

APPROVED



MINUTES  
WINDSOR HISTORIC DISTRICT COMMISSION  
SPECIAL MEETING  
JUNE 8, 2016 5:30 PM  
LUDLOW ROOM, TOWN HALL  
275 BROAD STREET, WINDSOR, CONNECTICUT

Present: Commissioners Dupont-Diehl, Raney, Rubino, and Yeich.

Also Present: Assistant Town Planner Kenyon, Municipal Historian Christine Ermenc

Commissioner Rubino called to meeting to order at 5:33 p.m.

I. New Business

A. Minutes – April 20, 2016

Motion: Commissioner Yeich moved to approve the minutes of April 20, 2016 as presented. Commissioner Raney seconded the motion and it passed unanimously, 4-0-0.

II. Public Comment

Alan Lockard, 76 North Meadow Road, said that he is in the process of putting his house on the market and wanted to let the Commission know so they could pass along the information to any interested buyers. There was a discussion about the layout of the house and recent sales of homes in the Historic District.

III. Old Business

A. Review revisions to Handbook

The Commission discussed the latest round of updates to the Historic District Handbook. The first item reviewed was the Overview section. The Commission suggested the procedure section to apply for a Certificate of Appropriateness be changed to list form, a map of the District be added, and the overall description of

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the boundaries be summarized. It was also suggested the Planning Department webpage be included.

The Commission then reviewed the History of Windsor and the History of the Windsor Historic District and Commission sections. Minor revisions and edits were suggested. Christine Ermenc of the Windsor Historical Society also said she would provide information about the history of the District for inclusion in the Handbook.

The Commission discussed the Windsor Historic District Commission section. It was suggested the heading for the section be changed to include a reference to organization and operating procedures. There was also general discussion about the Town Code establishing the Commission. Commissioner Rubino suggested photos be added to this section to make it more interesting.

The next section reviewed was the Design Guidelines. Assistant Planner Kenyon said that the subsection headings were changed so now they read 'Background' and 'Maintenance/Repair' because at the last meeting it was decided that Maintenance really provided background information and did not describe maintenance activities. Assistant Planner Kenyon explained that there were no other major changes to the section with the exception of roofs. She went over the changes to roofs and the Commission agreed that the changes were appropriate.

The Commission then discussed the overall graphics. They agreed additional house types should be included and the 1927 vernacular style be removed. Assistant Town Planner Kenyon said she would make these changes. It was also suggested the black and white images be changed because it dates the Handbook.

Assistant Town Planner Kenyon said she would make the changes to the Handbook for review at the next meeting but said overall the content would not be changed. It was agreed the next meeting would be the last review before scheduling a public hearing for acceptance. Commissioner Yeich said at the next meeting, it might also be a good time to review the application for a Certificate of Appropriateness. Assistant Town Planner Kenyon said she would bring examples from other towns and the Commission could discuss if they want anything changed.

The Commission tentatively scheduled a meeting for July 13<sup>th</sup> at 5:30 p.m.

## IV. Adjournment

The meeting was adjourned at 6:48 p.m.