

HISTORIC AREA COMMISSION
New Castle Town Hall
2nd and Delaware Streets
January 12, 2017

Present: Sally Monigle, Chairperson
David Baldini
Lynn Briggs
Bill Hentkowski
Jean Norvell

Also Present: Leila Hamroun, Architectural Consultant
Laura Fontana
Marty Wright

The meeting was convened at 6:10 p.m. Roll call followed.

OLD APPLICATIONS

M. Chaump, 155 E. 2nd Street

Exterior details (hand rails, windows, window details, porch railing, trim & siding, downspouts, gutters, roofing shingles) continued. Samples of wood siding to be presented. Discussion: Mr. Chaump was unclear what is needed at this meeting and asked for clarification. Ms. Hamroun noted that it is up to the applicant or their design consultant to decide whether they should be on the agenda and have anything to present which would require their presence. She said she reached out to the applicant's architect, Dave Dalby, to learn if they were presenting anything at this meeting and the status of the samples that HAC requested last month. She left a voice mail but did not get a response prior to the meeting. Ms. Hamroun reminded that some commissioners were concerned with the dimensions of the trim at the dormer and the finish of the siding (smooth finish versus a textured finish). She noted it is not uncommon for HAC to ask for samples from applicants.

Ms. Hamroun said when additional information and/or samples are requested the applications are 'continued' and remain on the agenda assuming they will present at the next HAC meeting. If an applicant is not ready to come before the HAC they should contact the City Office and have the application removed from the agenda of that specific meeting or note that no additional information is forthcoming for HAC consideration. Ms. Hamroun added that most professionals working in the City are aware of the process used by the City and Mr. Chaump's consultant could have informed him that he need not be present.

The application process was discussed. Agendas are published 7-10 days before HAC meetings. Ms. Hamroun has provided her contact information to Mr. Dalby and the applicant. She welcomes being contacted when questions arise.

Mr. Chaump believed he had approvals from the HAC after the 12/8/16 meeting and did not expect to return to the HAC. He submitted pertinent documentation to Mr. Bergstrom to get a building permit issued. For this reason he did not expect to be on the agenda for tonight's meeting. Ms. Hamroun cannot speak to what took place after documentation was submitted to the City Building Department. She added that HAC's request to see samples

should not hold up the permit process or the approval of permit documents to get construction started. That timeline depends on when final construction documents were submitted.

Ms. Hamroun said the next step for this application in terms of HAC review is to submit the requested samples for Commissioners to review and be prepared to take action at the next HAC meeting. Further, she advised the applicant that a wood sample can be dropped to City Hall and Commissioners can look at it. If there is a reference to another structure using the same or similar product being proposed, she asked that the address be provided so Commissioners can look at it.

As part of the process, Ms. Fontana asked why a letter is not sent to the applicant informing them of the status of their respective application.

Ms. Hamroun said that any action or request for more information/materials are typically documented in the application and is part of the letter or communication the Building Official issues (code compliance, safety, security). Action/requests are also documented in the minutes.

Mr. Chaump said that some areas of the guidelines are not clear on what applicants can and cannot do. The applicants understand the importance and significance of maintaining the historic nature of the City. Mr. Chaump offered his support and input in making the process more clear for future applicants.

Ms. Hamroun reiterated that Mr. Chaump has been following the process in place in the guidelines. She said the guidelines are a 'live' document and she welcomes any feedback.

210 Delaware Street -- M&T Bank

New exterior light fixtures in front of building. Original application denied 12/8/16.
Pending revisions/submission from property owners.

Discussion: The applicant was not present. Speaking about how the City publicizes the agenda, Ms. Hamroun said if the City does not receive notice at least 10 days before the next meeting that an applicant or their representative will appear or that samples are being presented, then the application should be removed from the agenda. This can be further discussed and clarified. She reported that discussions are ongoing between the bank and Mr. Bergstrom about alternate lighting options. Providing an additional light post is a matter that must be addressed by the City and not the HAC.

Ms. Hamroun will follow up with City staff about 'continued' applications on the agenda and how the process may be improved.

New Business

Laura Fontana and Marty Wright were introduced as new members of the HAC beginning with the February meeting. The terms of Chairperson Sally Monigle and William

Hentkowski will expire on 1/14/17. Ms. Hamroun acknowledged Ms. Monigle and Mr. Hentkowski for their many years of dedicated service to the HAC. Ms. Fontana volunteered to take over as the new chairperson for the HAC.

Ms. Hamroun offered to meet with Ms. Fontana and Mr. Wright prior to the next HAC meeting to address any questions they may have about the HAC process and the guidelines. She thinks it is a good idea to conduct a HAC training session for all the HAC members in a public meeting that would include the process and the revised guidelines.

Mr. Wright asked what protection is in place for members of the HAC, specifically, bonding or insurance. Ms. Hamroun indicated his question would be best answered by City Administrator Bill Barthel or City Solicitor Dan Losco. She suggested that Mr. Wright direct his inquiry to them.

The group discussed the meeting time for future HAC meetings. The consensus was to start the meetings at 6:30 p.m.

Approval of Minutes – A motion was made and seconded to approve the minutes of the 12/8/16 meeting as distributed.

Adjournment -- There being no further business to address, the meeting was adjourned at 6:50 p.m.

Debbie Turner
Stenographer