



**ST BOTOLPH AREA ARCHITECTURAL CONSERVATION DISTRICT  
COMMISSION  
PUBLIC HEARING MINUTES**

*Held virtually via Zoom*

**NOVEMBER 15, 2023**

**COMMISSIONERS PRESENT:** Susan Trowbridge (Chair), Douglas Miller, Richard Henderson

**COMMISSIONERS ABSENT:** None

**STAFF PRESENT:** Gabriela Amore, Preservation Planner; Sarah Lawton, Preservation Assistant

A full recording of the hearing is available at [Boston.gov/landmarks](https://www.boston.gov/landmarks)

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**5:15 PM:** Commissioner Trowbridge called the public hearing to order. She explained that, pursuant to the Commonwealth of Massachusetts Executive Order Suspending Certain Provisions of the Open Meeting Law, that the public hearing was being conducted virtually via the online meeting platform Zoom in order to review Design Review applications. She also briefly explained how to participate in the online hearing. There were no members of the press present.

Following this brief introduction, she called the first application.

**I. DESIGN REVIEW**

**APP # 24.0314 SB**

**2 DURHAM STREET**

Applicant: Irene Smalls

Proposed Work: Construct a new rear deck at second level.

**Project Representatives:** Irene Smalls was the project representative.

**Documents Presented:** Photos of the existing conditions, plans, and details for the proposed work were presented.



**Discussion Topics:** The Commission reviewed the proposed work, and discussed any potential minimal visibility of the proposed work from the SouthWest Corridor Park. They also discussed the materiality of the proposed rear deck, and supported the use of metal over wood. Commissioner Miller noted he lived in the vicinity of the project, and the application vote was rescheduled for review by the Boston Landmarks Commission (BLC) at their 11-28-2023 hearing.

**Public Comment:** There was no public comment.

- II. **ADMINISTRATIVE REVIEW/APPROVAL:** *In order to expedite the review process, the Commission has delegated the approval of certain work items, such as those involving ordinary maintenance and repair, restoration or replacement, or which otherwise have a minimal impact on a building's appearance, to Commission staff pending ratification at its monthly public hearing. **Having been identified as meeting these eligibility criteria and all applicable guidelines, the following applications will be approved at this hearing:***

► Applicants whose projects are listed under this heading **NEED NOT APPEAR** at the hearing. Following the hearing, you will be issued a Determination Sheet to present at the Inspectional Services Department (1010 Massachusetts Avenue) as proof of project approval when applying for permits. ISD personnel will send an electronic copy of your building-permit application to the commission staff for review. (To avoid potential confusion, the text of your building-permit application should be consistent with the project description given below.) Commission staff will accordingly authorize the execution of the work, attaching any applicable provisos, reflecting the relevant guidelines and precedents.

► **PLEASE NOTE THAT FOLLOWING ISSUANCE OF THE DETERMINATION SHEET NO FURTHER CORRESPONDENCE WILL BE ISSUED FOR THE APPLICATIONS LISTED BELOW.** The electronic building-permit application as annotated by commission staff will constitute your Certificate of Appropriateness; this will be valid for two years from the date of the approval letter. The applicant is required to notify the commission of any project changes; failure to do so may affect the status of the approval.

If you have any questions not addressed by the above information, please contact staff at 617.635.1935 or [StBotolphACDC@boston.gov](mailto:StBotolphACDC@boston.gov). Thank you.



**APP # 24.0400 SB**      **234 WEST NEWTON STREET #3**: Replace two non-original aluminum windows with new ~~2-over-2~~ aluminum-clad windows.

**COMMISSIONER HENDERSON MOTIONED TO APPROVE THE ADMINISTRATIVE REVIEW APPLICATIONS, COMMISSIONER MILLER SECONDED THE MOTION. THE VOTE WAS 3-0-0 (Y: ST, DM, RH) (N: NONE) (ABS: NONE).**

**III.      RATIFICATION OF 4/19/2023 & 9/20/2023 PUBLIC HEARING MINUTES**

**COMMISSIONER MILLER MOTIONED TO APPROVE 9/20/2023 PUBLIC HEARING THE MINUTES. COMMISSIONER HENDERSON SECONDED THE MOTION. THE VOTE WAS 3-0-0 (Y: ST, DM, RH) (N: NONE) (ABS: NONE).**

**IV.      STAFF UPDATES**

**V.      ADJOURN – 6:00 PM**

**COMMISSIONER MILLER MOTIONED TO ADJOURN THE HEARING, COMMISSIONER HENDERSON SECONDED THE MOTION. THE VOTE WAS 3-0-0 (Y: ST, DM, RH) (N: NONE) (ABS: NONE).**