

Draft Minutes

TOWN OF GUILFORD Historic District Commission Minutes – 18th May, 2016

A public hearing and regular meeting of the Historic District Commission was held on Wednesday 18th May, 2016 at 7:00p.m. in the Town Hall with Vice-Chairman John Cunningham presiding.

Present: John Cunningham, Randall McCartney, Reno Migani, Susanna Smith and Ann Street.
Alternate Michael Mancini joined the meeting in progress (7:05p.m.). Absent: Alternate Michael Sulzbach.

PUBLIC HEARING

The meeting was called to order at 7:00p.m. Clerk Randall McCartney read the legal call of the meeting.

#738 - Women & Family Life Center, to renovate and expand the existing driveway and parking lot on property located at 96 Fair Street, Assessor's Map 46, Lot 38A: Mr. Cunningham recused himself because he had consulted on this project. Peggy Britt, Executive Director of the Women & Family Life Center (WFLC) introduced herself and stated that she wished to upgrade her facility. Ms. Britt said the parking lot had degraded significantly and that there were not enough spaces for the use. This caused overflow parking on the street which was bothering the neighbors. Ms. Britt added that she wished to have the smallest footprint possible for the parking. Joseph Wren, a professional engineer with Indigo Land Design, LLC, showed a site plan noting that the blue lines denoted existing parking and the gray lines were for proposed pavement. He stated that currently there was no striping or organization to the parking lot. In response to a question Mr. Wren said the surface would be asphalt. Depending on the cost the rear parking may be crushed stone. There will be a small increase in the amount of parking space. However, Mr. Wren stated that he did not know how many spaces currently existed but 20 (9' x 18') spaces were proposed. One space will be ADA compliant. There will also be additional landscaping – 1 cherry tree, 6 holly shrubs – to create a buffer for the neighbors. Although the pavement will go right up to the property line on the south side, Mr. Wren said a small buffer had been created. However, there will not be enough room for plantings so instead a 6' cedar picket fence will be installed approximately 130ft. along the property line. This will be space not solid pickets. Mr. McCartney asked if the fence would be painted. Ms. Britt replied no, that it would have a natural finish. Ms. Street asked if the fence would come right out to the street. Mr. Wren replied no, that it would be approximately 20ft. back from the sidewalk. Mary Beeman (WFLC) said that originally the fence was going to be 54" high but the neighbors wanted more privacy so the height was increased to 6ft. Mr. Wren said along the north edge there would be a crushed stone apron with no curb for drainage purposes. He mentioned lighting for safety and security. This will be six 10ft. poles with a 6" concrete base, plus one bollard at the corner of the sidewalk leading into the building. Fixtures will be small full cut-off LED's with low wattage. Lighting will probably be on a timer to go off at 10:00p.m. No-one spoke for or against the application. Later, during the regular meeting, during discussion Ms. Street pointed out that the fence had not been included in the legal notice for tonight's public hearing. Therefore, the Commission could not rule on that portion of the application until it had been legally noticed. Ms. Street then made a motion, seconded by Mr. McCartney, to approve the driveway renovations and lighting as submitted with the following stipulations: 1) Approval of the picket fence is tabled to 6/15/16. 2) Subcommittee appointed is John Cunningham. The motion to

approve was carried unanimously with McCartney, Migani, Smith and Street voting in favor. Mr. Cunningham recused himself and did not take part in the discussion or vote on this application

#739 - Guilford Savings Bank, to install outdoor advertising signs on property located at 1 Park Street, Assessor's Map 40, Lot 11: Alternate Michael Mancini was appointed to act on this application. Renee Pallenberg, Guilford Savings Bank, stated that she wished to add additional signage. The name of the wealth management department has been changed and new signage was needed for this on the Park and Boston Street entrances. In addition new signage was needed for the building because it now has three primary entrances on the southeast side (Boston Street). On the southeast end there is a sort of staff entrance. Further along is a second entrance which is confusing to people because the third entrance at the southwest end is actually the bank's main entrance. Signage will be silver brushed nickel. Ms. Pallenberg stated that she had reviewed the signage with the Zoning Enforcement Officer and it was under the overall signage allowance. It is 75SF of the total signage allowance, and 48SF of the free-standing signage allowance. Ms. Street queried lighting and Ms. Pallenberg said there would be none. Mr. Cunningham thought the font on the wealth management sign looked different to the other signs. Ms. Pallenberg replied that she believed it was the same but might look different because it was more spread out. However, she added that the same font would be used on all the signage. No-one spoke for or against the application. Later, during the regular meeting, during discussion Mr. Cunningham said he liked that the signs were wall-mounted so they were not too big, and that he liked the design but that the fonts must be uniform. Mr. McCartney agreed saying that the signs were visible but also subtle. Mr. Migani made a motion, seconded by Ms. Street, to approve the application as submitted. Subcommittee appointed is John Cunningham. The motion to approve was carried unanimously with McCartney, Migani, Smith, Street and Mancini voting in favor.

The public hearing was closed at 7:25p.m. and was followed immediately by the regular meeting.

REGULAR MEETING

Approval of Minutes: Mr. Cunningham made a motion to accept the Minutes of 20th April, 2016. Mr. Mancini seconded the motion and it was carried with 4 votes in favor. Mr. McCartney and Ms. Street abstained since they were not present at the April meeting.

Public Forum: 1) The Market Place Emporium, 77 Whitfield Street, Map 39, Lot 91: Mr. McCartney stated that he was the subcommittee on this application and that everything had been completed except for the dumpsters. However, this was being resolved because there would now be community dumpsters as part of the reconstruction project on the Water Street municipal parking lot. Also as part of this project the town had created an open space at the rear of the Market Place. The owner wished to know if she could just fill in this to create a patio area. Mr. McCartney noted that the owner had applied to PZC because she wished to have "out dining and outside music". Mr. Cunningham thought the patio might be bluestone and flush to the parking so perhaps a Certificate of Appropriateness would not be needed. However, Ms. Street disagreed saying this change would have to be legally noticed and could not just be added into the existing project. For informational purposes Mr. Cunningham said there was talk around town about adding trees into the municipal parking lot. This was not part of the original proposal. There is a town code which requires that trees be installed

in a ratio to the number of parking spaces being created. Mr. Mancini mentioned that an ADA parking space had not been installed on the southwest side as shown on the plans. The Commission advised him to speak to the Zoning Enforcement Officer.

Election of Officers: Mr. Migani made a motion to nominate the following slate of officers:-

Chairman:	Ann C. Street
Vice-Chairman:	John W. Cunningham
Clerk:	Randall W. McCartney

Mrs. Smith seconded the motion and it was carried unanimously.

Repair Historic District Identification Signs: Some time ago the Commission received a query from the Guilford Preservation Alliance regarding who was responsible for these signs. Ms. Street agreed to research the signs and contact GPA representative Katherine Freydenborg.

Correspondence: Connecticut Trust for Historic Preservation’s newsletter “CT Preservation News” for May/June 2016; monthly budget report through March 31, 2016.

Public Relations: 1) Lighting Workshop: Mr. Cunningham reported that his contact at Lighting Affiliates had left the company so the workshop project was on hold.

Discuss Rules, Guidelines and Limitations of an Historic District: Ms. Street suggested that when the Commission had a lighter agenda it should pick sections from the CT Trust’s Handbook for Commissioners to discuss. She added that she had provided the Commission with information on solar panels, noting that these could get out of hand so the Commission needed to be “ahead of the curve”. Mr. Migani felt it would be good to review what was and was not within the Commission’s purview. Mr. McCartney asked for advanced warning of what chapter to read so questions/comments could be prepared. Ms. Street felt the Commission should have a representative on the Town’s disaster committee. She noted that if an unsafe determination was made by the fire department then the Commission was never consulted and had no part in the process of what happened next. Ms. Street recommended developing topics for discussion and Mr. Migani said he could work on this. Ms. Street also suggested individual Commission members could take a section and lead the discussion on it. All decisions made by the Commission must to be based on firm grounds.

Approval of Bills: Mr. McCartney made a motion to approve the following bills: Shore Publishing, legal notice 4/20/16, \$38.94; Katharine Stewart, secretarial services. Ms. Street seconded the motion and it was carried unanimously.

Unfinished Certificates of Appropriateness: 1) #665 Zuse/Page, 72 Church, expires 2/18/15 – rear addition (SS): Mrs. Smith said she thought the discussion on this application had been about the bluestone patio so, as subcommittee, she had reached out to Mr. Zuse. However, she now understood the discussion was about a fence which had not been included in the original application and asked what Mr. Zuse needed to do. The Commission agreed that a new Certificate of Appropriateness should be filed for the fence and any other changes that Mr. Zuse wished to add. Mr. Migani and Mrs. Smith agreed to contact Mr. Zuse about this.

The Commission agreed that the following projects had been completed:-

#627 Robert/Rebecca Bunting, 133 Whitfield, expires 5/21/14 – storm door (JC)

#700 James/Cynthia Dwyer, 93 State, expires 12/20/15 – fence (RJM)

#717 Susan Balestracci/Gary Parrington, 22 South Fair, expires 8/17/16- exterior alterations (RWM)

#721 John Carles, 35 State, expires 10/19/16 – gas meter (RJM)

#729 Jeffrey Babbini/Marlene Schwartz, 28 High, expires 11/16/16 – porch (JC)

#734 Page Hardware, 9 Boston, expires 2/15/17 – windows (AS)

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

The next meeting of the Historic District Commission will be held on Wednesday 15th June, 2016 at 7:00p.m. in the Town Hall.

Respectfully submitted,

Katharine Stewart
Recording Secretary