

THE WRITTEN MINUTES ARE A SYNOPSIS OF DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED BY THE MOTION MAKER. MINUTES ARE SUBJECT TO CORRECTION BY THE SHELBURNE HISTORIC PRESERVATION AND REVIEW COMMISSION. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMISSION.

**SHELBURNE HISTORIC PRESERVATION &
DESIGN REVIEW COMMISSION**

May 14, 2020

Minutes

This meeting was conducted remotely using Zoom platform.

Members Attending:

Lauren Giannullo, Tom Koerner, Ann Milovsoroff, Marc Vincent, Eileen Warner, David Webster

Staff Attending:

Britney Aube, Susan Cannizzaro, Dean Pierce

Applicants Attending:

Mike DiNicola, Eric Denice, Troy Sumner

Call to Order:

Tom Koerner called the meeting to order at 8:35 a.m. Attendance roll call was taken.

Preliminary Matters:

Audio and video were confirmed.

Approval of Minutes:

David Webster moved to approve the minutes of May 7, 2020. Lauren Giannullo seconded the motion, which was unanimously approved.

Design Review Application DR20-05 – Mike DiNicola, 165 Marsett Road:

Mike DiNicola represented this application and requested approval for a new 16' x 24' pressure treated deck which will be constructed off an existing enclosed porch in the rear of his house at 165 Marsett Road.

The members reviewed the application and proposed materials list. Dean Pierce questioned if the railing detail is sufficient and a discussion followed. Mr. DiNicola requested the ability to substitute a pressure treated railing should the stainless steel cable railing kit, which is listed in the application, be too costly. It was requested that Mr. DiNicola supply a photo or details of the pressure treated railing for the file.

Lauren Giannullo moved to recommend approval of the application, with the applicant having the option of either a stainless steel cable or pressure treated railing on the deck. Ann Milovsoroff seconded the motion, which was approved. Eileen Warner abstained from the vote since she joined the meeting during the discussion.

Design Review Application DR20-06 – Eric Denice & Laura Wolfsen, 209 Marsett Road:

Eric Denice represented this application requesting approval for a 4' cedar picket perimeter fence, a 6' wood privacy fence, and rebuilding of an existing rear deck using pressure treated materials at 209 Marsett Road.

The application materials were reviewed and questions were raised about the location of the fencing and the size of the deck. Tom Koerner remarked that it would be helpful if the site plan submitted was clearer. Mr. Denice explained that the picket fence will run along the sides and front of the property and the privacy fence will run along the rear property line. The adjoining neighbor has been notified and is in favor of the privacy fence. The front yard set-back for the picket fence was discussed to confirm that it will not be located in the right-of-way.

David Webster asked the applicant about the dimensions of the deck. Mr. Denice replied that it will be 12' to the north from the rear of the house by 32' to the east and west. Staff noted this information on the application for the record.

David Webster moved to recommend approval of the application with the addition of the deck dimensions of 12' to the north from the rear of the house by 32' to the east and west. Marc Vincent seconded the motion, which was unanimously approved.

Design Review Application DR20-07 – Comcast Corporation / Wright & Morrissey, 6055 Shelburne Road:

Troy Sumner from Wright & Morrissey represented this application requesting approval for a 6' white vinyl fence to be installed around an existing propane tank, and the removal of the front bay window to be replaced with siding at the Comcast switching station located at 6055 Shelburne Road.

Mr. Sumner explained that there is currently a matching vinyl fence surrounding the dumpster area at this property and the new proposed fencing will screen the propane tank on the southeast side of the property facing Marsett Road. He added that the front bay window is rotted and Comcast would like to remove it and replace it with façade siding to match the existing siding.

David Webster stated that he opposes the proposed replacement siding. That portion of the house was originally a garage and although the structure is currently not a residential use, it is in a residential neighborhood. Tom Koerner agreed and recommended that the bay window be replaced with one or two double-hung windows to match the others on the front façade. Discussion followed on the number of windows and it was agreed that there should be two (2) double-hung windows with shutters. Mr. Sumner replied that he will present this to Comcast. David Webster added that we will need a spec sheet for the new windows and also a depiction of the front façade with the two double-hung windows for the record. In addition, it was noted that the site plan depicting the location of the

proposed fencing around the propane tank is illegible and it was requested that a clearer site plan be submitted for the file.

Lauren Giannullo moved to recommend approval of the application with amendments to include a clear site plan depicting the fence location around the propane tank and the addition of two (2) double-hung windows with shutters, to match the windows to the right of the front door, to replace the rotted bay window. Eileen Warner seconded the motion, which was unanimously approved.

Potential Grant Opportunities:

Dean Pierce reported that he has spoken with the Division for Historic Preservation and if the Town's FY2020-21 budget does not allow for the CLG grant matching funds due to COVID issues, we can request a one-year extension for the grant.

Other Business:

The Commission members discussed the quality of materials being submitted with some recent Design Review applications. They agreed that applications need to be complete and materials need to be clear and detailed, particularly now with meetings being held via Zoom. It was suggested that a link to some sample applications be included on the Town's website, in addition to a checklist and a paragraph from the Commission stating that incomplete or insufficient applications will not be reviewed. Dean Pierce stated he will draft a statement for the Commission's review.

Adjournment:

Ann Milovsoroff moved to adjourn the meeting at 9:48 a.m. Marc Vincent seconded the motion, which was unanimously approved.

Respectfully submitted,
Susan Cannizzaro