



ST BOTOLPH AREA ARCHITECTURAL CONSERVATION DISTRICT

COMMISSION PUBLIC HEARING MINUTES

Held virtually via Zoom

APPROVED BY COMMISSION
(8/20/2025)

JUNE 18, 2025

COMMISSIONERS PRESENT: Susan Trowbridge (Chair), Jim Kutchin, Nancy Russell

COMMISSIONERS ABSENT: Douglas Miller

STAFF PRESENT: Joseph Cornish, Director of Design Review

A full recording of the hearing is available at [Boston.gov/landmarks](https://boston.gov/landmarks)

5:21 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 agenda item.

I. RATIFICATION OF 12/18/2024 PUBLIC HEARING MINUTES

COMMISSIONER RUSSELL MOTIONED TO APPROVE THE PUBLIC HEARING MINUTES, COMMISSIONER KUTCHIN SECONDED THE MOTION. THE VOTE WAS 3-0-0 (Y: JK, NR, ST) (N: NONE) (ABS: NONE).

II. DESIGN REVIEW:

APP #25.1009 BB

ADDRESS: 9 FOLLEN STREET

Applicant: Derek Bloom



Proposed Work: At front facade reopen three bricked-in garden level windows and install windows and window wells; and at rear elevation replace seven windows, replace section of stockade fence with brick wall, and install gate and lighting.

PROJECT REPRESENTATIVES: Derek Bloom, Seang Ny, and Rob and Amy Kadner were the project representatives.

DOCUMENTS PRESENTED: Documents presented included photos of existing conditions and plans for the proposed work.

DISCUSSION TOPICS: Discussion topics included the appropriateness of using metal window wells, and the appropriate style of window for the front garden-level windows.

PUBLIC COMMENT: There was no public comment.

COMMISSIONER RUSSELL MOTIONED TO APPROVE THE APPLICATION WITH PROVISOS. COMMISSIONER KUTCHIN SECONDED THE MOTION. THE VOTE WAS 3-0-0 (Y: JK, NR, ST)(N: NONE)(ABS: NONE).

- *The window sash at the front facade lower level should be a hopper window or fixed-in-place window with final details remanded to staff.*

III. 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. Thank you.

APP # 25.0977 SB

138 ST. BOTOLPH STREET: Installation of security cameras, lighting and intercoms; installation of shatter-proof glass and film at existing windows; at front yard replacement of existing fence; at rear yard replacement of existing gate; and at rear elevation replacement of two existing doors with steel security doors.

COMMISSIONER RUSSELL MOTIONED TO APPROVE THE ADMINISTRATIVE REVIEW APPLICATION, COMMISSIONER KUTCHIN SECONDED THE MOTION. THE VOTE WAS 3-0-0 (Y: JK, NR, ST) (N: NONE) (ABS: NONE).

IV. STAFF UPDATES

Staff reported that interviews are taking place for the vacant preservation planner position.

V. ADJOURN – 5:40 PM

COMMISSIONER KUTCHIN MOTIONED TO ADJOURN THE HEARING, COMMISSIONER RUSSELL SECONDED THE MOTION. THE VOTE WAS 3-0-0 (Y: JK, NR, ST) (N: NONE) (ABS: NONE).