

Town of Ipswich Architectural Preservation District Commission
Regular Meeting
January 6, 2016
Mary Conley Room - Town Hall

Minutes

Members Present: Chris Morse, John Fiske, Mitchell Lowe, Peter Bubriski and Will Thompson

Alternate Members Present: Ruth Strachan and Nancy Carlisle

Staff Present: None

Others Present: Paul Seaman. 11 Warren Street, Ipswich, MA

1. Call to Order. Mr. Morse called the meeting to order at 7:01 PM

2. Citizens Queries

Mr. Morse asked if there were any citizens' queries. There were none.

3. Minutes and Matters Arising

Mr. Morse presented the two previous board minutes. Both sets were reviewed. Mr. Bubriski moved to accept the minutes and Mr. Thompson seconded.

4. 84 High Street Barn Conversion

Mr. Morse stated that the owners of 84 High Street would present plans to convert an existing barn into a guest house at the upcoming Zoning Board of Appeals meeting on February 18th.

5. Rules and Regulations

Mr. Morse opened discussion by emphasizing the importance of completing the draft Rules and Regulations and Design Guidelines and getting them to the Planning Board for comment. Mr. Lowe outlined the draft Rules and Regulations and solicited comments.

Mr. Fiske suggested edits to the Section E first paragraph as it relates to opening the door for public attendance at site visits to homes within the APD. Informal site visits had not been posted in the past. Mr. Lowe stated he would discuss with Mr. Parsons.

Ms. Carlisle suggested connecting the flow chart to the document and ensuring it matched the Rules and Regulations text. Mr. Fiske suggested reordering items 2 and 3 in the preamble as 1 and 3 are legally required and therefore have higher priority.

Ms. Carlisle suggested adding a definitions list. There was general consensus and Mr. Morse offered to draft the section. Mr. Bubriski commented on the importance of keeping the document readable.

Mr. Thompson suggested adding bullets highlighting the required review of substantial additions and substantial exterior alterations as defined on page 1 of the bylaw.

Mr. Fiske commented that the streetscape section should not be included as the APDC does not have jurisdiction over the streetscape as it is mentioned and defined in the bylaw. There was general discussion on the topic and general consensus to remove the section.

Mr. Lowe invited members to submit feedback over the coming days and that he would discuss with Mr. Parsons and revise the draft.

Mr. Thompson inquired as to which document holds the highest priority to complete; the Guidelines or Rules and Regulations. Mr. Fiske replied that the Guidelines should be completed first.

6. Design Guidelines

Mr. Morse presented a list of exterior recommendations. Mr. Bubriski suggested including as one list, rather than describing items for each period. Mr. Thompson commented that it repeated information in the architectural sections. Ms. Carlisle commented that the list should be included. Mr. Fiske suggested using language that encourages potential applicants.

Mr. Fiske proposed focusing on guideline content rather than formatting. Content should dictate design of each section and that section should not be formatted exactly the same. Mr. Bubriski suggested that enough content exists to start formatting. Mr. Fiske agreed. Ms. Strachan inquired as to whether or not each section should use highlighting bullet points. Mr. Fiske suggested writing in whichever way works well for each section.

Mr. Fiske posed whether or not drawings would be included. There was general consensus to include drawings in sections where it makes sense to do so.

Mr. Fiske posed whether each section should maintain its own voice. Mr. Bubriski expressed the importance of keeping different voices. Mr. Morse commented that having the same style has its benefits. Mr. Bubriski asked if writers could express their willingness to be edited. There was general agreement among the writers that they were open to having their sections edited. Mr. Thompson commented that there should be some consistency in a public document with regard to headings, flow and formatting.

There was general consensus on the following three aspects of document production:

- I. The guideline flow would be generally followed for each architectural section.
- II. Writers would include the minimum number of photos and/or drawings to clearly communicate architectural attributes.
- III. The group would focus on completing the base guideline document prior to the next meeting.

Mr. Thompson agreed to format the draft, including endnotes and references, upon receipt of all revisions no later than January 17th. Mr. Fiske offered to provide additional editing support upon compilation.

7. North Green Sculpture

Mr. Fiske provided the background and status of a plan to locate a bronze sculpture on one of the Ipswich town greens.

8. Closing

The Commission decided the next meeting would be held on Wednesday, January 27th.

Mr. Lowe moved to adjourn the meeting at 9:10 PM. Mr. Morse seconded. The motion passed unanimously.

Minutes prepared by Will Thompson, Secretary

Attachments: none

Adopted: January 27, 2016