

**MINUTES
WINDSOR HISTORIC DISTRICT COMMISSION
SPECIAL MEETING
DECEMBER 2, 2020
COUNCIL CHAMBERS, TOWN HALL
275 BROAD STREET, WINDSOR, CONNECTICUT**

Present: Commissioner Raney, Commissioner Yeich, Alternate Commissioner Cassidy, and Alternate Commissioner Hinckley were seated. Commissioner Dupont-Diehl was present but not seated.

**Also Present: Assistant Town Planner, Todd Sealy
 Windsor Historical Society, Doug Shipman**

Commissioner Raney called the meeting to order at 6:09 PM

I. New Business

 A. Minutes

- a. Minutes May 20th, 2020

The commission tabled the minutes to review at the next meeting.

II. Public Hearings for Certificate of Appropriateness

 A. 76/78 Palisado. – Solar Panels, Dupont-Diehl

Homeowner Liz Dupont-Diehl presented the application to install 11 solar panels. to the commission. The solar panels will be installed on the south facing slope of her roof near the top of the ridgeline. She stated the panels would not be highly visible and not significantly alter the appearance of the property. They would have to remove some trees to maximize their efficiency. Commissioner Hinckley asked if there was going to be one row of panels. Ms. Dupont-Diehl said there was going to be just one row at this time but in the future she might add another row of panels. She explained some of the details of the contract and that she may add panels in the future. Commissioner Hinckley commented that panels are not even taking up half the roof and that the panels are small. Ms. Dupont-Diehl said she could add 3 or 4 more rows of panels according to the available space on the roof. Commissioner Hinckley added that for reference the organization Preservation Connecticut has installed solar panels to their historic building. She said the trend is moving towards being environmentally conscious even if there is some concern about historical accuracy. Mr. Sealy asked what the lifespan on the panels are. Ms. Dupont-Diehl said 25 – 30 years was the lifespan of the contract. Commissioner Cassidy stated that in reviewing the code that panels were allowed and that they're not highly visible and that she was complying with the code. The commission discussed with the applicant some of the details about the roof and solar panels. Commissioner Raney asked the commission for a motion.

Motion: Commissioner Hinckley made the motion to approve solar panels for 76/78 Palisado. Commissioner Cassidy seconded it and it passed 4-0-0

III. Miscellaneous

A. Discuss regulations, enforcement, and outreach efforts.

Mr. Sealy stated that he placed these items on the agenda to give time to discuss some ongoing topics related to the regulations, enforcement, and outreach efforts. Mr. Sealy stated that he wanted to get set up with SeeClickFix as a method to report and track violations. He also mentioned putting together pamphlets and mailings to educate homeowners. Commissioner Raney said that work being done without a certificate has been a constant issue within the district and she proposed reaching out to real estate agents to make them aware. Mr. Sealy said that giving homeowners some basic information and then directing them on where to go for more information. He also stated that see click fix would be an important tool for documenting violations because it establishes a clear timeline for enforcement. Commissioner Hinckley said that there needs to be clarification in the guidelines for items such as a pool. She said the commission doesn't want to be in the position of deciding whether a homeowner has a pool or not, but the commission's role is to ensure that these items do not detract from the character of the district. The goal is to get the community to buy into the Historic District and the regulations rather than serving as a policing or punitive agency. The goal is to create a sense of belonging to community and to start a dialogue with residents. Mr. Shipman mentioned reviewing and updating the guidelines. He also recommended reviewing internal processes within the town, for example when a home goes up for sale that a letter be sent to the homeowner making them aware of the guidelines. And that any work being done within the historic district it is addressed at the time a building permit is submitted. That procedures are put in place to ensure work is not being done without a certificate and that new homeowners are welcomed and informed on the regulations of the district. There was some discussion about mailings to inform residents in the district of the process and the regulations. The consensus was to do an informational open house. Mr. Sealy proposed putting together a pamphlet to educate homeowners on when a certificate is required. The commission also wanted to put out a welcoming letter.

B. Schedule 2021 Annual Meeting

- a. There was a consensus about scheduling the Annual meeting on January 20th at 5:30pm.

IV. Adjournment

Motion: Commissioner Cassidy made a motion to adjourn at 6:48pm, Commissioner Raney seconded and it passed 4-0-0.