

TOWN OF OLD SAYBROOK  
North Cove Historic District Commission

Randi Bradbury, Chairman  
Robert Welsh, Vice Chairman  
Janet Foisie, Secretary  
Richard Morrison  
Henry David  
Kathy Dubuc  
Pat Osbourne, Alternate  
Louise Tietjen, Alternate

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MINUTES  
Special Meeting  
Monday, May 19, 2003 at 7:00 p.m.  
Middle School Cafeteria  
Sheffield Street

I. **CALL TO ORDER:** Chairman Randi Bradbury called the meeting to order at 7:15 p.m.

II. **ROLL CALL**

Attending Members

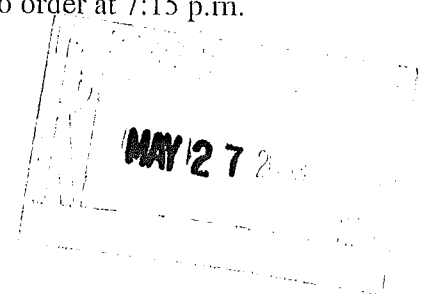
Randi Bradbury, Chairman  
Janet Foisie, Secretary  
Kathy Dubuc  
Richard Morrison  
Louise Tietjen, Alternate Member  
Pat Osbourne, Alternate Member

Absent Members

Robert Welsh  
Henry David

Attending Staff

Kim Meadows, Assisting Clerk



III. **PUBLIC HEARING**

Seated for this evenings meeting were the following members: Randi Bradbury, Chairman, Janet Foisie, Kathy Dubuc, Richard Morrison and Louise Tietjen. Unseated attending: Pat Osbourne. Absent: Henry David and Robert Welsh.

A. **APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

*Window Replacement* Applicant: Charles Rimkus

Windows to be replaced will be of same design style and size. Discussion with respect to the public hearing that closed this evening. Applicant proposes to replace existing windows with windows of same size and design style. The public was asked for comments. Donna DiBella spoke in favor of the application. No one opposed.

A **Motion** was made by J. Foisie, seconded by K. Dubuc to **GRANT** Certificate of Appropriateness to Charles Rimkus as there is no change to the placement or design style of the windows. No discussion and a vote was taken: In favor: R Bradbury, J. Foisie, R. Morrison, K. Dubuc, L. Tietjen. Opposed: None. Abstaining: None The motion passed unanimously. 5-0-0  
Public hearing closed.

IV. **OLD BUSINESS:**

1.) **ENFORCEMENT**

R. Bradbury presented history of enforcement issue. Hand outs included STOP WORK Order, NOTICE of VIOLATION and a question/answer sheet on enforcement (see attachments). Land Use Department and NCHDC Chairman had met to discuss. Commission is *regulatory* as opposed to enforcement. Any enforcement that needs to take place will be the charge of the

Zoning Enforcement Officer through the Land Use Department. Discussion held on responsibility of homeowner to disclose violations to potential buyers. Legal counsel recommended to NCHDC to abide by the regulations that Commission is bound to and simply let the *buyer beware*. R. Morrisson suggested that the handbook to be produced by the Commission be distributed to real estate agencies and to the general public to inform potential buyers in the district of these regulations and processes. Discussion of handbook followed with comment from R. Morrisson regarding length of time in production of handbook be as short as possible in order to prevent any miscommunication or misinformation from taking place. Commission will further explore handbook production at subsequent meeting. L. Tietjen suggested wording of violation document have a friendlier tone, to become more amenable to residents. R. Bradbury noted that the document was an impartial and factual document utilized by other local historic districts/commissions. Discussion held regarding paperwork. Whose responsibility and where do violations, stop-work orders, etc. end up? NCHDC has files by address. Original in NCHDC file placed by secretary (by address) and copy in LUD master file placed by LUD (by map and lot number).

**ACTION:** R. Bradbury and R. Welsh review state statutes and regulations for final check of enforcement process, bring to legal counsel for further review, meet with ZEO Chris Costa and Building Inspector, Don Lucas for comments. Send comments to J. Foisie **NLT than June 2, 2003.**

**2.) L. LEE RESIDENCE, cont.**

K. Dubuc recused, P. Osbourne seated.

Commission charged to determine whether the applicant must resubmit an application for C of A for work done to south elevation door or include work done as part of previously submitted 10/2/03 application. Door on south elevation was included on drawing, however not stated in narrative. The door is similar to the one previous in style and size. Section 3B of the NCHDC regulations calls for an application to be filed if there is a change in design or appearance. R. Morrisson noted that the issue was a technical one in the regulatory process. L. Lee commented on the commission's ability to exercise judgment for each application. R. Bradbury stated that Commission must treat each application the same under the regulation of the NCHD. Discussion held regarding information included in original application and it was determined that changes made to door were not in the 10/2/03 application, therefore another application must be filed.

A **Motion** was made by P. Osbourne, seconded by R. Morrisson to request an application for Certificate of Appropriateness to be filed by Mr. Lee for changes made to door on south elevation.. No discussion and a vote was taken: In favor: R Bradbury, J. Foisie, R. Morrisson, P. Osbourne, L. Tietjen. Opposed: None. Abstaining: None The motion passed unanimously. 5-0-0

**ACTION:** Assisting Clerk will send letter of request for application to Mr. Lee.

**3.) CREATION of ADDITIONAL LOCAL HISTORIC DISTRICTS, cont.**

K. Dubuc reseated.

Discussion of work involved to create another historic district and whose purview would it be, how the commission would change. Will continue discussion at future meetings.

**V. NEW BUSINESS:**

**A. NCHDC and ARB Affiliation**

Discussion took place regarding relationship with Architectural Review Board and which applications would need to go before the ARB for review. More information is needed to continue this discussion.

**ACTION:** Assisting Clerk will send copies of Design Review Guides produced by ARB to Commissioners in order that they can get a better understanding of the criteria used in design review.

**B. SIGNAGE**

Discussion took place regarding signage at entrance of North Cove Road and/or entrance to historic district to inform and educate the public.

**ACTION:** no action at this time.

**C. CORRESPONDENCE**

**D. MINUTES April 7, 2003**

Amendments include the following:

- according to letter, should be according to *editorial*
- item 2- french door replacement was *not* original elevation
- public hearing-remove *Henry David* from Public Hearing response (member of Commission), 2x.
- Motion passed - should be 5-0-1, not 6-0-0.

**Minutes:** A **Motion** to approve as amended the Minutes of the April 7, 2003 NCHDC regular meeting was made by L. Tietjen, seconded by R. Morrisson. No discussion and a vote was taken: In favor: R Bradbury, J. Foisie, R. Morrisson, P. Osbourne, L. Tietjen. Opposed: None. Abstaining: None The motion passed unanimously. 5-0-0

**VII. ADJOURNMENT**

A **Motion** was made by R. Morrisson, seconded by J. Foisie to adjourn the May 15, 2003 North Cove Historic District Commission meeting. No discussion and a vote was taken:

In favor: R Bradbury, J. Foisie, R. Morrisson, P. Osbourne, L. Tietjen. Opposed: None. Abstaining: None The motion passed unanimously. 5-0-0

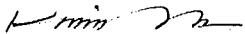
The meeting was adjourned at 9:35 p.m.

Old Saybrook NCHDC

Old Saybrook, Connecticut 06475

Randi Bradbury, Chairman

Respectfully submitted,



Kim Meadows, Recording Clerk