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DEPARTMENT OF COMMUNITY DEVELOPMENT & PLANNING
ANDOVER TOWN OFFICES, 36 BARTLET STREET
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**BALLARDVALE HISTORIC DISTRICT COMMISSION
MEETING MINUTES DRAFT #3**

Wednesday, June 7, 2023 at 7:00 P.M.

Town Offices, 2nd floor conference room

The meeting was called to order by Chair, Joanna Reck at 7:02 PM

Present: Ron Abraham, Diane Derby, John Maier, Sara Nigrelli, Joanna Reck, Sandra Frechette (alternate), Alexis Winnell (alternate), Tom Adams came in at 7:50pm.

Absent: Remi Machet

Alexis Winnell and Sandra Frechette were appointed as full voting members for tonight in place of Remi Machet and Tom Adams

Town Officials Present: Chris Clemente, Building Inspector and Tom Urbelis, Town Council

Public Hearings:

13-15 Tewksbury Street (BH23-2) – Penelope Valdez Mejia – Addition

Ron is abstaining from this application

Chris Clemente said that building code requires the floor-level attic arched top windows must be tempered glass and have an opening restrictor that limits to 4" opening. Applicant has reached out to Pella and is still waiting for information from window manufacturer. Commission discussed that it needs the specific window size and specs to be able to vote on the application. Marcos Devers is the contractor (?) asked about using timbers versus pressure-treated wood for the retaining wall and Commission indicated that would be acceptable. Applicant confirmed all condensers and ductwork will be on the rear of the house.

Application will be extended to the July 12 meeting.

230 Andover Street (BH23-4) – Joe + Joanne Halpern - Addition

Ron is abstaining from this application.

Applicant has supplied the information to the Commission which added the demolition of the retaining wall.

Motion to open the public hearing (Maier/Nigrelli 6-0-1)

Commission had no questions or comments.

Motion to close the public hearing (Maier/ Frechette 6-0-1)

Motion: I move that the BallardVale Historic District Commission finds that the proposal of application BH-23-4 is consistent with the requirements of the BVHDC by-law and regulation of said Commission and in keeping with the historic character of the neighborhood and that, therefore, a COA shall issue with no conditions. (Maier / Nigrelli 6-0-1)

Public Meetings:

17 Chester Street (BH23-1) – Bassel Boulous – Solar Rooftop Installation

Ron is abstaining from this application.

Diane suggested to the Applicant that the conduit and switch box be painted the same color as the house so it disappears. Chris Clemente thought it may be because the inspectors need to see the grade stamp on the pipe, but wasn't sure. [note: later on in meeting Chris found that the pipes can be painted, but any required reflective stickers will need to be visible and unpainted.]

Motion: I move that the BallardVale Historic District Commission finds that the proposal of application BH-23-1 is consistent with the requirements of the BVHDC by-law and regulation of said Commission and in keeping with the historic character of the neighborhood and that, therefore, a COA shall issue. (Maier/ Frechette 6-0-1)

246 Andover Street (BH23-3) – Max Saccoccio - Fence

Ron recuses himself from this application as an abutter.

Since the last meeting, it was determined that the Applicant's proposed fence was seeming to be located on Town property. Commission had requested a plot plan from the Applicant indicating their property lines and the proposed fence location. Applicant asked the Commission to define what an easement is and stated he feels it should be the Town's responsibility to determine its own property lines. Tom Urbelis stated that a person cannot put a fence upon Town property and that the Director of the DPW has stated that he felt the proposed fence location was on town property. Tom Urbelis also stated that the Applicant has the responsibility to provide an official plot plan under Bylaw 36-8-B to prove that the proposed fence is on their own property. The Bylaw states: Plot and site plans should be filed when an application is made for improvements involving applicable landscape features such as walls and fences.

Applicant stated he does not want to supply a plot plan due to privacy issues and says supplying a plot plan is an undue burden. Tom Urbelis stated that the bylaw does say a plot plan doesn't need to be certified, but it does need to be created by a professional surveyor, architect, or the like. Chris Clemente stated that the building department will sometimes accept a GIS map. Tom Urbelis stated that the Commission needs to request any information they require in order to be satisfied that the Applicant is placing the fence on their own land. The Commission discussed and determined that they will require a professional plot plan with the proposed fence located on it in order to be able to vote on the application. The Applicant again indicated he refuses to supply a plot plan and stated he did not wish to sign an extension so the application is to be denied.

Motion: I move that the BallardVale Historic District Commission finds that the proposal of application BH-23-3 is NOT consistent with the requirements of the BVHDC by-law and regulation of said Commission and in keeping with the historic character of the neighborhood and that, therefore, a COA shall NOT issue. (Maier/ Nigrelli 5-1-1) (Diane/yes, Sarah/yes, Joanna/yes, John/no, Alexis/yes, Sandra/yes)

195 Andover Street (BH23-5) – Yessara Abulchda/Bin Hu – Temporary Sign

Ron is abstaining from this application.

Applicant brought the requested apostrophe in Lulu's Lunchbox to the meeting. Temporary sign will be same size as existing sign.

Motion: I move that the BallardVale Historic District Commission finds that the proposal of application BH-23-5 is consistent with the requirements of the BVHDC by-law and regulation of said Commission and in keeping with the historic character of the neighborhood and that,

therefore, a COA shall issue with the condition that the temporary sign can remain until December 31. (Maier/ Winnell 6-0-1)

Applications: None

Citizen's Speak Time: None

Communications, Reports, and other Commission Business:

1. May 10, 2023 meeting minutes will be voted on next month
2. July 12 meeting location: B'Vale Firestation
3. Discussion of change in meeting format to match the other boards in town. Timing of moving online applications and to this format will be determined in the next few weeks. Motion: I move that the BVHDC will modify their application and meeting process to be all public hearings reflective of other town boards as opposed to our current two-step meeting process. (Maier/Adams 8-0) *Joanna Note: it is my error in understanding that all applications would need to be public hearings. The only difference is that an application will be determined to need a public meeting or public hearing PRIOR to our first meeting so we could have the potential to vote on the application at the first meeting. We can discuss next meeting and I will give an update regarding the online application, new application deadlines, and going paperless.*

Motion to adjourn the meeting (Maier / Adams 8-0) at 8:41pm.

Documents Presented

1. Additional application materials submitted to the town