

## **NORWICH HISTORIC DISTRICT COMMISSION**

### **Minutes of the February 20, 2019 Regular Meeting**

---

The regular meeting of the Historic District Commission was held Wednesday February 20, 2019 at 5:30 pm in City Hall Room 319.

#### **Members Present:**

Regan Miner (Vice Chairman)  
Timothy Dowhan  
Richard Guidebeck  
Nancy O'Neil

#### **Members Absent:**

Scott Learned (Chairman) - excused

#### **I. Public Meeting**

The public meeting was convened at 5:31 pm. The order of COA presentations and discussions are at the discretion of the commission to accommodate all participants.

- COA 386 – 410 Washington Street (*Window, Replacement*)  
Dr. Edgar (owner) presented his application which included picture of the windows to be replaced and a specification sheet of the proposed windows. Replacement of 8 windows total: 6 on the west side of the house (3 at the street level, 3 on the second level); and 2 on the north side (1 at street level, 1 on the second level). Street level (north and west) windows are 2-sash, 9 over 9 panel to be replaced by same dimension and style in wood application. One second story (north) window is 2-sash, 9 over 6 panel to be replaced by same dimension and style in wood application. The cluster of 3 windows on the second story west side are louvered single paned windows to be replaced by hinged windows of the same dimension and appearance in a wood application. All mutton detail applied to the outside of the window. Product are Harvey brand. Products are double glazed, efficiency models.
- COA 387 – 7 Huntington Place (*Windows; Siding*)  
Mr. Adams (owner) presented his application to replace windows and siding. Owner presented pictures (not provided as part of the COA documentation) of the subject and neighboring properties. Existing siding is cedar shake and is in poor physical shape, particularly on one side of the house. There is potential damage to the underlying structure. Would like to replace the current siding with vinyl imprint siding to give a similar appearance of wood shake. Would like vinyl application to address durability, protection, and maintenance issues. Would like to replace all original first level windows and an attic window, currently of wood material but undocumented style and appearance (e.g. sash, 6 over 6) with vinyl windows of similar appearance. These windows are currently treated with plastic barriers on the inside to reduce draft. Owner notes that remaining second level windows, with the exception of a single decorative window, are already vinyl replacement windows. Owner further notes that neighboring houses have vinyl siding and window treatment. Window specification were not provided but

owner identified Jeld-Wen brand. Owner indicates replacement of all windows with like materials (i.e. wood for wood) is not feasible. No specification presented for siding material. House is a 1929, Sears kit home.

In general discussions, the owner had a question on 'leaning tree' situation and ownership/responsibility and was directed to City Clerk (BBarrett) and/or need for a title search or survey to establish property lines. The commission identified some alternative approaches and programs to the owner. The historic homeowners restoration program provides refunds (30%) on approved, completed projects. Alternative applications for drafty windows have been used at the Norwich Historic Society properties which include 'interior storm windows' inserts, e.g. Magnetite and Indow-like products. It was noted by the owner's real estate agent (present at the meeting) that he was unaware that the house was in a Historic District.

- COA 388 – Norwichtown Colonial Burying Ground (*Signage*)  
Ms. Miner presented the Norwich Historic Society application. The Norwich Freedom Trail, celebrating "Norwich's rich, diverse, and largely untold story of African American heritage" would like to include an interpretive sign at Boston TrowTrow's grave. Sign to be of same material, size, and format as the existing Hannah Arnold sign in the same section of the cemetery. Camaro Signs to fabricate. Norwich Public Works to install with assistance of CT state archeologist.

## II. Regular Meeting

The regular meeting was convened at 6:23 pm

### A. Action on COAs

- COA 386 – 410 Washington Street (*Window, Replacement*)  
Discussions were positive on the window specifications and plan. It was noted that the position of the affected windows appears only visible at a great distance from within an un-kept section of the Lowthorpe Meadows. Motion to approve the COA as written (NO; second RG) was approved unanimously.
- COA 387 – 7 Huntington Place (*Windows; Siding*)  
The COA is sparse on details for the materials and planned renovations. It is noted that the job of the commission is not to recommend any brand of product as appropriate. Members note that it is unfortunate and troubling that neighboring property modifications may have been made without proper approval and/or materials, but such modifications would not be applicable in consideration of the COA presented nor automatically be considered as reason to approve.

The commission members were not satisfied with the details presented with the COA. A motion to continue the COA to allow owner to provide further details and present examples/samples of proposed windows and siding material for appearance and quality review by the commission and/or to amend COA to

explore other avenues to address issues identified (TD; second RG) was approved unanimously.

As a separate action item, the commission will investigate any potential improprieties as relates to unapproved and inappropriate modifications made to the adjoining properties as identified. Commission will investigate clarification of proper and appropriate 'like for like' replacements.

- COA 388 – Norwichtown Colonial Burying Ground (*Signage*)  
Commission members are familiar with the existing signage in the cemetery, which is favorable in both its intent and appearance. Motion to approve the COA as written (RG; second NO) was approved unanimously (RM abstain).

B. Minutes of January 16, 2019 Regular Meeting

- Motion to accept the January Regular Meeting minutes as written (RG; second TD) was approved unanimously (NO abstain).

C. Chairman Report

- None.

D. Old Business

- Commission Roster: Chairman to provide City Clerk (Betsy Barrett) formal letter to remove RAllen due to missed meetings. GJohnson interview is next week. Currently three openings for alternates.
- 6 Ox Hill: Chairman, via proxy, reiterated informal response to an inquiry by the foreclosed property representative about required renovations. Nothing new is established. No COAs have been presented.
- Letter for City Manager: DRhodes suggested commission generate a formal letter in support of the HDC budget and to re-iterate the commission's stance/argument/need for city support and making the case for a recording secretary. City budget discussion are commencing. Deadline for budget input is soon although some items are discussed up until the fiscal year end! Draft of formal write up by RM will be distributed for review.

E. New Business

- Email from records clerk (Angela Fuller) – 17Jan2019: Need physical COA and supporting material from 2015 forward. Needed ASAP for state filing. Ms. Fuller provided a list of missing COAs (333, 335 – 349, 352 – 355, 357 – 385). All materials in support should be sent Tdowhan.

F. Next Meeting Date

- Scheduled for Wednesday March 20, 2019 at 5:30 pm.

G. Adjournment

- Motion to adjourn (NO; second TD) approved unanimously. The Regular Meeting adjourned at 7:22 pm.

Respectfully submitted  
Regan Miner  
Vice Chairperson  
RM/td