

**CITY OF BEVERLY
PUBLIC MEETING MINUTES**

BEVERLY
RECEIVED AND RECORDED
CITY CLERKS OFFICE
2026 MAR 16 P 3:46

BOARD OR COMMISSION: City of Beverly Historic Districts Commission
DATE: January 28, 2026
LOCATION: Beverly City Hall, City Council Chambers, 3rd Floor
MEMBERS PRESENT: Chair William Finch; Vice Chair Suzanne LaMont; Wendy Pearl; Emily Hutchings; John Leahy; Christian Heath
STAFF PRESENT: Director of Planning & Development Darlene Wynne
RECORDER: Kristan Patenaude

Call to Order

Chair Finch called the meeting to order at 7:00 p.m.

1. Essex Heritage Partnership Grant – submitting a grant application for interpretive signage at the Beverly Powder House

LaMont noted that there was a discrepancy in the due date and the application is due Monday, February 16th.

Hutchings shared the information she received from other towns regarding their processes for signs. She stated that she believes the next step would be to reach out to Batten Brothers to confirm the potential size and request a quote. She believes that estimating a \$4,000 cost for the project is not unreasonable for the application materials.

There was agreement to contact a few companies to obtain information on design and quotes.

2. Discussion: Update to Historic Districts Commission's Rules of Procedure

Hutchings explained that she reviewed Rules of Procedure or similar guidance documents from other communities. She thus made a number of proposed amendments to the Commission's current Rules of Procedure. Some potential amendments revolve around language in the enabling legislation and State law. She explained that the Commission could consider a separate policy document as well.

The Commission agreed to review a clean copy of the document with simple scrivener's edits considered at its next meeting to start working on the wording of certain sections.

3. Applications:

a. Schedule Site Visit for DD 25-12 – Demolition Delay application for 824 Hale Street

The Commission agreed to hold a site visit on February 4, 2026, at 8am.

The Commission agreed to meet next on February 25th at the Library.

47
48 **4. New business, other business, or topics for future meeting agendas, if any**
49 **a. Update on Historic Resource Survey Project: Cabot-Rantoul Residential**
50 **Neighborhood from Suzie LaMont, designated representative**
51

52 LaMont stated that the first meeting for the Cabot-Rantoul Residential Neighborhood Survey
53 Committee was on January 20th to review the submitted methodology with the consultant. The
54 consultant is looking at an area from School Street to Federal Street between Cabot and Rantoul.
55 The consultant is seeking 110 target properties to survey in that area. Many of the properties in
56 that area have no inventory sheets or one that are limited in data. The consultant plans to update
57 those forms. The Commission could consider which are the most threatened properties or what
58 types of properties the consultant should focus on as she narrows the scope. The consultant
59 suggested reviewing area forms as part of the scope.
60

61 Hutchings stated that the intent is to consider more residential buildings, such as 46 Federal
62 Street. This is a vulnerable building in the context of nearby development potential.
63

64 Pearl stated that there should be representative sampling of the inventory among the streetscapes.
65 She would like the scope to consider notable architectural types, rarities, and those building with
66 distinctive detailing.
67

68 **b. Update from Community Preservation Committee representative Wendy**
69 **Pearl, if any**
70

71 Pearl explained that she was unable to attend the last meeting. She heard the CPC developed a
72 set of questions for five of the eight full applications. There are two cemetery applications and an
73 application for the building at the Garden School submitted under the historic preservation
74 category.
75

76 **c. Update from Design Review Board representative Emily Hutchings, if any**
77

78 Hutchings explained that the DRB reviewed two signs, neither of which are in historic locations.
79

80 **5. Approval of Minutes, as available**

81 **a. January 7, 2026**
82

83 Pearl: Motion to approve the January 7, 2026, minutes, as amended. Leahy
84 seconds. Motion carries (6-0).
85

86 **b. May 28, 2025**
87

88 Leahy: Motion to approve the May 28, 2025, minutes, as amended. Heath
89 seconds. Motion carries (6-0).
90

91 **c. June 23, 2025**
92

93 Pearl: Motion to approve the June 23, 2025, minutes, as amended. Heath
94 seconds. Motion carries (6-0).
95

96 **6. Adjourn**
97

98 Hutchings: Motion to adjourn. Pearl seconds. Motion carries (6-0).
99 Meeting adjourns at 8:47p.m.