbyrne LLC	30 Pocomo Rd	New Garage	14/76	LINK
35.	*Heather Martin	19 Ridge Lane	Fenestration chng	38/77	LINK

XII. OLD BUSINESS 01/31/23

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1.	Fair City LLC	115 Old South Rd	Commercial bldg.	68/112	Linda Williams
	• <i>Commissioners: TO BE ADDED LATER</i>				
2.	Fair City LLC	115 Old South Rd	Commercial bldg.	68/112	Linda Willaims
	• <i>Commissioners: TO BE ADDED LATER</i>				
3.	Mike Romano	55 Easton St	Addition	42.4.1/86	Shelter 7
	• <i>Commissioners: TO BE ADDED LATER</i>				
4.	Duncan Richardson	21 Golfview Dr	Door & window revisions	66/174	SMRD
	• <i>Commissioners: TO BE ADDED LATER</i>				
5.	Horchow & Routman	33 Cliff Rd	Main house	42.4.4/5	CWA/Link
	• <i>Commissioners: TO BE ADDED LATER</i>				
6.	Horchow & Routman	33 Cliff Rd	Garage	42.4.4/5	CWA/Link
	• <i>Commissioners: TO BE ADDED LATER</i>				
7.	Horchow & Routman	33 Cliff Rd	Guest house	42.4.4/5	CWA/Link
	• <i>Commissioners: TO BE ADDED LATER</i>				
8.	J & B Leaf LLC	43 Kendrick Ave	Guest house	76.4.3/31	CWA/Link
	• <i>Commissioners: TO BE ADDED LATER</i>				
9.	Tamara King	52 West Chester st	Guest house	41/381	Emeritus LTD
	• <i>Commissioners: TO BE ADDED LATER</i>				
10.	John Hendricks	1 Jefferson St	Door Change	55.4.1/74.1	Emeritus LTD
	• <i>Commissioners: TO BE ADDED LATER</i>				
11.	Ashkan Vaziri 01-7692	9 Woodbury Lane	New dwelling	41/551	Studio PPark
	• <i>Commissioners: TO BE ADDED LATER</i>				

12.	*Jean Moran 01-5621	4 Washington Ave	New Pool	60.2.4/65	Linda Williams
	• <i>Commissioners: TO BE ADDED LATER</i>				
13.	*Jean Moran 01-5199	4 Washington Ave	New Garage	60.2.4/65	Linda Williams



NANTUCKET HISTORIC DISTRICT COMMISSION Conduct of Application Hearings (adopted 11/17/22)

The HDC's role is to review and deliberate on the appropriateness of structures and architectural elements (consistent with its mission under its Act, its guidelines including Building with Nantucket in Mind, and its established policies). With respect to consistently functional meetings: i) the HDC functions under Robert's Rules and all meeting participants are expected to act accordingly, and ii) applicants and their agents are expected to provide application materials timely (to allow Commissioner preview and for abutter and public viewing). In addition, the following protocols shall be observed:

- 1) The Chairperson opens the application hearing and announces the sitting board.
- 2) Subject to a time allotment (2 minutes for applicant and their agent, 1 minute per for 1st three abutters randomly selected; thereafter, 30 seconds per):
 - a) Applicant or agent provides a description of matters in front of the Commission.
 - b) The Commissioners, through the Chair, may ask questions to solidify their understanding of matters at hand.
 - c) Commission receives staff comments.
 - d) Abutters and public may then speak for or against the matters at hand.
 - e) The applicant or agent is allowed a rebuttal.
- 3) The Commissioners deliberate on the merits only. Note: Except for questions arising of the Commission's deliberations, no further applicant, agent nor public comments are received by the Commission.
- 4) Through the Chair, Commission makes its determination; where applicable, its decision is recorded on the application (including as fitting, through use of an Exhibit).
- 5) In each of the foregoing, comments of Commissioners, applicants, agents, abutters, and the public, are reserved to the *merits of the design with respect to appropriateness*. And, unless as a Point of Information through the Chair, no comments (Commissioner, applicant, agent, abutters, or public) are to involve policy or procedure—under Robert's Rules, such matters are properly addressed as separate, noticed agenda items. *And, throughout each hearing, both off-topic and redundant comments are strongly discouraged.*