

Fruit Street Local Historic District Commission
Meeting Minutes – December 8, 2022
City Hall, Planning Department Office

The meeting was called to order at 7:18 PM.

1. Roll Call

Present: Kevin Wallace, Aileen Graf, Bonnie Sontag, Joe Carper

2. New Business

None

3. Old Business

24 Prospect St. – outstanding application

No updates and no action on two approved actions.

4. Correspondence/Communications

None

5. General Business

a) 16-18 Fruit St.- update

Balmoral Development is trying to find a company that will install shutters. Joe will provide Aileen with the name of a company he has used, and she will forward to Balmoral.

b) MLS Listing – update

Kevin reported that our request is on their next meeting agenda, to be scheduled in the first quarter of 2023. This request includes a required field stating property is located in a local historic district and that the Disclosure statement (on the Newburyport city website) be included in all sales documentation.

c) Enforcement & procedural issues

The Commissioners agreed to schedule a meeting with Katelyn Sullivan, Planner, to better understand and clarify issues around the issuance and enforcement of Certificates of Applicability.

d) Letter to Property Owners

The Commissioners reviewed and edited Maurice's draft annual Letter to Property Owners. After further review by Maurice, the Letter will be distributed to all property owners in January 2023.

e) Online Application

Aileen reported that she discussed the previously requested changes to the online application with City staff, and they have been made. The Commissioners will review the changes and will

identify any issues for discussion at the next meeting. Katelyn will review all future applications for completeness.

Approval of Minutes: October 13, 2022

Bonnie made a motion to approve the minutes. Kevin seconded the motion. Kevin, Aileen, Bonnie and Joe voted in the affirmative.

6. Other Business

Bonnie announced that she will step down from the Commission at the end of December 2022. The Commissioners discussed filling her position with a member currently serving on either the Planning Board, Zoning Board, or Historical Commission. The Commissioners noted Bonnie's substantial contributions as a founding member of the Commission and her many years of service. The Commissioners also discussed filling Maurice's position when it becomes vacant in May with another resident from the District.

The Commissioners decided to meet at least quarterly in 2023 and will schedule the next meeting for February, unless an application requires review before then.

7. Adjournment

Joe made a motion to adjourn. Kevin seconded the motion. All members voted in the affirmative. Motion passed.

Meeting adjourned at 8:03 PM.

Respectfully submitted, Joe Carper, Note Taker