

Draft Minutes

TOWN OF GUILFORD Historic District Commission Minutes – 18th February, 2015

A public hearing and regular meeting of the Historic District Commission was held on Wednesday 18th February, 2015 at 7:00p.m. in the Town Hall with Chairman John Cunningham presiding.

Present: John Cunningham, Randall McCartney and William Thompson. Teresa Buchanan joined the meeting in progress (7:06p.m.). Excused: Reno Migani and Alternate Michael Sulzbach.

PUBLIC HEARING

The meeting was called to order at 7:05p.m. Mr. McCartney read the legal call of the meeting.

#703 - William Thompson (Health Options), to renovate porch and entry way; general exterior improvements including exterior lighting, all on property located at 133 State Street, Assessor's Map 46, Lot 124:

William Thompson recused himself to make a presentation on behalf of Joey and Steven Jacobs of Health Options. He submitted drawings of the project which was to clean up the entry (Exhibit #703[1]). Mr. Thompson said there were two ramps, one of which was an earlier version of an ADA ramp. This will remain untouched. The second steep ramp will be removed and the area between the columns will be opened up. A balustrade will be added with a two tread stair with handrails appropriate for a business entrance. The new wall will utilize some kind of cap detail. Mr. Thompson said his clients wished to simplify the entrance and make it appropriate for the building. He mentioned that there was a deck to the east which was added when the building was a B&B. This will be removed and replaced with a garden area. Materials for the project will be composite or natural wood, bluestone tread with a cement or stone riser, handrails will be either wood or metal. Mr. Thompson noted that the lighting may be reconfigured. He also mentioned that the area on the far left was the bulkhead and this would have to be set up so it could be opened. Mr. Cunningham felt the area in front of the bottom step should be some kind of hard material rather than crushed stone. Ms. Buchanan queried guttering. Mr. Thompson said existing would not be changed but he would like to have the option to add guttering to the porch roof. No-one spoke for or against the application. Later, during the regular meeting, during discussion, Mr. Cunningham said any time one stepped off a step there should be some kind of hard surface. Mr. McCartney made a motion, seconded by Ms. Buchanan, to approve the application as submitted with the following stipulations: 1) The following items must be reviewed with and approved by the subcommittee prior to purchase and/or installation: a) handrail; b) any changes to exterior lighting; c) new guttering. 2) The Commission recommends that the area in front of the bottom

step should be of a hard material. 3) Subcommittee appointed is Randall McCartney. The motion to approve was carried unanimously with Buchanan, Cunningham and McCartney voting in favor. Mr. Thompson recused himself and did not take part in the discussion or vote on this application.

#704 - Stillman & Associates, to install an outdoor advertising sign on property located at 23 Boston Street, Assessor's Map 40, Lot 160:

Matthew Stillman introduced himself and stated that he had opened a new office at 23 Boston Street. He said he wished to install a sign but had not started construction on this so materials were undetermined. The sign will be attached to the building by a straight arm projecting out from the building, similar to other signage on Boston Street. Mr. Stillman noted that the sign would be on the second story and so not in the sightlines. He wished to illuminate it at night with solar lighting. Mr. Stillman said the sign would be 4ft. wide because it was on the second story and he felt the longer sign would be better. Mr. Thompson recommended Mr. Stillman have his sign contractor create a mockup and superimpose this on the photograph of the building. This would make it easier to judge the scale of the sign. Ms. Buchanan asked if there would be any directional signage on the front door. Mr. Stillman replied no. Ms. Buchanan asked if the sign bracket would be black metal and Mr. Stillman replied yes. Mr. Cunningham said the lighting fixture and how it illuminated the sign would be a key item. He asked if the lighting was necessary. Mr. Stillman replied no but that he would like to have lighting. No-one spoke for or against the application. Later, during the regular meeting, Mr. Cunningham stated that this was a very important building. Ms. Buchanan felt 4ft. seemed rather big but perhaps because it was on the second story it might not look too big. Mr. Cunningham thought it projected out too far and that 3ft. or 42" would be better. He also felt that solar lighting would not work and Mr. Thompson agreed. It was suggested that perhaps new light fixtures could be used in the existing locations. Mr. Thompson reiterated that a small montage of the sign was needed. Mr. Thompson made a motion, seconded by Ms. Buchanan, to approve the application as submitted with the following stipulations: 1) a montage mockup to scale of the sign including the hanging bracket and lighting must be reviewed with and approved by the subcommittee prior to purchase and installation. If the applicant does not agree with the subcommittee's decision this item may be brought to the full commission for further review at a regular meeting. 2) The lighting must be set to turn off at 9:00p.m. 3) Subcommittee appointed is William Thompson. The motion to approve was carried unanimously with Buchanan, McCartney and Thompson voting in favor.

#705 - Raymond and Kristine L. Iglesias, to rebuild side entry stair with added roof; move utility connections; repair/replace basement and egress windows; replace skylight; add exterior lighting and resurface patio/driveway, all on property located at 1 Broad Street, Assessor's Map 39, Lot 71:

Mary Jo Kestner, CK Architects, introduced herself and reviewed the following changes. Ms. Kestner said the driveway was gravel and her clients would like to

pave it with asphalt. They are trying to decide whether or not to pave the entire driveway. The existing lighting is a bit dark and not very effective so a new light would be installed by the drive with a second light in the middle of the length of the drive – possibly colonial-style lanterns. A new septic system will be installed probably in the front yard where there are no major trees. At present electrical service is above ground. The applicant is interested in connecting to the new gas service on Broad Street and new gas/electrical service would be installed underground. The side entry will be redone with a new entry (5' 5" x 6' 2") which will match the detailing on the front. There will be bedrooms on the third floor so new egress windows will be needed.

There will not be much change to the front elevation. Two windows in the basement will be replaced. Bedroom windows will be Marvin Custom windows. The south elevation showed a side version of the new entry stair. The west elevation illustrated the location of gas/electric service. Ms. Kestner said she anticipated changing the heating to a geothermal system and tests will be conducted for this. If successful condensers would be installed on the south side also. Mr. Thompson felt the gas meter was quite high and asked if there was a reason for this. Ms. Kestner replied no, and that it could be lower. Ms. Buchanan asked if the condenser would be behind the picket fence rather than the solid fence. Ms. Kestner replied yes. Mr. Thompson stated that this was such a stately home that he felt it would be better to have chip seal at the beginning of the driveway rather than asphalt. He asked if the driveway would have edging. Ms. Kestner replied that this was undecided at present. Mr. Thompson reiterated that the entry zone was key. He also felt the quality of the way the openings were handled was also key. Mr. Thompson asked if the side door was being changed. Ms. Kestner replied yes, that the new door would be a half lite glass with 2 panels, in wood and painted. No-one spoke for or against the application. Later, during the regular meeting, during discussion Mr. Thompson said the applicant should meet with the subcommittee before going into production. He added that the windows should be of really good quality and the location of the condenser should be reviewed. Mr. Cunningham felt this was not a key item. He also said he was not greatly in favor of chip seal changing to asphalt. Mr. McCartney said he would like to see chip seal to a certain point and then changing to asphalt. There was brief discussion about whether or not there would or should be an apron by the road. Mr. Thompson then made a motion, seconded by Mr. McCartney, to approve the application as submitted with the following stipulations: 1) The Commission recommends that this project be reviewed with the subcommittee before production begins. 2) Material cut sheets must be provided for new products, particularly doors and windows, prior to purchase and installation. 3) The driveway may be paved in asphalt but the first portion of the driveway from Broad Street to the bend (approximately 40 feet) should be chip sealed with 3/8" of washed stone or a similar material; no edge is required. 4) The following items must be reviewed with and approved by the subcommittee prior to purchase and/or installation: a) final locations for utilities; b) all exterior lighting. 5) Subcommittee appointed is John Cunningham. The motion to approve was carried unanimously with Buchanan, McCartney and Thompson voting in favor.

REGULAR MEETING

Mr. Cunningham made a motion to amend the agenda to add “Discussion of 66 High Street”. Mr. McCartney seconded the motion and it was carried unanimously.

Discussion of 66 High Street, Map 32, Lots 60 & 64: Mr. Thompson made a motion that any review of this project would happen through the regulatory review process for a Certificate of Appropriateness and that the Commission would not write a letter of comments to PZC at this time. Mr. McCartney seconded the motion. During discussion Mr. Thompson pointed out that the minutes of the informal meetings held with the developer essentially said what would be put in a letter and so the letter would be redundant. He felt writing a letter would not clarify anything and could leave room for misunderstanding of the steps left in the regulatory process for the applicant. The motion was carried as follows:-

IN FAVOR: Buchanan, McCartney, Thompson

OPPOSED: None

ABSTAINED: Cunningham

Public Forum: Fred Trotta, attorney for 66 High Street, said he was present at the meeting with property co-owner Tim Shaw. Mr. Trotta asked if the Commission was not going to write a letter would PZC be advised of this fact. Mr. Cunningham said it would go to a special PZC meeting on 2/25/15. Mr. Thompson added that one would want everyone to have a proper review. Mr. Trotta briefly mentioned that an open house had been held last summer to receive input from the neighborhood and that he hoped that as the project evolved that the Commission would see it as being responsive.

Approval of Minutes: Mr. McCartney made a motion to accept the Minutes of 21st January, 2015 with the following correction: on page 3, the first sentence of the PowerPoint presentation should say “...illustrating how *he felt* the project met the TCSOZD standards and purposes *and these were some of his bullet points:-*“ Mr. Thompson seconded the motion and it was carried unanimously. Mr. Thompson made a motion to accept the Special Meeting Minutes of 9th February, 2015. Mr. McCartney seconded the motion and it was carried unanimously.

Certified Local Government Issues: There were no CLG issues to be discussed.

Town Center Historic District Boundary Increase Study Committee: It was agreed to omit this item from the agenda in future.

Correspondence: National Alliance of Preservation Commissions’ newsletter “The Alliance Review” for November/December 2014; Kenneth Boroson Architects, request for one year extension of COA#663 (Town Hall windows). Mr. Cunningham made a motion, seconded by Mr. Thompson, to grant a one-year extension for COA#663. This Certificate will now expire on 3/18/16.

Public Relations: No report.

Commission Openings: Mr. Cunningham agreed to contact Michael Mancini, Ann Street and Shirley Girioni.

Approval of Bills: Mr. Cunningham made a motion to approve the following bills: Shore Publishing, legal notice 1/21/15, \$25.00; Katharine Stewart, secretarial services. Mr. McCartney seconded the motion and it was carried unanimously.

Other Business: An email was received from the Guilford Preservation Alliance several months ago expressing concern about the recent “gutting” of historic homes which seemed to circumvent the demolition delay ordinance. The GPA wished to discuss this issue with the Commission and it was agreed Mr. Cunningham would invite GPA representatives to attend a commission meeting.

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

- #548 William Renouf, 167 State, expires 8/17/11 – reroof/replace front door (MS)
- #553 Steven Fischbach/Jodie Lang, 128 Whitfield, expires 4/20/14 – addition/siding (AS)
- #623 Pasquale/Patricia Capone, 285 Whitfield, expires 2/19/14 – portico (WT)
- #626 Town of Guilford, 31 Park, expires 5/21/14 – intake pipes (WT)
- #650 Jean Kelley, 53 Fair, expires 11/19/14 - roof
- #667 William/ Gloria Earls, 40 State, expires 3/18/15 – exterior alterations (TB)
- #675 Women & Family Life Center, 96 Fair, expires 5/20/14 – sign (MS)
- #682 Charles/Maika Johnson, 27 High, expires 6/17/15 – fence/walkway (RJM)
- #689 William Pitt Sotheby’s International Realty, 102B Broad, expires 9/16/15 – sign (WT)
- #697 Spice & Tea Exchange of Guilford, 80 Whitfield, expires 10/21/15 – sign (JC)

The meeting was adjourned at 8:35p.m.

The next meeting of the Historic District Commission will be held on Wednesday 18th March, 2015 at 7:00p.m. in the Town Hall.

Respectfully submitted: _____ Katharine Stewart, Recording Secretary