

NORWICH HISTORIC DISTRICT COMMISSION

Minutes of the July 15, 2020 Regular Meeting

The regular meeting of the Historic District Commission was held Wednesday July 15, 2020 at 5:36 PM via Zoom virtual meeting.

Members Present:

Regan Miner (Acting Chairwoman)

Richard Guidebeck

Timothy Dowhan

Nancy O'Neil

Gregory Johnson

Members Absent:

Guests: Dayne Rugh and Dan Clarkin & Autumn English

I. Public Meeting

The public meeting was convened at 5:40 pm. The order of COA presentations and discussions are at the discretion of the commission to accommodate all participants.

- COA 425 - 13 Harland Road (Robert Brown) *Restoration, Windows*
The applicant was not in attendance.
- COA 426 - 357 Washington Street (Richard O'Keefe) *Demolition, Reconstruction, Roofing, Masonry*
The applicant notified Regan Miner that he would be out of the area and unable to attend the meeting.
- COA 427 - 39 East Town Street (Daniel Clarkin & Autumn English)
Reconstruction, Perimeter, Fence

Daniel Clarkin and Autumn English stated they are looking to put up a fence on the right side of their property to create an enclosure for the property. Ms. English stated there was a fence on the property in the past so they are looking to replace what was there to create privacy and reinforce the property line. Regan Miner thanked the applicants for the thorough application. Richard Guidebeck stated it appeared that the replacement would be like-for-like and he appreciated the finials on the post caps.

- COA 428 – 2 Town Street (Society of the Founders of Norwich)
Reconstruction, Windows

Dayne Rugh, president of the Society of the Founders of Norwich, stated they are continuing the Phase 1 restoration project on the historic David Greenleaf house located at 2 Town Street. Dayne Rugh stated COA 428 is for repair or replacement of all windows in the home and that the application details which windows will be replaced versus repaired. Dayne Rugh clarified that all windows facing the street will be repaired as they are in fair condition but all the windows on the south and north side of the home would be replaced. Dayne Rugh stated all windows would be hand built and installed by Mark Holdridge using 50% old glass to maintain the historic character of the property. Discussion ensued on previous characteristics of the building.

II. Regular Meeting

The regular meeting was convened at 5:53 PM.

A. Action on COA's

- COA 425 - 13 Harland Road (Robert Brown) *Restoration, Windows*

Nancy O'Neil made a motion to open the application for discussion. Gregory Johnson seconded. Regan Miner stated she was hoping that the contractor or the homeowner would have attended the meeting. Miner had multiple discussions with the homeowner and contractor. Regan Miner stated the applicant sent her a product brochure, but she was unable to get clarification on what style window the applicant was looking to use and was still unsure of the goal of the project. The contractor and the homeowner are unsure if the windows are original to the house. Regan Miner stated the contractor noted their options were aluminum clad windows or all wood windows. Regan Miner stated she was also looking to determine the state of deterioration of the windows and if the applicant would be willing to repair the streetscape windows opposed to replacing them as they are the most visible. Discussion ensued on the value of repairing the windows over replacing them. Regan Miner noted that repairing would add longevity to the windows and although they are not original they are early 20th century windows

that fit the style of the home well. Discussion ensued on exterior storm windows in rear of the property and on the potential window styles. Discussion ensued as well on if more information was required from the applicant. Richard Guidebeck stated he felt specific details of what style window would be installed was required as well as clarification on the storm windows. Discussion ensued on suggesting the applicant reapply with standards available through the manufacturer. Timothy Dowhan made a motion to deny COA application 425 as submitted and to request that the applicant provide additional information in order to reapply for the next regularly scheduled meeting. Gregory Johnson seconded. Gregory Johnson, Richard Guidebeck, Nancy O'Neil, Regan Miner and Timothy Dowhan voted to deny the COA. The motion was denied unanimously.

- COA 426 - 357 Washington Street (Richard O'Keefe) *Demolition, Reconstruction, Roofing, Masonry*

Regan Miner noted that the HDC had approved the roof work portion of COA 426 but tabled the chimney demolition that had occurred without a building permit or HDC approval. Nancy O'Neil made a motion to open the application for discussion. Gregory Johnson seconded. Regan Miner stated the applicant notified her that he would be traveling out of state and unlikely able to attend the meeting. Regan Miner stated the applicant stated he did not have an issue replacing the chimneys however he would need to acquire funding and there are other pressing issues in the home that need to be addressed prior to replacing the chimneys. Regan Miner stated she was encouraged to see that the applicant was open to the replacement and understood his predicament of limited funding. Discussion ensued on how to better enforce COA application process through building department and various ways to approach the pending COA. Regan Miner noted that if the HDC denies the COA the building official stated the building department then cannot have an inspection on the work or approve the permit. Gregory Johnson made a motion to accept the roofing portion COA application 426 as submitted while denying the chimney demolition portion of the application and request the applicant submit a new COA for the chimney. Timothy Dowhan seconded. Gregory Johnson, Timothy Dowhan, Richard Guidebeck, Nancy O'Neil, and Regan Miner voted in favor. The motion passed unanimously

- COA 427 - 39 East Town Street (Daniel Clarkin & Autumn English) *Reconstruction, Perimeter, Fence*

Gregory Johnson made a motion to accept COA application 427 as submitted and presented. Richard Guidebeck seconded. Gregory Johnson, Timothy Dowhan, Nancy O'Neil, Richard Guidebeck, and Regan Miner voted in favor. The motion passed unanimously.

- COA 428 – 2 Town Street (Society of the Founders of Norwich) *Reconstruction, Windows*

Richard Guidebeck made a motion to accept COA application 428 as submitted and presented. Nancy O’Neil seconded. Gregory Johnson, Timothy Dowhan, Nancy O’Neil, and Richard Guidebeck voted to approve the COA. Regan Miner abstained. The motion passed.

B. Minutes of Wednesday June 17, 2020 Regular Meeting

- Nancy O’Neil made a motion to approve the meeting minutes. Timothy Dowhan seconded. Nancy O’Neil, Richard Guidebeck and Regan Miner voted in favor. Gregory Johnson abstained. The motion passed.

C. Chairman Report

- Regan Miner stated she received notification that the HDC budget of \$2,388 was fully approved and that she was waiting to hear back from the City if the HDC is able to receive non-matching grant funds from the State Historic Preservation Office for updating design guidelines and preservation training. Regan Miner stated she also received quotes of \$130 for a quantity of 250 and \$1000 for a quantity of 1000 in regards to printing the updated HDC brochures. Regan Miner stated the goal would be for the brochures to be available in the building department and to distribute them amongst the historic district residents. Discussion regarding printing the quantity of brochures ensued. Regan Miner stated she would look into printing 250 copies and would inquire if the building department would be willing to print additional copies in house otherwise the HDC would allocate funds from the award plaque line item in the budget.

D. Old Business: None.

E. New Business:

- **Request to Amend COA 418 -371 Washington Street (Frank Novack) *New Construction, Fencing:***

Regan Miner stated the applicant is seeking to continue the fence that had been approved with COA 418 along the front of his property so she recommended that he send a letter requesting to modify the existing COA to allow approval of the fence. Gregory Johnson asked if the fence would

be installed along the stone wall in front to which Regan Miner responded in the affirmative. Regan Miner stated the applicant is looking to install the fence on the left side of his property to enclose his garden and bushes. Richard Guidebeck made a motion to accept the request to modify existing open COA 418 barring that it adheres to building codes and building department approval and that it does not inflict on the property line. Gregory Johnson seconded. Gregory Johnson, Timothy Dowhan, Nancy O'Neil, Richard Guidebeck, and Regan Miner voted in favor. The motion passed unanimously.

- Regan Miner stated she received a COA the day previous that would be on the August agenda.

F. Next Meeting Date:

- Scheduled for Wednesday August 19, 2020 at 5:30 PM.

G. Adjournment

- Nancy O'Neil made a motion to adjourn the Regular Meeting at 7:21 PM. Richard Guidebeck seconded. The motion passed unanimously.

Respectfully submitted,

Katherine Rose
Recording Secretary