

**CITY OF SUMMIT HISTORIC PRESERVATION COMMISSION  
MEETING MINUTES**

**MEETING DATE: OCTOBER 17, 2018**

**TIME: 7:30 PM**

**SUMMIT CITY HALL LARGE CONFERENCE ROOM (SECOND  
FLOOR)**

**MEETING CALLED TO ORDER AT 7:32 PM**

**ADEQUATE ADVANCE NOTICE STATEMENT**

**PRESENT:** DOLORES WARD, CLAIRE TOTH, PATRICIA MEOLA, JAMES BURGMEYER, MELISSA SPURR, CAROLINE KING, MARY OGDEN (COUNCIL LIAISON), JENNIFER BALSON- ALVAREZ (PLANNING BOARD LIAISON), TOM CONWAY

**ABSENT:** ERIC WARREN, MEREDITH GAYLORD

**APPROVAL OF MINUTES**

MINUTES FROM JUNE 27, 2018 T. Conway moved to approve; J. Burgmeyer seconded. Motion carried.

MINUTES FROM SEPTEMBER 19, 2018 P. Meola moved to approve; T. Conway seconded. Motion carried.

**ADVISORY REVIEWS - ITEMS FOR DISCUSSION**

The following submissions were prepared by the HPC as a body.

1. 59 New England Avenue – Minor Subdivision & site plan to construct eight dwelling units (d) variance for density, height & FAR + (c) variances. This is a revision that we reviewed earlier (J. Bergmeyer did earlier submittal review; we discussed it collectively). Due on October 26<sup>th</sup>.

In the HPC's prior review, on May 16, 2018, we advised that the applicant should reduce the number of exterior materials used on the project. Specifically, the HPC recommended limiting materials to brick and clapboard. The plans as resubmitted did not include architectural drawings, so the HPC cannot determine whether the applicant revised its plan to reflect those prior comments.

2. 3 Midland Terrace (c) variance for front facing garage & rear-yard setback to construct a bathroom & mudroom addition. (T. Conway did earlier submittal review). Due on October 30<sup>th</sup>.

The HPC takes no objection to this submission.

3. 123-127 Summit Ave.

The proposed new building relates to the scale of the existing structures and is both contextually appropriate and in keeping with the master plan.

4. 80 Prospect Street.

The scale of the proposed addition and the proposed materials are in keeping with the original historic home.

#### **NEW BUSINESS**

1. Design Review Ordinance update.
2. Update on Historic District Boundaries.

**NEXT MEETING DATE: WEDNESDAY NOVEMBER 21, 2018**

**MEETING ADJOURNED AT 8:39**