

Work Session

April 20, 2004

Minutes

Discussion on procedures for applications and certificates

The Board discussed revising the application form, as well as the Certificate of Compliance form. Carol and Meg, together with Maxine will work on application revisions.

Discussion on Commission guidelines and policies

The Board discussed several topics i.e., windows – mixed style or non-historic buildings will be brought back to historic design over time. The proposed style shall be in keeping with the style of the house or the altered style if it gains significance.

Roofs – Applications for roofing permits where it is Cedar shake to cedar shake can be signed off by the Building Commissioner. However, asphalt-to-asphalt is not exempt from Historic review and the Historic District Commission will review these applications for color and the style of the shingles.

Administrative Reviews: previous administrative reviews will go at the end of the agenda for ratification.

Administrative reviews shall consist of applications that reflect work to replace in kind; slight or minor alterations, for example windows going from 1/1 to 6/6. Full reviews are those applications that reflect work for new construction, additions, major alterations, and demolitions.

Satellite dishes – companies should be notified that the Town now has a Historic District and should be aware of the guidelines referencing these types of installation.

Fences – Low yard picket fences, which are 30" to 48", can be done through Administrative Review. Privacy fences shall be reviewed on a case-by-case basis.

Siding – Trim to look like real trim. The siding on the body of a building with no raised texture.

Meeting adjourned at 8:15 p.m.