

**HISTORIC
PRESERVATION
ADVISORY
COMMISSION**

Minutes of Historic Preservation Advisory Commission (HPAC)

Date: Special Meeting held April 29 2014
Location: Stamford City Hall, Land Use Bureau - 7th fl. conference area
888 Washington Blvd. Stamford CT 06901

Present: Lynn Drobbin, Anne Goslin, Jill Smyth, David Woods, Rebecca Shannonhouse
(alternate) and Lynn Villency Cohen (alternate). Present for staff: Norman Cole,
Land Use Bureau Chief and Martin Levine, (Mayor's office)

ORGANIZATIONAL MEETING

- a. Martin Levine called the Organizational Meeting to order at 7:30 p.m. and explained that the first order of business was the election of officers. Mr. Levine called for nominations for Chairman.
- b. After a failure to attract nominations, Lynn Drobbin volunteered herself, seconded by Anne Goslin. There being no further nominations, Mr. Levine called for a vote on the motion, which carried unanimously on a vote of 4 to 0 (Drobbin, Goslin, Smyth and Woods).
- c. Mr. Levine then turned the meeting over to Ms. Drobbin as Chair.
- d. Chairman Drobbin called for nominations for Vice Chairman. Anne Goslin volunteered herself, seconded by David Woods. There being no further nominations, Ms. Drobbin called for a vote on the motion, which carried unanimously on a vote of 4 to 0 (Drobbin, Goslin, Smyth and Woods).
- e. Chairman Drobbin called for nominations for Secretary. David Woods volunteered himself, seconded by Jill Smyth. There being no further nominations, Ms. Drobbin called for a vote on the motion, which carried unanimously on a vote of 4 to 0 (Drobbin, Goslin, Smyth and Woods).
- f. Chairman Drobbin called for a motion to adjourn the Organizational Meeting. Moved by Mr. Woods, seconded by Ms. Drobbin and unanimously carried on a vote of 4 to 0 (Drobbin, Goslin, Smyth and Woods).
- g. Chairman Drobbin adjourned the Organizational Meeting at 7:52 p.m.

SPECIAL MEETING

NEW BUSINESS

1. Freedom of information briefing by Amy Livolsi Assistant Corporation Counsel
Attorney Livolsi explained the procedural requirements of the FOI Act as it applies to City agencies and commissions, and also discussed Ethics requirements.

(Barry Hersh joined the meeting at 8:00 p.m.)

2. Procedures of the Historic Preservation Advisory Commission

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Norman Cole, Land Use Bureau Chief, explained the types of City agencies and officials that would be required to refer pending applications to the Commission for an advisory comment. These primarily include the Zoning Board, Zoning Board of Appeals, Engineering Bureau, Zoning Enforcement Officer and Building Official. Mr. Cole explained that it would be important to prepare a map delineating the Commission's jurisdiction to help staff determine when a referral was required. He noted that the ordinance establishing the Commission was silent with respect to a time period for response to a referral, but that Zoning Board applications are typically subject to a 30 day referral period. Mr. Cole commented that the Commission should also consider providing additional guidance on some of the terms used in the Ordinance to insure consistent administration of referrals. He cited terms such as "historic preservation district", "historic site" and "scenic, historic or rural road".

3. Setting regular meeting dates for 2014

The Commission agreed to set future regular meetings on the second Tuesday of each month, starting at 7:00 pm in the 7th floor conference room (7-C).

4. Application Referral, Zoning Board Appl. 213-44 Rich-Cappelli, LLC & Louis R. Cappelli Family LTD, 425 Atlantic Street, U.S. Post Office Building

There was a presentation by Norman Cole of the history of the post office building and site, and presented documents showing an alternate proposal that would preserve the 1939 annex as well as the original building.

The Commission voted on the following resolution: (Moved by B. Hersh, seconded by A. Goslin, carried unanimously.)

1. A draft letter of encouragement for the new concept will be written by Lynn Drobbin for review by the Commission before distribution.
2. The Commission would like to see development of the new concept for review before offering an endorsement.
3. The Commission will study the prior MOA issued to the applicant years ago to verify language in that agreement as it may apply with the new concept;
4. The applicant development team will need to verify if they will seek historic tax credits.

Ms. Drobbin adjourned the meeting at 9:45 p.m.

Submitted by: David W. Woods AIA secretary
Stamford Historic Preservation Advisory Commission