

NORWICH HISTORIC DISTRICT COMMISSION

Minutes of the January 17, 2024 Regular Meeting 5:30PM via ZOOM & Room 319 of City Hall 100 Broadway, Norwich, CT

Members Present:

Timothy Dowhan (Chairman)
Regan Miner (ZOOM)
Jacob Stahl (ZOOM)
Dayne Rugh (ZOOM)
Nancy O'Neil (ZOOM)
Greg Johnson (ZOOM)

Members Absent: Gregory Farlow

Guests:

Timothy Dowhan reviewed the rules of a virtual meeting and clearly notified participants that the meeting would be recorded.

I. Public Meeting

The public meeting was convened at 5:32 pm. The order of COA presentations and discussions are at the discretion of the commission to accommodate all participants.

- COA 540 - 21 Huntington Place (Razulallah Wallace) - Windows

The applicant was not in attendance. Timothy Dowhan stated he received a call from the applicant's contractor and met with him to go over the proposed work for the home, which primarily contained windows. Timothy Dowhan reported a gutter was also being replaced but it was not visible from the public right of way. Timothy Dowhan stated the contractor was looking to encapsulate what was needed due to lead paint and to replace the double-hung one-over-one windows. Timothy Dowhan noted a portion of the existing windows had been replaced in the past with vinyl. Timothy Dowhan stated he did make the applicant aware that the HDC design guidelines called for like-for-like materials for the new windows, but the existing vinyl windows would remain in place. Timothy Dowhan stated the application was for a total of 20 windows. Gregory Johnson asked if only the wood windows were being replaced, to which Timothy Dowhan responded was correct. Regan Miner noted the application did include the work for the foundation, repointing and the replacement of the rear gutter. Regan Miner asked if Timothy Dowhan was aware if the foundation was previously painted, as the HDC would have discretion if a change in material was occurring. Jacob Stahl noted an included photo showed the foundation as apparently unpainted. Others interpreted the visual provided as having had some form of treatment. Greg Johnson added that the application called for the use of encapsulation paint which was typically only required to cover lead paint.

II. Regular Meeting

The regular meeting was convened at 5:48 PM.

A. Action on COA's

- COA 540 - 21 Huntington Place (Razulallah Wallace) - Windows

Regan Miner made a motion to approve the COA as written. Greg Johnson seconded. Greg Johnson stated all the proposed work appeared to be within the design guidelines. Regan Miner stated her only concern was that the window glass may not be a 'true divided light', which is requested in the design guidelines. Regan Miner stated the application only called for 'standard glass'. Regan Miner asked if the wooden windows being replaced were original to the home, to which Timothy Dowhan responded he was unsure. Timothy Dowhan stated there were no existing dividers in the windows being replaced. Greg Johnson added it appeared all windows being replaced were one-over-one and would not contain dividers. Regan Miner stated in regards to the painting of the foundation, the guidelines do call for avoiding painting any masonry, stone or any surfaces that were historically unpainted and to avoid the use of stains as a coating. Regan Miner continued that the guidelines also specify to avoid the use of any coatings that are not a traditional paint formula. Greg Johnson noted the application did state the section being painted was in the rear of the home and was due to existing lead paint. Discussion ensued. Regan Miner stated she wanted to ensure that the approved guidelines were being followed. Greg Johnson stated although the painting may not be directly in line with the guidelines, it was standard practice for lead abatement and seemed to be the correct approach. Regan Miner asked if any additional information was included for the replacement gutter. Timothy Dowhan stated the gutter sat above the door off a second story deck on the back of the home. Timothy Dowhan stated the contractor said the homeowner is only looking to install that singular horizontal piece of gutter. Timothy Dowhan reiterated that the gutter was not visible from the public right of way. Greg Johnson noted the application also stated all exterior storm windows would be removed, which he felt was a positive change. Timothy Dowhan, Regan Miner, Jacob Stahl, Dayne Rugh, Nancy O'Neil and Greg Johnson voted in favor. The motion passed unanimously. Timothy Dowhan stated that in the formal response to the owner/contractor a note that the guidelines be followed would be included and to re-iterate discussions held at the on-site meeting that included changes to structures visible from a public way would require a new COA application be submitted.

B. Minutes of the Wednesday December 20, 2023 Meetings

- Nancy O'Neil made a motion to approve the December 20, 2023 meeting minutes. Dayne Rugh seconded. Timothy Dowhan, Regan Miner, Jacob Stahl, Dayne Rugh, Nancy O'Neil and Greg Johnson voted in favor. The motion passed unanimously.

C. Chairman Report

- Timothy Dowhan thanked Regan for setting up the training with the State Historic Preservation Office (SHPO) and Preservation Connecticut the past month. Timothy Dowhan reported that he submitted the 2024 HDC budget, which was increased to include the fees for legal notices and the recording secretary. Timothy Dowhan stated he did include enough funds to cover thirteen potential meetings (i.e. 12 regular meetings and 1 special meeting) and requested funding toward awards. Timothy Dowhan discussed potentially using funds for signage for the historic district. Timothy Dowhan stated he would let members know if the budget was approved.

D. Old Business

- Updated COA Application

Regan Miner stated she sent out updated drafts and example COAs to the members and had not heard back so she had not yet made any further progress. Greg Johnson stated he liked the checklist included on the Westport COA application that was sent out. Timothy Dowhan asked members to review that example COA and provide Regan Miner feedback so that she can potentially have a more completed draft ready for the next regularly scheduled meeting.

E. New Business

- None.

F. Next Meeting Date

- Scheduled for Wednesday February 21, 2024 at 5:30 PM.

G. Adjournment

- Nancy O'Neil made a motion to adjourn the regular meeting at 6:31 PM. Jacob Stahl seconded. Timothy Dowhan, Regan Miner, Jacob Stahl, Dayne Rugh, Nancy O'Neil and Greg Johnson voted in favor. The motion passed unanimously.

Respectfully submitted,

Katherine Rose
Recording Secretary