South of the Green Milford Historic District No. 2,

Minutes of Regular Meeting and Public Hearing – Via Zoom – February 8, 2023

Present: Doug Jones, Maria Henley, Liz Kennard, Andy Kozlowski (7:09 delayed due to traffic issue), Marc Muller, Arthur Stowe

Vice Chair Kennard called the meeting to order at 7:05 p.m. and took the opportunity to welcome 2 new commissioners who introduced themselves.

**Consideration of Minutes** – Consideration of December 14, 2023 minutes – Mr. Stowe and Mr. Muller made and seconded a motion to approve the minutes of December 14, 2023 as presented.

Ms. Kennard referred to 1st paragraph of COA application discussion for Scott N. Koschwitz and Ingeborg C. Loff-Koschwitz, specifically 4th line which read “time one of the corners were *subsiding* rather severely”.

She questioned if the word subsiding should be used or was there another suggestion.

Motion was made by Mr. Stowe and seconded by Mr. Muller to amend the original motion to approve the minutes of the December 14, 2023 as corrected; changing the word *subsiding* in the 1st paragraph, 4th line to “*deteriorating*”. Motion carried unanimously for the amended motion.

**Chair’s Report including Correspondence** – In Chrmn. Bishop’s absence, Ms. Kennard reported that a letter was sent to the Carmans with a renewal of their COA (for replacement of windows) because the windows needed were not available before the COA date expired.

As well she and Mr. Muller visited home on 55 High Street regarding future COA for installation of solar panels.

Also Ms. Kennard and Mr. Muller visited home on 6 Central Avenue as those property owners were looking to replace 1 slider and 1 door in the back of the house but it was determined that since the window/door are in the rear of the house it was not necessary to submit a COA and that was communicated to the home owners.

Mr. Muller added those specific homeowners will have some additional projects in the future and they were told that formal COA’s will be needed for these projects.

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Ms. Kennard also noted homeowner on Lafayette Street sent preliminary plans for a home project and she had communicated with that homeowner to proceed with the COA for those plans and suggested they be received by the end of February in order to meet the deadline for consideration at the next meeting

**Clerk/Treasurer’s Report** – no report available as Mr. Ortoleva was not present.

**Unfinished Business**

a. Attorney Berchem’ s advice as to Airbnb’s, ground mounted satellite dishes and signage. Remain on the table.

b. Solar panels Remain on the table.

c. Replacement and expansions of driveways and parking areas. Remain the table.

**New Business**

a. Election of officers - Ms. Kennard reminded members that Mr. Bishop has resigned as the Chair of the Commission and it is necessary to fill that vacancy as well as that of Vice Chair. She added at this point Mr. Ortoleva could remain as Treasurer and she noted in the past there was the office of Clerk but in recent years that position had not continued.

Mr. Stowe asked what are the responsibilities of the Clerk and Liz explained to support the Chairperson, ensure appropriate documents/material are to the City Clerk, post notification of meetings to the newspapers.

Mr. Muller felt when the Governor’s Emergency Orders expire, that will be when we will have to resume posting meeting notices in the newspaper.

Ms. Kennard stated Mr. Bishop had communicated with her that he would be willing to be Vice Chair which leads to being the next Chair as long as he is not President of the Historic District at that time. In light of that, Ms. Kennard stated she is willing to submit her name as Chair for one year with the understanding she may extend it to two years and she would like the Vice Chair to consider moving up to Chair at that time.

Ms. Kennard also noted that Mr. Bishop has said he would consider being the Clerk.

Mr. Stowe noted the Vice Chair possibilities are Mr. Muller and Mr. Kozlowski at this time.

Mr. Muller noted he will not know what his work schedule will be and if he will be returning to traveling back into New York 5 days a week that will be difficult He offered to accept the Vice Chair with the expectation he will be chair in the next year.

Mr. Stowe suggested Ms. Kennard assume the role of Chair, Mr. Muller Vice Chair and Mr. Bishop, Clerk.

Ms. Kennard added in a year when we are considering officers again, our new members might consider taking on the additional responsibilities of an officer of this commission.

She added with regard to visiting properties within the district, she was hopeful all members could take a role in that and our new members could go as part of a team to get a feel of the projects of the homeowners in the neighborhood.

Motion was made by Mr. Stowe and seconded by Mr. Jones to approve the following slate of officers of the Milford Historic District South of the Green for 2023:

Chair – Liz Kennard

Vice Chair – Mark Muller

Clerk – Chris Bishop

Treasurer – Walter Ortoleva

Mr. Muller noted election of officers is a yearly task and if there needs to be changes in this slate we will be electing officers again next year at this time.

Motion carried unanimously.

Mr. Stowe questioned if Mr. Bishop was listed as an alternate and if so, he be a full board member and one of our new members fill that alternate spot.

It was confirmed by checking the city website that Mr. Jones is an alternate.

b. Commissioner training – Ms. Kennard noted she reached out to Mr. Belden, former Commissioner, and Mr. Muller asking for suggested specific information that might be helpful for commissioner training and that information had been shared with all members. She asked if there was anything specific in that information that might need to be reviewed as a group.

Mr. Muller emphasized there should be two commissioners doing a site visit was important.

c. South of the Green Notes – Ms Kennard reported Mr. Muller suggested the Chair and Vice Chair will send reports of property visits made so everyone on the Commission will know what may be occurring between meetings.

Ms. Kennard noted the neighbor letter could be on the agenda for the next meeting for review as well as going through the procedure memo to see if there are any specific areas which need to be reviewed to make points stronger.

Mr. Stowe referred to the neighbor letter and asked the two new members how they felt about the letter when they received it last year. Ms. Henley stated she has gone through the process twice and was a bit confused with areas of the procedure memo with regard to mailing. She learned from a post office staff there is a printed document explaining what is needed to accompany the letter and she suggested a copy of that document be included with the procedural memo.

Mr. Muller suggested such documents be marked “sample”.

Ms. Kennard noted the following with regard to the procedural memo document: letter needs to include new commissioner’s information and it will be necessary to decide if we will once again send it certified mail. She further recalled past discussion which suggested the letter be sent certified every other year.

Ms. Kennard referred to a previous conversation with a resident within the District who expressed concern that the landlords as opposed to the renters receive the letter from the Commission,

Mr. Muller explained in the past the information was obtained from the tax assessor data base which reflects the owners name and address not the renter’s information.

(Mr. Kozlowski joined the meeting at 7:09 and apologized for being late explaining he was delayed to a traffic delay).

Mr. Muller offered to review the letter and make suggested revisions which he will share with all members for discussion at our next scheduled meeting.

Ms. Kennard raised the question if we wanted to address the 2-commissioner protocol for site visits noting it was instituted because we wanted to waive the application fee if possible and try to expedite the process.

Mr. Stowe noted that we instituted the 2-commissioner protocol because we did not want a quorum of this commission in attendance at such visit.

Mr. Muller stated his experience with the past visits was the property owners have been receptive and are looking for validation and simply want to know what they should do to get the application approved.

Mr. Stowe added it is important to let the property owners know those commissioners making the site visit will be forwarding a recommendation to the Chairperson followed by a final decision on the matter/project in question.

Mr. Muller felt we have done a good job respecting the time schedules of the commissioners and residents alike when scheduling the visits.

d. ADU – (Alternative Dwelling Units) Ms. Kennard explained there are new ordinances in the city regarding such units and Milford’s restrictions are different from other communities. She felt it is important we have such information regarding the ordinance in the event such matter comes to us in the future.

Ms. Kennard will follow up on the following:

ADU

Sample Certificate of Mailing

Review letter to neighbors (Mr. Muller)

Review and update District property owner data base (Mr. Bishop)

Review procedures memo at our next scheduled meeting.

Being no further business, motion was made by Mr. Jones and seconded by Mr. Stowe to adjourn at 7:24 p.m. Motion carried unanimously.

Recorded by Diane Candido