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**CITY OF STAMFORD
HISTORIC PRESERVATION ADVISORY COMMISSION**

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(DRAFT) Minutes of the Historic Preservation Advisory Commission (HPAC)

Date: Regular Meeting held: December 9, 2014
Location: Stamford City Hall, 888 Washington Blvd. Stamford CT 06901
Land Use Bureau - 7th fl. conference Room
Present: Lynn Drobbin, Anne Goslin, Jill Smyth, David Woods, Barry Hersh, Elena Kalman (alternate), R. Shannonhouse (alternate), and Lynn Villency Cohen (alternate).

REGULAR MEETING

I Call to order (Meeting called to order 7:10)

II Approval of minutes

The Commission voted to approve the minutes of the November meeting: (Moved by A. Goslin, seconded by J. Smyth, and carried unanimously.

III. New Business

There was no new business to report at this meeting.

IV. Old Business

A. Grants Discussion

L. Drobbin introduced the discussion about grant possibilities. J. Smyth wants to pursue a "Certified Local Government" (CLG) grant application. The following discussion items were noted.

- W. Haynes of HNPP will provide assistance with applications.
- J. Smyth will start the process.
- J. Smyth will coordinate with Gerry Katz at the city.
- The grant application will first need a narrative. The 1985 survey is a good place to start to consider the grant description.
- The narrative and the request might include the need to divide the city into sections for a cultural resource survey.

J. Smyth will prepare an email that outlines the next steps and phases of the grant application. The tasks will then be divided up among the HPAC members.

- An outline of goals should include:
 1. Placing listed properties on the HPAC web site.
 2. Start a current survey of properties.
 3. Review collar districts - or "the most threatened areas" first.



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There was a suggestion that the HPAC should have a program for developers and the restoration community.

- HPAC should explore education programs with the community, as this is a part of the goals for the commission.
- W. Haynes may be enlisted to give a talk as a part of an educational program
- HNPP can provide about half of any costs.
- A program might include DSSD, Franklin Street Works, HNPP, etc.

There was a question if “Vibrant Communities Initiative Grants” (VCIG) from the CT Trust can be used for zoning changes.

- A potential use of these grants is for other development incentives that might be added to the zoning code.
- It is understood that the VCIG grants seek an “anchor property” in a specific community to show marked “success” in the final results. That anchor property might be a property that may be listed as a part of the process.
- There was a question if the Hubbard Heights Mansion could be an “anchor property” within a grant application to CT Trust. This property may seek other grants and historic designations as it proceeds with development.

R. Shannonhouse is in the process of purchasing the Hubbard Mansion property so that it can be saved and renovated.

- Potential uses are for an international student residence.
- The purchase group will seek state designation at first, and possible National Register listing.
- It will need to go through the zoning process as a change of use and a “special exception” permit.
- Preservation grants will be important to the development.
- There is a possibility for “sustainability” or energy efficiency grants or incentives.

A motion was made for HPAC to form a task force to explore educational opportunities. The task force is: B. Hersh, W. Haynes of HNPP, A. Goslin. (The motion was moved by A. Goslin, seconded by D. Woods, and carried unanimously).

B. Sacred Heart property

L. Drobbin has completed a draft of the HPAC report on the Sacred Heart property and will forward revisions to the commission before distribution. The discussion was as follows.

- The city has indicated that they do not want to wait 180 days to demolish the two cottages.
- HPAC needs to act quickly in sending the report to the city.
- There are options for the city’s use / development of the cottages including: preservation, relocation, documentation.
- Demolition of the cottages without due preservation process is viewed, in federal and state regulations, as “anticipatory demolition.” The city could jeopardize future state or



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federal funding for the new school if they do not follow Section 106 and CT state historic preservation procedures.

- Anticipatory demolition is strictly forbidden with registered properties.
- B. Hersh wants HPAC to have a say in the development of the overall property.
- HPAC agreed that it is important to “save” the school building.

L. Drobbin reviewed some notes to be added to the report.

- A paragraph on “anticipatory demolition” and how that can affect funding for the project.
- Attach the SHPO memo that states their review of the National Register status of the property and the cottages.
- HPAC should continue to be an active participant in the review process.

L. Drobbin will revise the draft, send to HPAC commissioners for final review and send it to planning board as well as the Mayor, N. Cole, M. Levine and L. Casolo.

C. Mill River Bridge status

L. Drobbin provided an update of the status. An addendum was issued by the city for the engineering study RFP.

- It is understood that the city will ask for HPAC and HNPP involvement in the engineering design and review process.
- Robin Stein has been asked by the Mayor to manage the engineering study.
- HPAC will wait for the city to identify the engineering firm and to provide a kick off meeting.

D. Discussion of HPAC roles and jurisdiction in design reviews

L. Drobbin noted that HPAC has been asked by the city to conduct design reviews that may not be within the jurisdiction of HPAC. HPAC is charged with review of the development of historic properties and districts, surveys of cultural and historical resources, and with community education. Member comments are as follows.

- The general consensus is that the commission should conduct design reviews for historic properties and for properties in historic districts.
- HPAC will continue to review development in design review districts, as may be requested by planning and zoning.
- HPAC should continue to offer review and comments where there may be impacts on local communities or neighborhoods that might be threatened.
- HPAC’s review of development proposals is advisory only.
- There are no design guidelines and the commission uses best judgment.
- As the city does not have a design review commission, there was a consensus that HPAC can provide some assistance with design reviews where the proposal will impact the city’s neighborhoods.
- N. Cole as well as the planning department should manage which projects are to be reviewed by HPAC.



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- L. Drobbin should make the first determination on which properties should not be reviewed.

Most agreed that HPAC should continue to review projects as requested by the planning & zoning departments. There was also a general agreement that HPAC should not be involved as a design review commission for every property that is being developed/renovated. L. Drobbin should continue to evaluate which projects are within or outside of HPAC jurisdiction.

W. Haynes noted that HNPP has been doing reviews of 7.3 “Density Bonus” applications and does not know if they should continue to do those or if HPAC should take over that task.

- There are just a few of these applications each year.
- These are “typological” reviews. A property will be eligible if 1, 2, or 3... items are restored, etc.
- The process requires the review by a consultant and a second signatory on the application.
- Each application is different but there is an effort to preserve features found in the neighborhood if they are not extant on subject property.
- The review and management of each application requires coordination and site visits that usually occur during workday hours..
- R. Kahn has been reviewing them and will continue.
- Drawings are presented and HNPP signs off, but needs to follow through during construction.
- Two signatures are normally required in the review process. HPAC can become a second signatory.
- Most agreed that the process should remain the same for now for 7.3 reviews, and will continue to discuss HPAC’s role at future meetings.

A motion was made to have HPAC become a second signatory on 7.3 applications. L. Drobbin will review the process with N. Cole or with planning and zoning.

(The motion was moved by L. Drobbin and seconded by B. Hersh.)

E. Salvage discussion

L. Drobbin noted that there has been some discussion about what to do with materials or artifacts that are salvaged from historic buildings. A general question was, - where to store the artifacts and who will manage that process? The discussion noted:

- HPAC may need to create a policy.
- HPAC may need to create a process for identifying what should be saved.
- The group will need to consider how/what artifacts are stored.
- L. Drobbin will talk to a salvage company in SOHO that does this sort of work, in order to get some guidance.
- There may be a source of modest income for HPAC, from salvaging.



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(The discussion was tabled and will be reviewed again at future meetings.)

F. HPAC by-laws status

J. Smyth reported that the by-laws have been submitted. The board of reps will need to review and approve the by-laws. They have not completed this task. The by-laws were also submitted to M. Levine for review. He is assisting with final review by the city.

(The discussion was tabled and will be reviewed again at future meetings.)

G. Demolition delay ordinance

J. Smyth reported that a meeting and review of the demolition ordinance with C. Reeder, has not occurred. D. Woods and J. Smyth will try to have this meeting and review before the next meeting and report back on the status of the ordinance.

(The discussion was tabled and will be reviewed again at future meetings.)

Ms. L. Drobbin adjourned the meeting at 10:00 p.m.

Drafted by: David W. Woods AIA secretary – December 19, 2014
Stamford, Historic Preservation Advisory Commission

Meetings are normally on the second Tuesday of the month starting at 7:00 pm in the 7th floor conference room, number 7-C. The next meeting will be Tuesday January 13th