

**CITY OF SUMMIT HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
MEETING DATE: MARCH 20, 2019
TIME: 7:30 PM
SUMMIT CITY HALL LARGE CONFERENCE ROOM (SECOND FLOOR)**

MEETING CALLED TO ORDER AT 7:32PM

ADEQUATE ADVANCE NOTICE STATEMENT

PRESENT: Dolores Ward, James Burgmeyer, Caroline King, Melissa Spurr, Jennifer Balson- Alvarez (planning board liaison), Tom Conway

ABSENT: Patricia Meola, Claire Toth, Meredith Gaylord, Steve Bowman (council liaison)

APPROVAL OF MINUTES

MINUTES FROM 2/27/2019- Approval of February minutes deferred to next meeting.

ADVISORY REVIEWS - ITEMS FOR DISCUSSION

1. Update of previously reviewed "No Objections" applications for 3 Midland Blvd. The HPC has no objections to this application.
2. 66 Tulip Street. D variance for FAR for building coverage etc. to construct a second story addition & front-entry canopy.
This 1950s Summit Home Land Co. Historic District ranch home is being modified to construct a second story addition and front entry canopy. The scale and massing with the proposed changes are appropriate for the neighborhood, and will not adversely affect the original non-contributing structure. But the exterior materials are not noted on the elevations. The HPC recommends to the Board of Adjustment to clarify what materials are to be used. The HPC suggests the applicant uses materials contextual with the neighborhood, and discourages use of synthetic exterior materials such as aluminum and vinyl.
T. Conway moved to approve the submission; D. Ward seconded. Motion carried.
3. 22 Hughes Place. D variance for FAR for to construct a rear addition.
This circa 1910 contributing Deantown Historic District vernacular four-square home has proposed a rear addition and modification of its entry porch. The proposed addition is in the rear of the property and is not visible from the street. The exterior materials are not noted on the elevations. The HPC recommends to the Board of Adjustment to clarify what materials are to be used. The HPC suggests the applicant uses materials contextual with the neighborhood, and discourages use of synthetic exterior materials such as aluminum and vinyl. On the front elevation, HPC recommends the porch columns have a cap and base that are in keeping with the porch columns of its neighboring properties. The elevations do not indicate any change in the front-facing windows, and if that is the case the HPC supports keeping the existing original two-over-two double hung sash windows, which add significant aesthetic value to the façade.
C. King moved to approve the submission; T. Conway seconded. Motion carried.
4. 11 Lewis Avenue. Modifications to previously approved plans. Jim Burgmeyer to review.

NEW BUSINESS

5. HPC Membership Update – Steve Bowman to update at next meeting.
6. Plaque Application update – Update by Dolores Ward.
40 Kent Place Blvd. and 752 Springfield Ave. have been approved for issuance of plaques. 42 Mountain Ave. did not satisfy the criteria for a historic plaque. Plaques have been ordered.
7. HPC Ordinance update & letters of support template. – Update by Melissa Spurr & Jennifer Balson-Alvarez.
Commissioners discussed providing interested members of the public information about the draft ordinance, and suggestions if members of the public wish to support the ordinance when it is proposed.
8. Broad Street West Redevelopment Review. – Update by Tom Conway.
9. Local Government Week Open House. April 11, 3-5. HPC will be hosting a table (invitation attached). Dolores Ward and Claire Toth will be present. All HPC commissioners are encouraged to attend.
10. Historic Districts Descriptions. – Dolores Ward and Melissa Spurr to review draft.
11. Awards process/criteria. – Caroline King and Patricia Meola to draft.
12. Streetscape policy. – Tom Conway, Meredith Gaylord, and Jennifer Balson-Alvarez to consult and draft.
13. Downtown design guidelines. – Jim Burgmeyer and Claire Toth to draft.
14. Discussion:
Tom Conway to send agendas at least 3 business days in advance of HPC meetings (by Friday before usual Wednesday meetings).

NEXT MEETING DATE: WEDNESDAY APRIL 24, 2019
MEETING ADJOURNED 9:10PM.