



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

*Held virtually via Zoom*

**MAY 15, 2024**

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

**COMMISSIONERS ABSENT:** None

**STAFF PRESENT:** Gabriela Amore, Preservation Planner

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. **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 # 24.0960 SB**      **91 ST. BOTOLPH STREET:** Replace flat roof in-kind.
- APP # 24.0971 SB**      **117 ST. BOTOLPH STREET:** Repoint front facade in-kind to match existing and wash, recaulk windows, repaint wood window trims in-kind.
- APP # 24.0936 SB**      **195 ST. BOTOLPH STREET:** Repoint facade in-kind to match existing.

**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).**

**II. RATIFICATION OF 1/17/2024 PUBLIC HEARING MINUTES**

**THE REVIEW OF THE MINUTES WERE POSTPONED TO THE NEXT HEARING.**

**III. STAFF UPDATES**

**IV. ADJOURN – 5:30 PM**



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

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