

Milford Historic District No. 2 – South of the Green
Minutes of Regular Meeting - Conference Room A, Parsons Government Center (unapproved)
April 14, 2010

Vice Chair Paulson called the regular meeting of the Milford Historic District No. 2, South of the Green to order at 6:33 p.m.

Members Present

G. Becker
M. Jones
Walter Ortoleva
Arthur Paulson

Not Present

Timothy J. Casey
Carol Molloy Smith
Arthur Stowe

Approval of Minutes

Mr. Ortoleva and Mr. Becker made and seconded a motion to approve the minutes of the March 10, 2010 meeting as presented. Motion carried unanimously.

Chair's Report (including correspondence) – no report

Clerk/Treasurer's Report

Mr. Ortoleva stated there had been no banking activity since last month's meeting.

Mr. Becker thanked Mr. Ortoleva for forwarding to him the advertising bills from the newspaper.

It was noted there were no applications presented this month.

Unfinished Business

A. Tree Commission Report – Mrs. Jones reported she had been in touch with Mr. Mancini of the Tree Commission. She stated Mr. Mancini was kind enough to bring to the Tree Comm. the fact that the Historic District No. 2 would like to plant trees on various spots in the district. It was agreed that both commissions would have a walk-thru of the area. Also, it is hopeful that members of this Commission would also be able to volunteer their efforts in the planting of the trees. Mrs. Jones noted the city highly suggests that trees are not planted in "plant strip" area (area between the curb and sidewalk). Also, if the trees are not going to be on the planting strip, they can be planted on the individual front property only with permission of the property owner. She added the Tree Commission is currently working on 2 projects, one of which has a 5/5/10 deadline and hopefully the walk-thru could be done within the next week.

Mr. Ortoleva noted that prior to any tree planting the RWA should be contacted as part of the *Call Before You Dig* program.

B. Notifications

1. Welcome letter – Mrs. Jones stated she did not have much luck in confirming if there is in fact a central or systematic way to find out when there are new property owners in the district. She added there is no such thing as a Milford Board of

Realtors but she offered the suggestion that perhaps the city clerk's office could be of help since that is where property transfers are filed.

Mr. Becker referred to the list of property transactions in the local newspapers.

Mr. Ortoleva suggested we should just be aware of real estate signs in the district and then watch for the home to be sold.

Mr. Becker added there are internet sites that also can provide similar information.

Vice Chair Paulson agreed that going through the city clerk's office might be the best alternative and Mrs. Jones stated she would look into that.

Mrs. Jones distributed a draft of a welcome letter and she offered to send this letter out to recent new homeowners in the district.

Mr. Becker referred to the current Rules of Procedure this group operates and he noted that the letter referenced those Rules of Procedure but perhaps that language should be changed to refer to Application for Certificate of Appropriateness.

As well it was noted that the Milford Historic District #2 city ordinance and district map be included in place of the Rules of Procedure.

Mr. Becker and Mr. Ortoleva made and seconded a motion to accept the "welcome letter" presented with the changes offered. Motion carried unanimously.

C. Changes and Clarification to Rules – Mr. Becker referred to the proposed changes he had forwarded to all members.

Mr. Ortoleva expressed his concern regarding changes to Para I.A.4 Rules of Procedure, changing the time from 65 to 60 days.

Mr. Becker explained that during previous meeting discussions it had been decided that a special meeting can be called if it was necessary to accommodate time constraints.

Vice Chair Paulson added that this limitation is an advantage to the applicant.

Mr. Ortoleva asked if a meeting is postponed for whatever reason, will the Commission be able to reschedule the meeting without having a public notice again. He was told that did happen this past February and the hearing had to be reposted.

Vice Chair Paulson stated that he did not feel reposting is something that had to be written into the rules. He recalled that when the most recent hearing was postponed because of weather issues, it was reposted and the neighbors were also re-notified of the new date and time.

Mr. Becker noted the state statute includes no language regarding reposting.

Mr. Ortoleva referred to para. 2 of the Rules of Procedure regarding tax abatement and questioned whether that tax language should be included.

Vice Chair Paulson felt the language was not mandatory but an elective option.

Mrs. Jones and Mr. Ortoleva made and seconded a motion to approve the amendments to Rules of Procedure and Jurisdiction, para. I.A.4 and para. I.B.5 as noted in the attachment. Motion carried unanimously

Mr. Ortoleva and Mrs. Jones made and seconded a motion to approve the changes in the Application for Appropriateness – Process, para. 5 and paragraph 6. Motion carried unanimously

Mr. Ortoleva and Mrs. Jones made and seconded a motion to approve the changes in Application for Certificate of Appropriateness, specifically the last sentence. Motion carried unanimously.

(changes are reflected in attached document).

New Business - none

There being no further business to discuss, Mr. Becker and Mrs. Jones made and seconded a motion to adjourn at 7:10 p.m. Motion carried unanimously.

Respectfully submitted,

Diane Candido
Recording Secretary

Milford Historic District #2 – South of the Green

Recommended changes to Rules of Procedure and other operative documents. Deletions shown by ~~strikethrough~~. Additions shown by *italics*.

Rules of Procedure and Jurisdiction

Change Paragraph I.A.4 as follows:

After presentation by the applicant for a Certificate of Appropriateness, and any comments from the public at the hearing, the Commission shall discuss and may vote on the application. Or, if the application requires further consideration, the Commission may meet at a later date to vote on it, bearing in mind that the Commission must pass on said application within not more than ~~sixty-five (65)~~ *sixty (60) days* after filing of such application or the certificate will be deemed approved. It will be the policy of the Commission to act as quickly as possible.

Change Paragraph I.B.5 as follows:

Upon receipt of a properly filed application, the Commission shall have published notice of the hearing on the application once in a local newspaper at least seven (7) *and no more than fourteen (14)* days before the hearing.

Application for Appropriateness – Process

Change Paragraph 5 as follows

Upon receipt of a properly filed application, the Commission shall have published notice of a hearing on the application once in a local newspaper at least seven (7) *and not more than fourteen (14)* days before the hearing.

Change Paragraph 6 as follows:

The Applicant shall present Certificates of Mailing showing that notice has been sent at least 5 days in advance of the hearing to each of the owners of land *located within Milford Historic District #2 that is* within 200 feet of the property for which the *Certificate* of ~~a~~Appropriateness is requested, as their names appear upon the last completed assessment roll of the City of Milford. The ~~a~~Applicant must state that plans are on file and can be viewed in the City Clerk's office.

Application for Certificate of Appropriateness

Change last two sentences as follows:

PLEASE ATTACH *NINE (9) COPIES OF DETAIL DRAWINGS OR BLUEPRINTS, INCLUDING MATERIALS LIST, FOR* ~~OF~~ PROPOSED REPAIRS AND/OR RENOVATIONS.

~~PLEASE ATTACH 8 (EIGHT) COPIES OF BLUEPRINTS WITH MATERIALS LIST FOR NEW CONSTRUCTION.~~