

**Minutes**  
**Historic District Commission Meeting**  
**Monday, May 20, 2013**  
**Town Hall Meeting Road, Old Town Road**  
**7:30 pm**

**Present:** Members: Chair William Penn, Vice Chair Martha Ball, Douglas Gilpin, Claire McQueeny, Dennis Riordan, Michael Ballard and Mark Vaillancourt. Terri Chmiel, Administrative Assistant was present for the recording of the minutes.

**Call to Order**

Chair William Penn called the meeting to order at 7:30pm.

**Matters from the Public not on the Agenda**

Dr. Willis spoke from the audience siting what he believed to be examples of unequal enforcement throughout the district. Mr. Penn thanked him for expressing his concerns.

**Approval of April 15, 2013 Minutes**

Ms. McQueeny made a motion seconded by Mr. Vaillancourt to approve the minutes of the April 15, 2013, meeting as presented.

7Ayes (Penn, Ball, Vaillancourt, McQueeny, Ballard, Gilpin and Riordan)                      0 Nays

**Update on Island Enterprises installation of air conditioning units**

Mr. Penn reported that Ted Sanderson a party to the historic easement on the Spring House property has addressed the installation of the air conditioning units. Mr. Sanderson has asked the property owner to submit plans for screening the units. Mr. Penn stated at this time no further action needs to take place from the HDC.

**Old Business – Final Review**

**Gary A. and Grace D. Doyon. Plat 5, Lot 4.** Application by Gary and Grace Doyon to modify bedroom windows to a dormer style.

Scott Heinz, Heinz Construction presented on behalf of the owner. Mr. Heinz, who is constructing the home of the Doyon's explained the owner wishes to change four windows, two on the south elevation and two on the north elevation to a shed dormer. The proposed windows will be an egress window.

Mr. Gilpin made a motion to approve the new alterations for Gary and Grace Doyon Plat 5, Lot 4 based on the following facts:

- The proposed single family dwelling is under construction
- The request is to replace four under cornice awning windows with shed dormers that will be larger in height.
- The shed dormer style window is appropriate to the island for added ventilation and egress.

Ms. McQueeney seconded the motion.

7Ayes (Penn, Ball, Gilpin, Vaillancourt, McQueeney, Ballard and Riordan) 0 Nays

**Traz Capital Partners II LLC. Plat 6, Lot 99.** Application by BI House Wright Inc. to modify a dormer. Shea Butcher owner BI House Wright, Inc. is before the Commission asking for a modification to a previously approved application. Mr. Butcher explained he was not able to continue the horizontal cornice. The Commission asked the applicant at the January 28, 2013 meeting to continue the horizontal cornice on the east elevation. Mr. Butcher presented photos of the completed work that included the change to the roof pitch requested by the Commission; as well as, his request for the modification. Mr. Vaillancourt acknowledged he understood the change Mr. Butcher made to the soffit.

Ms. Ball made a motion to approve the modification of a dormer to Traz Capital Partners II LLC, Plat 6, Lot 99 based on the following findings of fact:

- The historic building is located in the Historic District.
- The modification to the dormer is in consideration for the purpose of making the space more usable.

Mr. Ballard seconded the motion.

7Ayes (Penn, Ball, Gilpin, Vaillancourt, McQueeney, Ballard and Riordan) 0 Nays

**BIEP, LLC. Plat 5, Lot 10.** Application by Lewis H. Gaffett of Old Island Pub to install canopy over part of the deck.

Nat Gaffet co-owner of the business Old Island Pub located within the BIEP, LLC building presented. The application is a continuance from the April 15, 2013 meeting. Mr. Gaffett explained the choice for the proposed awning is based on the following:

- The awning is manually retractable with the retractable legs to support the awning.
- The awning is an evergreen/forest color.
- The measurement of the proposed awning is 12 feet wide extending out 10'2".
- The height is 9 feet from the eve of the porch sloping to 7feet over the existing patio.
- The owner is not planning on installing plastic sides to the awning.

Mr. Riordan reference that the following restaurants: Sharkey's, Old Post Office Bagel Shop, and the Papa's Pizzeria located on adjacent sides and across the street from the applicant are using umbrellas. Mr. Riordan expressed these restaurants are setting the stage. Mr. Gaffett commented on the stationary awning located at Yellow Kittens across from the Old Island Pub.

Mr. Gilpin made a motion to approve the application for a new awning element for BIEP, LLC located on Plat 5, Lot 10 based on the following findings of fact:

- This is an existing building.
- Proposed and approval for the Sunsetter 1000XT awning in evergreen color.
- Extended over a 12' by 10' area.
- The retractable awning will be installed on the east elevation.
- This is a new type of element the Commission is approving and with new items the Commission will review on a case by case basis

Mr. Vaillancourt seconded the motion.

6Ayes (Penn, Ball, Gilpin, Vaillancourt, McQueeney and Ballard)

1Nays (Riordan)

**John S. Cusick. Plat 6, Lot 121.** Application by Josh Redd to demolish a one story retail building.

Johns Cusick property owner and Joshua Redd building contractor presented. Mr. Redd explained he has been working with the Town engineer, Jim Geremia to connect to town sewer. The engineer determined the best way to tap into the sewer line is to demo the retail building known as Jennifer's Jewelry. Mr. Redd submitted plans for the proposed sewer service, a letter from Marc Tillson, Building Official, and photographs of the building to the Commission.

Ms. Ball made a motion seconded by Ms. McQueeney to approve the demolition of a one story deteriorated retail building for John S. Cusick Plat 6, Lot 121 on the following findings of fact based on Marc Tillson's letter dated May 10, 2013 in which he stated:

- The one story structure is constructed over a concrete slab which would make moving the structure very difficult.
- The building is in a deteriorated condition, leaning out of plumb, and roof is sagging.
- The windows and exterior trim are rotted.
- The overhead electrical service attached to the building does not meet the minimum clearance (height) of the National Electric Code.

6Ayes (Penn, Ball, Riordan, Vaillancourt, McQueeney and Ballard)

1Nays (Gilpin)

Mr. Gilpin would like to see a conceptual plan for a replacement building before voting in favor of demolition to a building.

**John S. Cusick. Plat 6, Lot 121.** Application by John Cusick to construct a fence.

John Cusick property owner presented. Mr. Cusick explained he would like to construct a temporary fence on the back corner of the lot. The board fence will be 6' in height flush with the front of the barn in which he wishes to create a safe area for his children. On the southern property Mr. Cusick acknowledge his intent is to leave the vegetation in a natural state including the sycamore maples.

Mr. Vaillancourt made a motion seconded by Mr. Ballard to approve a fence for John Cusick, Plat 6, Lot 121 as presented based on the following findings of fact:

- The fence will be weathered rough cut pine
- The fence will measure 6' height running 48' across.

7Ayes (Penn, Ball, Gilpin, Riordan, Vaillancourt, McQueeney and Ballard) 0Nays

**Hill at Mill Pond. Plat 6, Lot 72-3.** Application by Carol Silverman to replace picket fence.

Carol Silverman property owner presented. Ms. Silverman wishes to replace a fence for safety reasons. The wooden fence will be painted white.

Mr. Gilpin made a motion to approve the replica of an existing fence at Hill at Mill Pond Plat 6, Lot 72-3 based on the following findings of fact:

- The fence will have 2 sections each section measuring 16' in length.
- The proposed fence will be located in the area as presented.
- The height of the fence will be 3' instead of 4'
- This is one of the older houses in district.

Mr. Riordan seconded the motion.

7Ayes (Penn, Ball, Gilpin, Riordan, Vaillancourt, McQueeney and Ballard) 0Nays

**BI Maritime Institute. Plat 5, Lot 64-1.** Application by Wendell Corey to construct a fence.

Susan Weissman a board member of the BI Maritime Institute presented. Ms. Weissman explained they wished to mimic the fence along the Dead Eye Dicks property. The proposed fence would run north from the road to the rock jetty. She explained the purpose of the fence would define the boundary line and prevent people from driving around the building as a turnaround point. The fence material is heavy rope and post.

Mr. Ballard made a motion seconded by Ms. McQueeney to approve the application to construct a fence on BI Maritime Institute Plat 5, Lot 64-1 based on the following findings of fact:

- The installation of the fence will be of post and rope material.
- The fence will run from the sidewalk parallel to the breakwater.

7Ayes (Penn, Ball, Gilpin, Riordan, Vaillancourt, McQueeney and Ballard) 0Nays

**Sign Application:**

**BI Maritime Institute. Plat 5, Lot 64-1.** Application by Wendell Corey for BIMi to replace signs.

Susan Weissman board member of the BI Maritime Institute presented. Ms. Weissman explained that BI Maritime Institute has changed their lettering and logo for BIMi and she is proposing to replace two signs. The signs will remain the same size with new colors and graphics. The freestanding sign will include vendor's names.

Mr. Penn made a motion seconded by Ms. Ball to approve replacement signs for BI Maritime Institute Plat 5, Lot 64-1 based on the following findings of fact:

- The applicant has met all the requirements under the sign ordinance of Section 504 of the Town of New Shoreham Zoning Ordinance.
- The approval is for the color, font, size, material, and location as presented.

7Ayes (Penn, Ball, Gilpin, Riordan, Vaillancourt, McQueeney and Ballard)                      0Nays

**Majorie McGinnes Estate. Plat 5, Lot 9.** Application by Greg Kyte of The Channel Marker to replace sign. Richard Kyte and Greg Kyte presented. Greg Kyte submitted photographs of existing signs on the building; as well as, choice of material, size, fonts, color, and location for the proposed sign for his restaurant The Channel Marker. Greg Kyte noted that he eliminated an existing sign on the backside of the building.

Mr. Gilpin made a motion seconded by Mr. Ballard for approval of a new sign for The Channel Marker of Majorie McGinnes, Estate Plat 5, Lot 9 based on the following findings of fact:

- The total area of the proposed sign is less than the maximum allowable number of square feet permitted, as required under Section 504(c)(2) of the Zoning Ordinance.
- The approval is for the color, font, size, material, and location as presented.

7Ayes (Penn, Ball, Gilpin, Riordan, Vaillancourt, McQueeney and Ballard)                      0Nays

Mr. Vaillancourt asked the applicant to comply with code noting only one menu board is allowed.

**Edward P. Phillips, Sr. Plat 7, Lot 19.** Application by Michael Aaron Capps of Clayhead Salon & Spa for a sandwich board and replace a directory panel.

Michael Aaron Capps owner of Clayhead Salon & Spa presented. Mr. Capps explained that he is adding his business name to the existing directory panels located on the building and asking for approval of a sandwich board. The proposed sandwich board will measure 22"x36". The board will be chalk board material allowing for the specials to be updated on a daily basis.

Mr. Gilpin made a motion seconded by Ms. McQueeney to approve a sandwich board for Clayhead Salon & Spa for Edward P. Phillips, Sr. Plat 7, Lot 19 based on the following findings of fact:

- Approval is for the size, material and location of the sandwich board as presented.

7Ayes (Penn, Ball, Gilpin, Riordan, Vaillancourt, McQueeney and Ballard) 0Nays

**Edward P. Phillips, Sr. Plat 7, Lot 19.** Application by John Cusick of Terrapin Tacos for replacement signs. John Cusick business owner of Terrapin Tacos presented. Mr. Cusick explained that he wishes to use the existing Mabel signs by repainting them his graphics. The replacement sign above the door, the oval section of the sign will be removed ; thereby creating balance with the Island Bound sign. The signs will be placed in the same location.

Mr. Penn made a motion seconded by Ms. Ball to approve the application for replacement signs of Terrapin Tacos for Edward P. Phillips of Plat 7, Lot 19 base on the following findings of fact:

- The approval is for two replacement signs.
- The applicant has met all the requirements under the sign ordinance of Section 504 of the Town of New Shoreham Zoning Ordinance.

7Ayes (Penn, Ball, Gilpin, Riordan, Vaillancourt, McQueeney and Ballard) 0Nays

**Beachead III LLC. Plat 5, Lot 7-2.** Application by Rebecca Pappas Clark for replacement sign. Kimberly Ward business owner of Beachead III LLC presented. Ms. Ward explained she wishes to replace the sign located on the pole with a new design. The square footage of the sign is 37' and the building frontage is 60'. Ms. Ward presented the type of material, colors, the font is a free hand design.

Ms. McQueeney made a motion seconded by Mr. Vaillancourt to approve the replacement sign for Beachead III LLC Plat 5, Lot 7-2 based on the following findings of fact:

- The total area of the proposed sign is less than the maximum allowable number of square feet permitted, as required under Section 504(c)(2) of the Zoning Ordinance.
- The font is a free hand design.
- The material, size, and colors are approved as presented.

7Ayes (Penn, Ball, Gilpin, Riordan, Vaillancourt, McQueeney and Ballard) 0Nays

**Caroline L. Todd Trust. Plat 6, Lot 120.** Application by Bill Kelley of Marye-Kelley to install a new sign. Bill Kelley co-owner of Marye-Kelley presented. Mr. Kelley explained that he is in the process of moving into the space of the former Scarlet Begonia gift store. Mr. Kelley is proposing replacing the oval sign with a rectangular free hand script Garamond font. The proposed sign will measure 4' by 3' with a white background and a green text to compliment the color of the building.

Mr. Ballard made a motion seconded by Ms. McQueeney for approval of a replacement sign for Marye-Kelley of Caroline L. Todd Trust Plat 6, Lot 120 based on the following findings of fact:

- The proposed wall sign will be 3' x 4' and will be constructed of wood with a painted white background and green lettering.

- The total area of the proposed sign is less than the maximum allowable number of square feet permitted, as required under Section 504(c)(2) of the Zoning Ordinance.

7Ayes (Penn, Ball, Gilpin, Riordan, Vaillancourt, McQueeney and Ballard)      0Nays

**New Shoreham House, Inc. Plat 6, Lot 108.** Application by Marie-Eve Guindon of Deja Vu to install new sign.

Dave Guindon business owner of Deja Vu presented. Mr. Guindon explained the proposed sign is made from hand-cut maple wood; the letters are refurbished antique hand cut copper sheet metal using copper tacks as fasteners. Mr. Guindon submitted photographs and dimensions of existing signage on the building.

Ms. Ball made a motion seconded by Mr. Vaillancourt to approve a sign for Deja Vu of New Shoreham House, Inc. Plat 6 Lot 108 based on the following findings of fact:

- The approval is for the color and font as presented.
- The proposed sign will be constructed of maple wood and copper sheet metal lettering.
- The sign will be placed on the west elevation on the building wall between two doors.
- The total area of the proposed sign is less than the maximum allowable number of square feet permitted, as required under Section 504(c)(2) of the Zoning Ordinance.

7Ayes (Penn, Ball, Gilpin, Riordan, Vaillancourt, McQueeney and Ballard)      0Nays

**Settler's Rock Realty LLC. Plat 5, Lot 155.** Application by Julian Costanzo for replacement signs. Gabrielle Costanzo property/business owner of Settler's Rock Realty LLC presented. Ms. Costanzo presented a signage plan with existing and proposed signs. She wishes to replace three signs creating uniformity.

Mr. Gilpin made a motion to approve replacement signs for Settler's Rock Realty LLC Plat 5, Lot 155 based on the following findings of fact:

- The sign package includes upgrading and repainting three signs on the property.

6Ayes (Penn, Ball, Gilpin, Riordan, Vaillancourt, and Ballard)      1Nays (McQueeney)

## **Old Business**

### **Update on promoting stand alone HDC District**

Terri Chmiel spoke to Jennifer Brady Brown, L.U.A.O. regarding the mailing of information to property owners promoting the HDC District Overlay Zone. HDC may make a formal request to budget money for the mailing.

## **Adjournment**

Mr. Gilpin made a motion seconded by Ms. McQueeney to adjourn the meeting at 9:20pm.

7Ayes (Penn, Ball, Gilpin, Riordan, Vaillancourt, McQueeney and Ballard)      0Nays

Respectfully submitted,  
Terri L. Chmiel  
Administrative Assistant  
Building & Land Use Department  
Approved: September 16, 2013