

HISTORIC AREA COMMISSION  
New Castle Town Hall  
2<sup>nd</sup> and Delaware Streets  
February 13, 2020

Present: Laura Fontana, Chairperson  
Bill Walters  
Mark Chaump  
Kevin Wade  
Justin Day

Also Present: Leila Hamroun, Architectural Consultant  
Jeff Bergstrom, City Building Inspector

Ms. Fontana convened the meeting at 6:30 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 January 9, 2020, meeting as presented was made and seconded. On vote, the Motion was unanimously approved.**

**New Applications**

**118 East 2nd Street – Cynthia Brooks & Deborah McCall**

Ms. Cynthia Brooks stated her name for the record. Ms. Fontana explained that the Applicant had been before the Historic Area Commission previously and is submitting a revised Application based on recommendations from the July 11, 2019 meeting. She added that those recommendations were incorporated in the revised Application, and that Ms. Brooks is also requesting changes to the proposed addition. Ms. Brooks explained that the changes include eliminating the flat roof on the addition, bringing the addition out approximately 4'-5' to align it with the original part of the house, adding a 2<sup>nd</sup> story over a portion of the proposed addition for a three-season sun-room, and making the remainder of the proposed addition a flat roof-deck with a basic white railing.

Ms. Fontana noted that in the July 11, 2019 Minutes one of the conditions of the Motion was to have clarification from the Board of Adjustment about the 3' setback, and asked Mr. Bergstrom if the Board of Adjustment had approved the setback. Mr. Bergstrom stated that he discussed the Application with the City Solicitor and confirmed that the Board of Adjustment approved the 3' setback and the new Plan conforms to the Board of Adjustment's Decision.

Ms. Fontana noted that she had forwarded a copy of the July 11, 2019 HAC Minutes to the Commissioners for their review. She added that the new Plan includes tucking the proposed back stairs within the niche of the structure and that the windows and siding will be all wood. Ms. Hamroun noted that the recommendations in the July 11, 2019, Minutes stated that if the Applicant returned to HAC with the requested adjustments and all wood materials it could be reviewed as a Tier 1; however because the new Plan changed the

footprint of the addition and added a 2<sup>nd</sup> story, the Plan required Historic Area Commission approval. She added that all materials noted in the new Application meet HAC Guidelines; and with respect to the silhouette of the 2<sup>nd</sup> story addition the peak of the roof is below the peak of the original roof, making it discrete and concealed from the public right-of-way. She added that the new addition design is less intrusive.

Ms. Brooks explained that all proposed new materials are wood and Ms. Fontana expressed her appreciation of the work that is being done. Ms. Brooks brought in a sample of the proposed clapboard siding and a brochure showing the windows that will be installed. Ms. Hamroun reiterated that the 2<sup>nd</sup> floor addition is narrower than the original structure which makes it more discrete. Ms. Hamroun stated that based on her review, she recommended that the Application be approved.

**A Motion to approve the Application with wood windows, wood siding, and drawings as presented, was made, seconded, and unanimously approved.**

### **Other Business**

#### **2 The Strand – Pam & Gary Henry**

Ms. Fontana noted that the Applicant for a Consultation Request of proposed work to 2 The Strand was present; however, the Application was not received in a timely manner and the details of the Application would not be discussed. Ms. Hamroun noted that she and Mr. Bergstrom can review the Application with documentation to determine if it can be considered Tier 1. Ms. Henry briefly explained that they wish to remove an existing 7' x 22' side porch and replace it with a 12' x 22' porch. Ms. Hamroun reiterated that she and Mr. Bergstrom would review the request and reach out to the Applicant.

#### **New HAC Application**

Ms. Fontana stated that Ms. Hamroun has been working with Mr. Bergstrom to revise the HAC Application and turned the meeting over to Ms. Hamroun.

Ms. Hamroun distributed a packet including several Applications from municipalities similar in size to New Castle. She noted that the goal is to make the new Application more user friendly for both the Applicants and the Commissioners. She reviewed the various Municipality Applications, pointing out several segments from the various samples that she thought would be worthwhile to include. The discussion also included items that are requisite to be included. The merits of having one Application for Tier 1 and one Application for Tier 2 were discussed, and it was agreed that having only one Application was preferable. Mr. Wade asked if a sample of well-prepared past Applications could be included for the Applicants' use in preparation of their Application and Ms. Hamroun expressed her concern with distributing a legal administrative document for public view. It was suggested that vital information could be redacted from a sample. Mr. Chaump suggested that the Application be check-box based as much as possible. Mr. Wade suggested that a Workshop could be held periodically to educate the public on how to complete the HAC Application. Mr. Bergstrom noted that the current Application is actually

Historic Area Commission Minutes  
February 13, 2020

a Building Permit Application and what the City does not currently have is a HAC Review Application.

Ms. Hamroun will take the Commissioners' recommendations and mock-up a few samples of a new HAC Application for the Commissioners to review.

There being no further business to discuss, Ms. Fontana called for a Motion to Adjourn.

**A Motion to adjourn the meeting at 7:11 p.m. was made, seconded and unanimously approved.**

Kathy Weirich  
Stenographer