

HISTORIC AREA COMMISSION  
New Castle Town Hall  
2<sup>nd</sup> and Delaware Streets  
January 9, 2020

Present: Laura Fontana, Chairperson  
Bill Walters  
Mark Chaump  
Marty Wright

Absent: Cynthia Batty  
Jeff Bergstrom, City Building Inspector

Also Present: Leila Hamroun, Architectural Consultant  
Kevin Wade  
Justin Day

Ms. Fontana convened the meeting at 6:34 p.m. Roll call followed and a quorum to conduct business was declared.

**Approval of the Minutes**

**A Motion to approve the Minutes of the December 12, 2019, meeting as presented was made and seconded. On vote, it was unanimously approved.**

Ms. Fontana welcomed Kevin Wade and Justin Day as new Historic Area Commissioners who will be officially appointed on January 10, 2020.

Ms. Fontana thanked Messrs. Day and Wade for attending the meeting. She noted that there are no new Applications to review and no Old Business to discuss, and the meeting would be focused on giving Messrs. Day and Wade an overview of how the Historic Area Commission operates, how Applications are processed through to the HAC, how to navigate the Historic Area Guidelines, and what they might expect at upcoming meetings. She distributed informational data for their reference.

Ms. Hamroun arrived at 6:34 p.m.

As a Point of Order, Ms. Fontana stated that although there are no new Applications or Old Business to discuss, and because an Agenda was published for the meeting, the meeting would be recorded for the Record.

Mr. Chaump arrived at 6:38 p.m.

Ms. Fontana asked the new Commissioners to introduce themselves and give the Commissioners a short summary of their background. Messrs. Walters, Day and Wade all expressed their desire to give back to the community the hope that their experience will be useful to the Commission. Each of the sitting Commissioners also gave a short summary of

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their own background and experience. Mr. Wright added that he felt the key responsibility of the HAC is to uphold the Guidelines in order to maintain New Castle's designation on the National Register as an historic District. Ms. Hamroun gave a brief summary of her role with the Historic Area Commission and a short explanation of the Guidelines and how they were developed. Ms. Fontana briefly explained Mr. Bergstrom's duties with the HAC. Mr. Wright added the Commissioners are not expected to be experts in historic preservation or renovation.

Ms. Fontana explained data contained on the City Website, how to access and navigate the Guidelines, how the Application is completed and processed, and gave recommendations on how to prepare for Meetings in order to be knowledgeable when discussing the details of the Application.

Ms. Hamroun explained the difference between the Local Historic District and the National Historic Landmark District and the purview of the Historic Area Commission as it relates to the Local and National Districts. Mr. Day asked how a property can be added or removed from the Local Historic District, and Ms. Hamroun explained that process.

Mr. Walters noted that updated Zoning, Site Plan, Local Historic District, and National Preservation Area maps are critical to the HAC and to the City. During discussion Ms. Fontana clarified that the Planning Commission is looking into obtaining updated maps, and it was agreed that obtaining updated maps would also be pursued from a HAC perspective. Ms. Fontana added that one of the HAC goals is to provide informational sessions for Real Estate Agents and Contractors in order to educate them of the special constraints they should be aware of in the Historic District.

Ms. Hamroun explained the process of how an Application is processed and the difference between Tier 1 and Tier 2 Applications. The importance of having all pertinent documentation attached to the application was discussed. The different building categories (key, contributing and non-contribution) and how Applications are classified as Tier 1 or Tier 2 was also discussed in detail.

Ms. Fontana explained how an actual meeting is conducted including review of the Application, discussion, and acting on the Application by Motion (approve, approve with conditions, deny or table). Ms. Fontana also explained how a Motion to approve is processed through to obtaining a Permit. The Certificate includes the actual Motion verbiage to avoid any misunderstanding or miscommunication as to what work has been approved.

Ms. Hamroun explained the nuances of original design intent, fabric vs appearance, and the use of alternate materials. Ms. Fontana added that the State has an Historic Preservation Program with State Tax Credits and suggested that information could be added to the website. Ms. Hamroun also explained how emergency repairs to a building in the Historic

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District is processed. Ms. Fontana explained that the Commission wants to work with the Applicant and come to a resolution whenever possible.

Ms. Fontana thanked everyone for attending the meeting and called for a Motion to Adjourn.

**A Motion to adjourn the meeting at 8:16 p.m. was made, seconded and unanimously approved.**

Kathy Weirich  
Stenographer