

NORWICH HISTORIC DISTRICT COMMISSION

Minutes of the March 15, 2023 Regular Meeting

The regular meeting of the Historic District Commission was held Wednesday March 15, 2023 at 5:30 PM via Zoom virtual meeting.

Members Present:

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

Members Absent: None.

Guests: Pam Kinder, Ken Thompson and Karen Scutti

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 511 - 2 Town Street (The Society of the Founders of Norwich) - *Reconstruction, Roofing, Perimeter, Fixtures, Other - Sitework*

Regan Miner, on behalf of the Norwich Historical Society, explained that the Norwich Historical Society and the Society of the Founders of Norwich had been working to acquire funding to restore the Green Leaf House. Regan Miner continued that they have amassed decent funding so the work has been moving forward. Regan Miner stated that the current COA is for additional exterior and site work. Regan Miner stated the groups are looking to install a shed roof over the door at the basement level of the home to encourage visitors to access the building at that entrance, as well as protect it from the elements. Regan Miner stated the roof would be zinc copper. Regan Miner added they would also be installing horizontal shiplap siding and custom made windows in the basement level. Regan Miner stated the entrance would be custom made exterior barn doors that would protect the interior french glass doors. Regan Miner stated they are also looking to make the lower level handicap accessible by putting a handicap parking spot at that level which would need to be concrete, per ADA code. Regan Miner continued they would build an ADA compliant concrete path leading to the building from the space. Regan Miner stated that in the future they would like to look at adding a patio, which would likely be concrete to continue with the existing materials. Regan Miner

stated they would also like to create a connection between the Leffingwell House and Green Leaf House, but they are not exactly sure what that will be yet. Regan Miner stated that additionally they are looking to place arborvitae privacy plants to mark the barrier between the two properties. Regan Miner added that the parking area for the Green Leaf House will be grass but they are considering installing turf reinforced matting to prevent the grass from being destroyed, as they would like to use the area for multipurposes. Timothy Dowhan asked if the arborvitae plants would be along the entire length of the neighboring property. Regan Miner stated they would be working with a landscape architect to determine exact placements, but that it would basically run the length. Discussion ensued regarding potential connection options between the two properties.

- COA 512 - 34 East Town Street (United Community & Family Services) - *Restoration, Windows*

Pam Kinder stated the windows were an ongoing project being completed in phases due to funding. Pam Kinder stated that 20 windows had been restored so far and they now had the funding to do an additional 22 windows. Pam Kinder explained that the rear windows were approved previously with a four-over-four configuration, but in the interim they became fond of the six-over-six windows and would like to continue those around home. Ken Thompson of the Cooper Group added that the windows would be a continuation of the work that was done to the front windows. Pam Kinder added this work would make 42 out of the 70 windows complete and as they received funding would move forward with the additional windows in whatever format is approved. Pam Kinder noted that The Cooper Group has an extremely busy schedule and is projecting the work to be completed in the fall, but that they should be able to begin prior to the six-month COA deadline. Pam Kinder also noted that OSHA required that the windows be lead tested, so that would be occurring as well.

- COA 513 - 16 Huntington Lane (Donald Michels) - *New Construction, Fixtures, Other - Standby Generator*

Karen Scutti stated that she and Donald Michels received approval years prior to install a generator in the front of their home, but had since decided they would rather it not be seen. Karen Scutti explained the generator is needed for medical support and as a backup in case of power failure. Karen Scutti stated the generator was already on site and had been installed due to medical urgency, but it was not visible from the street. Regan Miner asked if the unit was visible from the sidewalk at any angle when passing the home. Karen Scutti responded it was not and they intentionally put it in a space that could only be visible by walking behind the home.

II. Regular Meeting

The regular meeting was convened at 6:00 PM.

A. Action on COA's

- COA 511 - 2 Town Street (The Society of the Founders of Norwich) - *Reconstruction, Roofing, Perimeter, Fixtures, Other - Sitework*

Gregory Johnson made a motion to accept the COA as written and presented. Nancy O'Neil seconded. All members agreed the work would be an improvement to the property. Gregory Johnson, Nancy O'Neil, Jacob Stahl and Timothy Dowhan voted in favor. Regan Miner, Dayne Rugh and Gregory Farlow abstained. The motion passed unanimously.

- COA 512 - 34 East Town Street (United Community & Family Services) - *Restoration, Windows*

Nancy O'Neil made a motion to accept the COA as written and presented. Jacob Stahl seconded. Nancy O'Neil, Jacob Stahl, Gregory Farlow, Gregory Johnson, Regan Miner, Dayne Rugh and Timothy Dowhan voted in favor. The motion passed unanimously.

- COA 513 - 16 Huntington Lane (Donald Michels) - *New Construction, Fixtures, Other - Standby Generator*

Dayne Rugh made a motion to accept the COA as written and presented. Gregory Farlow seconded. Nancy O'Neil, Jacob Stahl, Gregory Farlow, Gregory Johnson, Regan Miner, Dayne Rugh and Timothy Dowhan voted in favor. The motion passed unanimously.

B. Minutes of the Wednesday February 15, 2023 Meeting Minutes

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

C. Chairman Report

- Timothy Dowhan noted he had not heard back from the city regarding this year's budget proposal and would follow up with the city. Regan Miner stated the budget hearings were not for another month or so, so may not hear regarding approval until the May or June city council meeting.

D. Old Business

- Timothy Dowhan had not received access to the city permitting system as of yet. Timothy Dowhan stated he would follow up on this.

E. New Business

- Timothy Dowhan reported a citizen contacted the HDC email inbox

questioning the status of the windows of 2 Mediterranean Lane. Timothy Dowhan stated the HDC previously discussed the windows in April 2022 as they were replaced without a city permit or COA. Timothy Dowhan stated following that time a cease and desist order was issued by the city, but the HDC still did not receive a COA for the work. Timothy Dowhan continued that in August 2022 the property owner again tried to pull a building permit and was again notified that they needed to submit a COA to the HDC, which was not done. Timothy Dowhan stated the homeowner questioned the building department in February 2023 on what the standing of their project was, where they were again notified of needing an approved COA from the HDC. Timothy Dowhan noted that a COA for the property has still not been received.

- Timothy Dowhan stated he would be hosting the next regular meeting hybrid and would be in person at City Hall in addition to the ZOOM call. Discussion ensued regarding returning to in person meetings versus the flexibility offered to applicants and commission members with hybrid meetings.

F. Next Meeting Date

- Scheduled for Wednesday April 19, 2023 at 5:30 PM.

G. Adjournment

- Jacob Stahl made a motion to adjourn the Regular Meeting at 6:39 PM. Dayne Rugh seconded. Gregory Johnson, Nancy O'Neil, Jacob Stahl, Regan Miner, Dayne Rugh and Timothy Dowhan voted in favor. The motion passed unanimously.

Respectfully submitted,

Katherine Rose
Recording Secretary