

Draft Minutes

TOWN OF GUILFORD  
Historic District Commission  
Minutes – 20<sup>th</sup> March, 2019

A public hearing and regular meeting of the Historic District Commission was held on Wednesday 20<sup>th</sup> March, 2019 at 7:00p.m. in the Guilford Community Center with Chairman Ann Street presiding.

Present: Randall McCartney, Susanna Smith, Ann Street and Alternates Teresa Buchanan and Michael Mancini. Excused: Reno Migani. Absent: John Cunningham and Alternate Michael Sulzbach.

**PUBLIC HEARING**

The meeting was called to order at 7:07p.m. Clerk Susanna Smith read the legal call of the meeting. Alternates Buchanan and Mancini were appointed to act in the absence of regular members.

**#807 - Timothy Hansen, to replace an exterior door on the south side of a dwelling located at 35 State Street, Assessor's Map 40, Lot 97:** Timothy Hansen said on the south side of the house there was a small apartment which he was using as an in-law apartment. He explained that the main reason for replacing the door was to provide more light. Therefore the proposed door would be half plain glass over a panel, to closely match the door around the corner from it on the front side of the house. A second reason was that the building had a concrete foundation and due to this there was a stone step on the outside and the threshold was 6"-7"H x 9"W. To enter one has to step up over this and then down into the apartment which was a little unsafe for older people. Mr. Hansen said he would like to have the threshold at the same level as the stone step which would mean lowering it by 6", reframing to match the existing siding and replacing the door with half glass. He showed a cut sheet of the proposed door with 9 lites in a fiberglass material, painted to match existing materials. Ms. Street asked if there was a picture of what was being done with the threshold. Mr. Hansen replied that he did not have an official drawing. Ms. Street was concerned about water issues. However, Mr. Hansen pointed out that there would still be a small step on the inside. He added that the existing light fixture would remain unchanged. No-one spoke for or against the application. Later, during the regular meeting, Ms. Buchanan said she felt this would be an improvement. She then made a motion, seconded by Mr. McCartney, to approve the application as submitted. Subcommittee appointed is Teresa Buchanan. The motion to approve was carried unanimously with McCartney, Smith, Buchanan and Mancini voting in favor.

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The public hearing was closed at 7:20p.m. and was followed immediately by the regular meeting.

**REGULAR MEETING**

**Approval of Minutes:** Mr. McCartney made a motion to accept the Minutes of 16<sup>th</sup> January, 2019. Mrs. Smith seconded the motion and it was carried with 4 votes in favor. Mr. Mancini abstained since he was not present at the January meeting. Mr. McCartney made a motion to accept the Special Meeting Minutes of 13<sup>th</sup> March, 2019. Ms. Buchanan seconded the motion and it was carried unanimously.

**Public Forum:** There were no members of the public present.

**Chairman's Report:** **1) Barns:** Ms. Street said she had discussed barns on Long Hill Road in the vicinity of the former Smith's Tree Farm (2131 Long Hill Road) with the Zoning Enforcement Officer. A permit was filed for "selective deconstruction", possibly worded this way to avoid the word "demolition". ZEO wished to know if this would still count as a demolition. Ms. Street noted that a barn built in the 1800's did not differ much from one built in the 1900's. She then asked what was it that would require a demolition permit. The building inspector issues the permit and he makes the decision but it is not clear what this is based on. Ms. Street felt this issue should be resolved. Ms. Buchanan said she thought the Commission had had an earlier discussion on demolition based on keeping the integrity of the original house. Ms. Street said perhaps if a structure was attached to a house and part of the project this might not require a demolition permit. She noted that several of the town officials were resigning so perhaps after new people started this issue could start on a fresh page. **2) New Handicap Ramp at First Congregational Church, 110 Broad Street:** Ms. Street said she had heard nothing further on this project and did not know if the ramp had to be brought up to building codes. **3) BSK, 29 Whitfield Street – Application for New Outdoor Advertising Sign:** Ms. Street said she had spoken to this applicant. She reminded the Commission about its fast track option in its sign regulations. If a sign clearly met the intent and all the criteria of the sign regulations the Commission would allow it to go forward. A public hearing would still be held later and if there were any objections then the sign would have to be taken down. Ms. Street said she believed this sign was close to the same area as the existing sign but was a slightly different shape. The bracket will remain the same and there will be no lighting. Ms. Street felt the sign could be fast tracked and said she would check with ZEO regarding the signage allowance. Mr. McCartney made a motion authorizing Ms. Street to fast track this sign. Ms. Buchanan seconded the motion and it was carried unanimously. **4) 101 Fair Street:** Ms. Street reported that this property had been sold and she received a telephone call from Castleberry Construction who said the only change would be replacing the front door. Ms. Street said if it was a replacement-in-kind and she received a catalogue cut of the proposed door she could approve this. However, the cut that she received showed a door that was not in-kind and was not appropriate. Ms. Buchanan stated that she believed a new prep kitchen would be added to the rear of the house which would require a Certificate of Appropriateness. **5) Fee Increase:** Ms. Street said the Zoning Enforcement Officer had told her the First Selectman was looking to increase revenue, possibly through increased fees. She said she had told ZEO that the Commission had discussed its fee scale several times but did not have the staff and time to administer different fee structures. Mrs. Smith suggested that the requirement for a building permit could be

used to differentiate between charging a higher or lower fee. She volunteered to research what projects would rise to the level of requiring a building permit. **6) 52 Church Street:** Ms. Street said she and Mr. McCartney would be meeting with the First Selectman to discuss the Town's plans for this property. Ms. Street felt it would be a mistake to demolish the house as it was not just an average structure.

**Correspondence:** Monthly budget report through 1/31/19; National Alliance of Preservation Organizations, membership renewal notice.

**Budget Request 2019 – 2020:** The Commission's budget request was reduced from \$4,400 to \$3,150.

**Commission Openings:** Tabled.

**Election of Officers:** Tabled.

**Public Relations:** No report.

**Discussions:** Tabled.

**Approval of Bills:** Ms. Buchanan made a motion to approve the following bills: National Alliance of Preservation Organizations, membership renewal, \$100; Katharine Stewart, secretarial services. Mr. McCartney seconded the motion and it was carried unanimously.

**Unfinished Certificates of Appropriateness:** It was agreed the following projects had been completed:-

- #776 First Congregational Church, 19 Church, expires 8/15/18 – storage shed
- #778 Robert Drew, 47 Fair, expires 8/15/18 – condensers
- #783 Leigh Whiteman/Jefri Ruchti, 89-91 Fair, expires 11/21/18 – renovations
- #797 Town of Guilford, 52 Church, expires 6/19/19 – garage demolition
- #798 Town of Guilford, 32 Church, expires 7/17/19 - windows
- #801 Glenn/Dorothy Weston-Murphy, 155 State, expires 8/21/19 – fence
- #802 First Congregational Church, 110 Broad, expires 9/18/19 – chimney demolition

Mr. McCartney made a motion to adjourn the meeting at 8:15p.m. Mrs. Smith seconded the motion and it was carried unanimously.

The next meeting of the Historic District Commission will be held on Wednesday 17<sup>th</sup> April, 2019 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted: \_\_\_\_\_ Katharine Stewart, Recording Secretary