

# NORWICH HISTORIC DISTRICT COMMISSION

## Minutes of the June 17, 2020 Regular Meeting

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The regular meeting of the Historic District Commission was held Wednesday June 17, 2020 at 5:39 PM via Zoom virtual meeting.

### **Members Present:**

Regan Miner (Acting Chairwoman)

Richard Guidebeck

Timothy Dowhan

Nancy O'Neil

**Members Absent:** Greg Johnson (excused)

**Guests:** David Rutherford, Jason Largent and Richard O'Keefe

### **I. Public Meeting**

The public meeting was convened at 5:42 pm. The order of COA presentations and discussions are at the discretion of the commission to accommodate all participants.

COA 423 - 20 Harland Road (Jason Largent) *Demolition, Preservation, Restoration, Windows & Siding*

Jason Largent stated he is seeking to remove and replace two rotten second story windows, frames and sashes. Jason Largent stated he also needs to replace the surrounding siding and will do so with like-for-like materials and is open to utilizing period-specific nails though they were not used for other additions in the house. Jason Largent clarified the work would be located on the west side of the home on the second story. Jason Largent stated he would be replacing the rotted wooden windows with Marvin Company six-over-six wooden windows that would be painted to match the house. Jason Largent stated he would replace any cedar wood siding not salvageable during installation and it would be painted to match the house exterior. Jason Largent stated the new windows would not require storm windows so the existing will be removed to assist the home in having a

more period-specific appearance. Regan Miner asked for clarification that the windows to be replaced are beyond repair. Jason Largent responded that light is visible around the window and sill to the point that paint and caulking would not be a sufficient repair. Jason Largent explained he exhausted all possible options to avoid a full replacement but at this time it was necessary for the preservation of the home. Jason Largent stated the window panes themselves are reusable but the frames were entirely rotted.

COA 424 - 4 Elm Avenue (David Rutherford) *Restoration, Roofing*

David Rutherford stated he is looking to repair approximately four leaks on the upper roof of his home that are causing water to seep into the attic and main home. David Rutherford stated the work would include like-for-like replacement of approximately 2-3 layers of asphalt shingle in the same style and color. David Rutherford stated the work was planned to commence the following week as the repairs needed to happen as soon as possible. Richard Guidebeck asked if it would be an architectural asphalt shingle and David Rutherford responded that it would be. David Rutherford explained that the chimney repair would consist of a cement patch between the ceiling and chimney where there is an existing crack to prevent the collapse of the chimney. Timothy Dowhan asked if the repair would be to the flashing near the roof or just the chimney itself. David Rutherford responded that the repairs would be to the chimney itself at this time unless it proves that alternative repair options are required. David Rutherford also clarified that the chimney to be repaired is not in use and there is an additional chimney utilized for venting that is not being worked on. Nancy O'Neil asked if the remainder of the roof was in good shape to which David Rutherford responded it was not and would likely need additional repairs but was trying to take the project one step at a time.

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*

Richard O'Keefe explained that the property is a five-unit apartment building that he has owned since 2011 and that roof leaks developed soon after purchasing. Richard O'Keefe stated he has managed leakage to the best of his ability but currently is at the point of requiring immediate repair due to leakage into the top two apartments. Richard O'Keefe explained he was not aware the

home was a historic property nor was the City building official that he had contacted prior to beginning construction. Richard O'Keefe stated the work had been completed the previous Tuesday and Wednesday prior to the impending storm after which the building official notified him that the property was within the Historic District. Richard O'Keefe explained that Regan Miner had suggested submitting a COA even though the work had been completed so that everything was documented through proper channels. Richard O'Keefe explained that the existing roof was not significantly aged however the previous contractor had not done the work properly and suggested since the chimneys were not in use to remove them. Richard O'Keefe stated the fireplaces were still intact and sealed off. Discussion ensued regarding the completed work. Timothy Dowhan questioned if the change in shingle noticed in the photos if the work had been stopped or is it was complete. Richard O'Keefe responded the work is complete as far as repairing what was needed to get the immediate damages fixed but it was his plan to do a complete repair in the future when financially feasible, which would come under an additional COA.

## **II. Regular Meeting**

The regular meeting was convened at 6:21 PM.

Action on COA's

COA 423 - 20 Harland Road (Jason Largent) *Demolition, Preservation, Restoration, Windows & Siding*

Richard Guidebeck made a motion to approve the COA as presented and written. Nancy O Neil seconded. Richard Guidebeck, Nancy O'Neil, Regan Miner and Timothy Dowhan all voted in favor. The motion passed unanimously.

COA 424 - 4 Elm Avenue (David Rutherland) *Restoration, Roofing*

Timothy Dowhan made a motion to approve COA as presented and written with the inclusion of the chimney repairs as discussed. Richard Guidebeck seconded. Regan Miner mentioned during discussion she had been in contact with The State Historic Preservation Office in regard to this project and stated that since the original roofing material has already been replaced, the SHPO was comfortable with the like for like replacement of the asphalt shingles. Timothy Dowhan, Richard Guidebeck, Nancy O'Neil, and Regan Miner voted in favor. The motion passed unanimously.

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

Richard Guidebeck made a motion to open the application for discussion. Nancy

O'Neil seconded. Regan Miner stated she discussed the application with the State Historic Preservation Office and SHPO generally recommends that wood windows be repaired, rather than replaced and the addition of an exterior storm window will increase the lifespan of the window. Regan Miner shared that SHPO advised us to examine each window individually and see which windows are beyond repair and may need to be replaced. Richard Guidebeck made a motion to table the COA until the next regular scheduled meeting pending more information from the applicant. Timothy Dowhan seconded. Richard Guidebeck, Timothy Dowhan, Nancy O'Neil, and Regan Miner voted in favor. The motion passed unanimously.

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

Richard Guidebeck made a motion to discuss application as presented. Nancy O'Neil seconded, Regan Miner stated she spoke to the State Historic Preservation Office after a neighbor notified her of the chimney removal and was in turn alerted to the database discrepancy by the City officer after reaching out to them. Regan Miner clarified that SHPO did not have any concerns with the roof replacement, but the chimney's removal presents an issue as there was not a building permit in place nor HDC approval. Regan Miner stated that SHPO commented that the chimney could be rebuilt with in-kind materials and a stone cap to prevent water penetration. Discussion ensued. Richard Guidebeck noted the home had been highly modified over the years to the point that it no longer had a historical resemblance. Timothy Dowhan agreed in that it would not be beneficial to request the rebuild of the chimney. Regan Miner suggested asking the applicant if would be willing to rebuild the two chimneys located on either side of the building. Members agreed with the idea, but Nancy O'Neil said she still may not be inclined to require the rebuild. Timothy Dowhan made a motion to approve the roofing portion of the COA as written and presented and to table the chimney portion of the COA until the next regular scheduled meeting pending information from the applicant. Nancy O'Neil seconded. Timothy Dowhan, Nancy O'Neil, Richard Guidebeck and Regan Miner voted in favor. The motion passed unanimously.

Minutes of Monday May 18, 2020 Special Meeting

Nancy O'Neil made a motion to approve the meeting minutes. Richard Guidebeck seconded. Nancy O'Neil, Richard Guidebeck and Regan Miner voted in favor. Timothy Dowhan abstained. The motion carried.

Chairman Report

Regan Miner stated she had a discussion with the owner of 8 Mediterranean Lane regarding siding being removed from the home. Regan Miner stated the siding replacement was like-for-like with in-kind materials so she instructed him to move forward with the project, but reminded the owner that in the future the owner needed to come before the commission prior to the alteration, removal, or addition to exterior architectural features. Regan Miner followed up with the building official as the owner did not have a permit, but the building official informed her that if homeowner is replacing or working on only 25% of building then a building permit is not required.

Old Business:

**Updates to HDC Webpage:** Nancy O'Neil made a motion to approve updates to the HDC website. Richard Guidebeck seconded. Discussed ensued on submitted changes. The motion was amended to include proposed changes by Richard Guidebeck and Timothy Dowhan. Nancy O'Neil, Richard Guidebeck, Timothy Dowhan and Regan Miner voted in favor. The motion passed unanimously.

New Business:

**Adopt HDC Brochure:** Nancy O'Neil made a motion to adopt the two HDC brochures pending final approval from Preservation CT and the State Historic Preservation Office. Timothy Dowhan seconded. Nancy O'Neil, Timothy Dowhan, Richard Guidebeck and Regan Miner voted in favor. The motion passed unanimously.

Next Meeting Date:

Scheduled for Wednesday July 15, 2020 at 5:30 PM.

Adjournment

Richard Guidebeck made a motion to adjourn the Special Meeting at 7:18 PM. Timothy Dowhan seconded. The motion passed unanimously.

Respectfully submitted,

Katherine Rose  
Recording Secretary