

**HISTORIC DISTRICT COMMISSION  
MINUTES OF DECEMBER 14, 2023 SPECIAL MEETING**

The Historic District Commission held a Special Meeting at 5:00 pm in Meeting Room A (2<sup>nd</sup> floor, Town Hall)

**Present:** Barbara Theurkauf, Chair; Henry von Wodtke, Vice Chair; Commissioners John Langmaid, Brian Chiffer, David Grady, and Robyn Guimont; Shelley Caltagirone, Director of Community Development; Gary Haynes, Planner

**Excused:** Geoffrey Dellenbaugh, Secretary

Chairman Theurkauf called the meeting to order at 5:00 pm.

**PUBLIC HEARING**

**1. Application of Town of Glastonbury for Certificate of Appropriateness – new sidewalk, sidewalk repair, new lighting & fencing – 2108 Main Street**

Town Engineer Dan Pennington presented the application and expressed the need to construct five-foot-wide sidewalk on the northern side of the Police Department, adjacent to the parking lot, leading from the sidewalk on Main Street to the ball field located at the rear of the site. Construction of the sidewalk is needed to provide safe pedestrian travel along a pedestrian walkway rather than people cutting through the parking lot of the Police Department, where often emergency vehicles are entering and exiting in a quick manner to respond to emergency situations. Split-rail fence and bollard lighting will be installed and help define the boundary of the walkway and provide lighting to guide pedestrians along the path safely. Mr. Pennington also pointed out on the plans where additional landscaping will be provided for aesthetic purposes. Commissioners gave feedback supporting the project and acknowledging the need for safety.

Commissioner Guimont MOVED to approve a Certificate of Appropriateness for installation of new sidewalk, sidewalk repair, new lighting & fencing; Vice Chair von Wodtke SECONDED. MOTION passed unanimously.

**2. Application of Robert & Patricia Galvin for Certificate of Appropriateness – installation of a garden box window in kitchen - 2060 Main Street**

Mr. & Ms. Galvin are proposing a garden window to replace the window in their kitchen, which is the second window on the driveway side of the house. The existing window is too large and exposes the back of the cabinets in the kitchen area. They have purchased a garden window to install as a replacement. During the spring and summer, the window area is visually screened by trees and shrubs, but they are willing to plant arborvitae to provide more screening if necessary. They propose adding wood panel on the underneath side of window to cover the gap which currently exposes the rear side of the kitchen cabinets. The proposed panel will be a wainscoting panel to match wainscoting done in other areas on the exterior of the house. The Commission and applicant discussed adding a metal or asphalt shingle to the top of the garden window for

protection and aesthetic purposes. The Commission also asked for more details on recessing the window and providing more details of how the window would be installed and modified to fit the existing window opening. The applicant agreed to withdraw the application and will resubmit after talking with the contractor and getting detailed plans put together to address the Commission's concerns.

## **REGULAR MEETING**

### **1. Acceptance of Minutes – July 6, 2023 Special Meeting**

Vice Chair von Wodtke MOVED to accept the minutes as presented. Chair Theurkauf SECONDED the motion. MOTION passed unanimously.

### **2. Other Business**

Chair Theurkauf expressed interest in adding a requirement to the Historic District Commission application that the applicant provide research to support the application for the Certificate of Appropriateness. The Commission also discussed the issue of work being done prior to applicant seeking Certificate of Appropriateness, because they do not realize it was needed. Commission members discussed various ideas of sending "Welcome to the Historic District" letters to homeowners, putting articles in the newsletter, communicating with real estate agents offering homes for sale in the historic district etc. as ways to provide education and avoid scenarios where homeowners are doing work without first applying for a Certificate of Appropriateness.

Commissioner Langmaid MOVED to adjourn; Vice Chair von Wodtke SECONDED. MOTION was approved unanimously.

Meeting adjourned at 6:16 pm.

Respectfully submitted,

Gary Haynes  
Planner