



**BACK BAY ARCHITECTURAL DISTRICT  
PUBLIC HEARING MINUTES**

Boston City Hall Boston, MA, 02201

Held virtually via Zoom

**MAY 8, 2024**

**COMMISSIONERS PRESENT:** Kathleen Connor, Anddie Chan-Patera.; John Christiansen; Zsuzsanna Gaspar; Thomas High; Tanvi Nayar; Robert Weintraub, Ethel MacLeod, David Sampson, Iphigenia Demetriades, Franklin Ross.

**COMMISSIONERS ABSENT:**; David Eisen; Kenneth Tutunjian;

**STAFF PRESENT:** Joseph Cornish, Director of Design Review; and 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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**5:01 PM:** Commissioner Connor 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 Design Review application. .

**I. DESIGN REVIEW**

**APP #24.0840 BB**

**ADDRESS: 363 MARLBOROUGH STREET**

Applicant: Ryan Clancy

Proposed Work: At Hereford Street elevation replace three fourth-story non-historic windows.

**PROJECT REPRESENTATIVES:** Ryan Clancy was the project representative. They presented the proposed scope of work to the Commission, which includes an overview of the proposal to install new replacement windows.

**DOCUMENTS PRESENTED:** Documents presented included interior and exterior existing condition photographs, historical image from 1942 depicting the windows, new window details, window cut sheet.



**DISCUSSION TOPICS:** Discussion topics included an overview of the existing conditions, the visibility of the windows from a public way, the customers preference for casement windows, the plans to replace the metal on the sides and replace them with a wood casing that would be painted to match the windows, that the new windows would be a wood exterior and painted to match the rest of the building.

**COMMISSIONER COMMENTS AND QUESTIONS:** During the Commissioner Comment and discussion period, the following topics were discussed in greater detail: whether the metal sides would be replaced with wood, the possibility of replacing the metal with slate, an overview of the original architectural features of the building from 1942 and 1929, the possibility of adjusting the proposal to make changes that were more reminiscent of the original dormers, the possibility of having three individual windows, using two by fours, trim the windows out individually with wood across the bottom

**PUBLIC COMMENT:** During the public comment period, Sue Prindell spoke in support of the proposed work and offered a recommendation to include more slate under the windows.

**COMMISSIONER HIGH MOTIONED TO APPROVE THE APPLICATION WITH PROVISOS. COMMISSIONER SAMPSON SECONDED THE MOTION. THE VOTE WAS 10-0-0 (Y: ACP, TH, KC, FR, RW, ID, DS, TN, ZG, EM)(N: NONE)(ABS: NONE).**

- *Submit a design with three separate windows that replicate the window casing and woodwork between and below the windows that is shown in the historical image from 1942 with the final details and approval remanded to staff.*

**APP # 24.0826 BB**

**ADDRESS: 264 & 266 COMMONWEALTH AVENUE**

Applicant: Matthew Morse

Proposed Work: At roof replace and upgrade existing HVAC equipment.

**PROJECT REPRESENTATIVES:** Matthew Morse was the project representative. They presented the proposed scope of work to the Commission, which includes an overview of the proposal to replace and upgrade existing HVAC equipment at the roof.

**DOCUMENTS PRESENTED:** Documents presented included existing condition photographs, aerial view photographs of existing and proposed, existing front elevation and building section, front elevation and building section proposed, sight



line images, and rooftop mock up photographs.

**DISCUSSION TOPICS:** Discussion topics included an overview of the site location, summary of the recommendations from the Neighborhood Association of Back Bay, the orientation and location of the existing and proposed HVAC equipment, the configuration of the mock up, visibility of the mockup and proposed work from a public way, whether the proposed HVAC system could be pushed back, dimensions and height of the proposed work with the snow stands and hoods, relocation of the condensers to the left side of the building closest to the alleyway, the dimensions of the duct work, the removal of the fanpipe.

**COMMISSIONER COMMENTS AND QUESTIONS:** During the Commissioner Comment and discussion period, the following topics were discussed in greater detail: visibility of the mockup and proposed work from a public way, the location of the line of sight, whether the mockup included snow stands and hoods, the possibility of relocating the condensers to minimize visibility, whether the fanpipe was functional and in use.

**PUBLIC COMMENT:** During the public comment period, Sue Prindell discussed a visit to the mockup and discussed the visibility of the proposed work and offered a recommendation.

**COMMISSIONER Weintraub MOTIONED TO APPROVE THE APPLICATION WITH PROVISOS. COMMISSIONER HIGH SECONDED THE MOTION. THE VOTE WAS 10-0-0 (Y: ACP, TH, KC, FR, RW, ID, DS, TN, ZG, EM)(N: NONE)(ABS: NONE).**

- *That the applicant relocate the condensers to the back of the roof behind the ductwork and remove the inactive fan and work with staff to make the other Hvac equipment minimally visible or invisible.*

**APP # 24.0946 BB**

**ADDRESS: 323 COMMONWEALTH AVE**

Applicant: Zachary Millay

Proposed Work: Avenue: Restore masonry; replace all windows with historically accurate wood windows; replace existing entry doors; install new copper gutters and downspouts; at rear elevation replace existing asphalt driveway with brick pavers and alter window and door locations at lower-level; and at roof remove existing headhouse and replace with new headhouse and roof deck.

**PROJECT REPRESENTATIVES:** Zachary Millay was the project representative. They presented the proposed scope of work to the Commission, which includes restoring masonry; replacing all windows with historically accurate wood windows;



replacing existing entry doors; install new copper gutters and downspouts; at rear elevation replacing existing asphalt driveway with brick pavers and alter window and door locations at lower-level; and at roof removal existing headhouse and replace with new headhouse and roof deck.

**DOCUMENTS PRESENTED:** Documents presented included an aerial view of the location, visibility photographs, existing condition photographs, historical photographs of the property, existing and proposed front and rear elevations, existing and proposed garden level and rear yard plans, existing and proposed roof level plans, proposed headhouse elevations, and existing and proposed site line section diagrams.

**DISCUSSION TOPICS:** Discussion topics included an overview of the existing conditions of the site, the location of the property, the historical photographs of the property from the 1880s and the 1940s, the 1940s design of the property, an overview of the existing and proposed demolition plan, a summary of the comments and recommendations made by the Neighborhood Association of the Back Bay, the dimensions and materials of the existing and proposed door, the rear addition that will be added to the property at a later date, the proposal to replace the existing asphalt with a brick pattern, the existing headhouse and chimney, the proposed material of the headhouse, the visibility of the mockup from a public way, an overview of the site lines.

**COMMISSIONER COMMENTS AND QUESTIONS:** During the Commissioner Comment and discussion period, the following topics were discussed in greater detail: whether there was any proposed lighting, the proposed material for the headhouse, the visibility of the proposed work from a public way.

**PUBLIC COMMENT:** During the public comment period, Sue Prindell offered comments regarding the landscaping plan. During the public comment period, Laurie Thomas offered comments regarding the trees that need to be protected during construction.

**COMMISSIONER HIGH MOTIONED TO APPROVE THE APPLICATION WITH PROVISOS. COMMISSIONER DEMETRIADES SECONDED THE MOTION. THE VOTE WAS 10-0-0 (Y: ACP, TH, KC, FR, RW, ID, DS, TN, ZG, EM)(N: NONE)(ABS: NONE).**

- *That the roof head house be clad in standing seam, copper.*
- *That all design details, including, but not limited to the color of any masonry, repair coding, the location of the fire, alert light and the details of the rooftop HVAC equipment be remanded to staff for final review and approval.*
- *That the existing front and rear yard trees be protected during construction.*



- *That any landscape plan be developed in consultation with the Garden Club of the Back Bay and be submitted for separate approval.*

The Chair announced that the Commission would next review Advisory Review item(s).

## II. ADVISORY REVIEW

### **ADDRESS: 372 MARLBOROUGH STREET**

Proposed Work: Replace all windows with historically appropriate wood windows, and repair fire escapes; at front façade reset curbing at garden and install new fence, and restore window opening at sixth-story; at rear elevation create garage door opening, add bay windows, install brick paving, raise existing alleyway and reset brick paving, alter window openings and add balcony, restore copper bay, expand existing fire escape, and replace existing skylight at lower roof; and at roof remove existing headhouse, install new headhouse and roof deck, alter party wall and add privacy screen.

**PROJECT REPRESENTATIVES:** Anthony Macchi was the project representative. They presented the proposed scope of work to the Commission, which includes an overview of the proposal to replace all windows, repair fire escapes; at front façade reset curbing at garden and install new fence, restore window opening at sixth-story; at rear elevation create garage door opening, add bay windows, install brick paving, raise existing alleyway and reset brick paving, alter window openings and add balcony, restore copper bay, expand existing fire escape, and replace existing skylight at lower roof; and at roof remove existing headhouse, install new headhouse and roof deck, alter party wall and add privacy screen.

**DOCUMENTS PRESENTED:** Documents presented included aerial view photographs, existing condition photographs of the roof, rear, and alleyway, visibility photographs, site line drawings, existing and proposed rear west elevation, proposed garden level plans, existing and proposed level one, two, three, and seven plans, proposed rear section drawing, 3D renderings of existing and proposed views.

**DISCUSSION TOPICS:** Discussion topics included an overview of the existing conditions of the property, the views of the proposed work from a public way, a summary of the comments and recommendations made by the Neighborhood Association of the Back Bay and the Garden Club, an overview of the location of the property, the dimensions and material of the proposed railing, the appropriate plants and greenery for the property, the existing chain link fence and ground plants, the existing bay, the proposed brick pavers, the plans to remove the existing chimney and restore the chimney, the sightline drawings.



**COMMISSIONER COMMENTS AND QUESTIONS:** During the Commissioner Comment and discussion period, the following topics were discussed in greater detail: an overview of the BBAC guidelines, the egress and manufacturers requirements, the location of the condensers on the roof, the connecting balconies, the shape of the rear bay, the material of the bay, whether the existing or original bay would be demolished, the three story rear addition.

**PUBLIC COMMENT:** During the public comment period, Sue Prindell offered comments and recommendations on behalf of the Architecture Committee for the Neighborhood Association of the Back Bay. During the public comment period, Laurie Thomas offered comments regarding the possibility of planting trees in front of the property and other locations.

**ADDRESS: 291 BEACON STREET**

Proposed Work: Replace all existing windows with wood double hung windows; at front façade restore existing slate mansard roof and copper detailing, extend existing front slate roof up to meet new Level 5 roof, create new copper clad bay at new Level 5, and restore and paint black existing fire escapes; at rear elevation remove existing garden level windows and door, install (2) new garage doors and entry door, install brick paving at existing parking area and adjust grade of parking area to allow for drive into new garage space within building, remove existing support columns at bay, Internal structural work at bay, enlarge existing fire escape to create Level 1 exterior balcony; and construct new mansard roof with 3 double hung windows at new level 5; and at roof remove existing flat roof completely. create new Level 5 living area, add new roof, roof deck and copper clad head house, add new mansard roof aligning with existing rear masonry wall, and extend brick party walls upward to cover new Level 5 and head house.

**PROJECT REPRESENTATIVES:** Anthony Macchi was the project representative. They presented the proposed scope of work to the Commission, which includes an overview of the proposal to replace all existing windows with wood double hung windows; at front façade restore existing slate mansard roof and copper detailing, extend existing front slate roof up to meet new Level 5 roof, create new copper clad bay at new Level 5, and restore and paint black existing fire escapes; at rear elevation remove existing garden level windows and door, install (2) new garage doors and entry door, install brick paving at existing parking area and adjust grade of parking area to allow for drive into new garage space within building, remove existing support columns at bay, Internal structural work at bay, enlarge existing fire escape to create Level 1 exterior balcony; and construct new mansard roof with 3 double hung windows at new level 5; and at roof remove existing flat roof completely. create new Level 5 living area, add new roof, roof deck and copper clad





head house, add new mansard roof aligning with existing rear masonry wall, and extend brick party walls upward to cover new Level 5 and head house.

**DOCUMENTS PRESENTED:** Documents presented included existing condition photographs, aerial view of the location, the original drawing of the building, the existing and proposed front and rear elevation drawings, the existing site line sections, historical photographs of the property, the proposed chimney detail.

**DISCUSSION TOPICS:** Discussion topics included a summary of the comments and recommendations made by the Neighborhood Association of the Back Bay, an overview of previous presentations, the existing condition of the site, the historical context of the building, the original drawings of the building, an overview of the existing conditions of the front garden, roof, chimneys, bay, and fire escape, the proposal to add a living space on the roof, the dimensions of the existing roof, the proposed balcony, and garage doors, context and examples of other work in Back Bay, the visibility of the proposed work from a public way, the proposed dimensions of the parking space on the garden level, the proposed dimensions of the unit level.

**COMMISSIONER COMMENTS AND QUESTIONS:** During the Commissioner Comment and discussion period, the following topics were discussed in greater detail: whether the roof is a mansard or slate roof, the existing windows on the neighboring buildings, the existing dormers, the proposed windows, the modification of the chimney, the proposed bay.

**PUBLIC COMMENT:** During the public comment period, Sue Prindell offered comments regarding access to the garage and the material of the existing door.

The Chair announced that the Commission would next review Administrative Review/Approval applications.

### III. ADMINISTRATIVE REVIEW/ APPROVAL

**24.0952 BB 4-5 ARLINGTON STREET:** Replace nineteen fifth-story wood windows in-kind.

**24.0586 BB 257 BEACON STREET:** Replace four fourth-story wood windows in-kind.

**24.0943 BB 267 BEACON STREET:** At front façade replace existing entry doors in-kind.



**24.0965 BB 301 BERKELEY STREET:** At rear elevation repoint masonry.

**24.0911 BB 32 COMMONWEALTH AVENUE:** At roof replace black rubber membrane roofing in-kind and install new copper gutter at rear elevation.

**24.0903 BB 68 COMMONWEALTH AVENUE:** At roof remove existing roof deck, replace black rubber membrane roofing in-kind and re-install roof deck to match existing.

**24.0973 BB 90 COMMONWEALTH AVENUE:** At roof install new area of black rubber membrane roofing over existing rubber membrane.

**24.0930 BB 192 COMMONWEALTH AVENUE:** At front façade add handrail at entry steps.

**24.0883 BB 257 COMMONWEALTH AVENUE:** At front façade replace three fourth-story non-historic one-light windows with historically appropriate one-over-one wood windows.

**24.0890 BB 9 GLOUCESTER STREET:** At front façade replace trim and flashing at bay window in-kind and repair gutter; at roof remove existing deck/stair structure and install new black rubber membrane roofing.

**24.0855 BB 133 MARLBOROUGH STREET:** At roof construct roof deck and access hatch consistent with district's design guidelines.

**24.0877 BB 220 MARLBOROUGH STREET:** At front entry replace concrete at former coal chute with bluestone.

**24.0915 BB 10-12 NEWBURY STREET:** At front façade replace and restore damaged black glass storefront surrounds to original design.

**24.0782 BB 111-115 NEWBURY STREET:** Replace sixty-five (65) windows with historically appropriate wood windows.

**24.0880 BB 123 NEWBURY STREET:** At upper roof install HVAC unit.

**24.0924 BB 133 NEWBURY STREET:** At front façade replace wall sign.





**24.0953 BB 342 NEWBURY STREET:** At rear repair fire escape.

**COMMISSIONER SAMPSON MOTIONED TO APPROVE THE ADMINISTRATIVE REVIEW ITEMS. COMMISSIONER DEMITRADES SECONDED THE MOTION. THE VOTE WAS 10-0-0 (Y: ACP, TH, KC, FR, RW, ID, DS, TN, ZG, EM)(N: NONE)(ABS: NONE).**

#### **IV. RATIFICATION OF HEARING/ MEETING MINUTES**

Ratification of 4/10/2024 public hearing minutes.

**COMMISSIONER WEINTRAUB MOTIONED TO APPROVE THE MINUTES. COMMISSIONER GASPAR SECONDED THE MOTION. THE VOTE WAS 9-0-1 (Y: ACP, TH, KC, FR, RW, DS, TN, ZG, EM)(N: NONE)(ABS: ID).**

#### **IV. STAFF UPDATES**

There were no staff updates.

#### **V. ADJOURN – 6:43**

**COMMISSIONER WEINTRAUB MOTIONED TO ADJOURN THE HEARING. COMMISSIONER CHAN-PATERA SECONDED THE MOTION. A VOICE VOTE WAS CALLED AND ALL COMMISSIONERS VOTED IN FAVOR.**