

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

**MEETING DATE: NOVEMBER 21, 2018**

**TIME: 7:30 PM**

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

**MEETING CALLED TO ORDER AT 7:31 PM**

**ADEQUATE ADVANCE NOTICE STATEMENT**

**ROLL CALL:**

**PRESENT:** Dolores Ward, Claire Toth, Patricia Meola, Meredith Gaylord, Caroline King, Melissa Spurr, Tom Conway

**ABSENT:** James Burgmeyer, Eric Warren, Mary Ogden (Council Liaison), Jennifer Balson- Alvarez (Planning Board Liaison)

**APPROVAL OF MINUTES**

Minutes from 10/17/2018 D. Ward moved to approve the minutes as corrected; M. Gaylord seconded. Motion carried.

**ADVISORY REVIEWS - ITEMS FOR DISCUSSION**

1. 36 Plymouth Road (c) variance for combined side-yard %, lot coverage, and accessory structure in the side-yard to construct a fireplace, chimney, and grill.

The HPC takes no exception to this submission.

2. 6 Primrose Place (d) variance for FAR & (c) -variances for lot coverage & building coverage for a kitchen addition.

The existing 1914 house, located in the Mountain/Oak Ridge Historic District, has a non-contextual addition that homeowners propose to replace with an appropriate addition. The HPC supports this application.

3. 146 Morris Avenue. Major site plan and minor subdivision with (d) – variance for density & (c) variances.

No comment.

4. 21 Glendale Road. C – variances for rear & side-yard setback to construct a first and second story addition with second floor dormers.

The owner proposes to construct a first and second story addition to this 1926 Tudor Revival house located in the North Side Historic District. The massing is

compatible with the existing structure and the exterior wall and roof materials, i.e. slate roof, stucco with half timbers, and narrow window, match the existing exterior materials.

The HPC takes no exception to this submission.

5. 9 Highland Drive. C variance for steep slope.

The HPC takes no exception to this submission.

6. 19 Prospect Street, Summit Oaks Hospital Inc. C variance for fence height in the front yard.

The HPC takes no exception to this submission.

### **NEW BUISNESS**

1. Design Review Ordinance update & discussion. HPC is concerned that our existing design guidelines are reflected in the final product. T. Conway and J. Balson-Alvarez to meet and discuss.
2. December Holiday Meeting planning update. To be held at Negeen at 7:00 pm.

**NEXT MEETING DATE: WEDNESDAY DECEMBER 19, 2018**

**MEETING ADJOURNED AT 8:20 PM**