

## **Historic District Commission Public Hearing Minutes – January 25, 2022**

**Time:** 7:30PM – 7:48PM

**Members Present:** Ben Franklin, Richard Smith, Ingrid Strong, Jer Jurma, Sylvia Belkin

**Members Absent:** Andrew Steingiser

**Staff Present:** Marissa Meaney (Land Use Coordinator)

**Location:** VIRTUAL via Zoom

### **Agenda:**

**Revisions to the current application page for submissions to the Historic District Commission** – The Commission is currently working to revise the application to make the submission process more fluid for residents. Considerations included:

- Modifications to the front page of the application to ensure coordination with the Office of Community & Economic Development
- Reference application forms from other cities and towns in Massachusetts
- Looking to provide more guidance/clearer instructions to residents as to what makes a complete application
- Assigning a Commissioner on a monthly basis to help pre-review applications, this way they can provide any preliminary feedback that Marissa can relay back to petitioner, in hopes that they can present a completed application by the night of the hearing

**Historical Commission Event** – Commissioner Richard Smith, who is also a member of the Historical Commission, described the event and suggested that it would be a good idea for the HDC to participate and promote the mission of the Town's historic districts

**Request for New Commissioner** – Select Board is moving forward with HDC's request to have a new member; just need to make sure that resident who expressed interest is still willing to join

**Pollinator Garden** – Swampscott Conservancy would like to install sign. Ben will review information regarding signs and then reach out to Conservancy to discuss next steps