

Historic District Review Board  
Regular Session  
July 19, 2011

At approximately 4:33 p.m., in the Town Council Chamber, Chairman Russ Dunton having established a quorum, called to order the Regular Session of the Historic District Review Board. In addition to Chairman Dunton, present were Bob Sellers and Dianne Davis. Board member Jan Neville arrived at approximately 4:40 p.m. Russ Dunton stated that there was still one vacancy on the board. Also present were Town Planner Tom Bonadeo and Asst. Town Clerk Linda Carola. There were no members of the public in attendance.

Dianne Davis led the Invocation and all recited the Pledge of Allegiance.

**Motion made by Dianne Davis, seconded by Bob Sellers, and unanimously approved to accept the agenda as presented.**

The Board Members reviewed the minutes for the June 21, 2011, Regular Meeting. Member Dianne Davis requested that the record show she leads the Invocation and Chairman Dunton leads the Pledge of Allegiance. Dianne Davis noted a grammar error under 'Other Business' page 2, first line change to read "to the Board." Also noted on page 2, first line was an error on the small lot location. Tom Bonadeo clarified the small lot location as being on Strawberry Street between Randolph Ave., and Tazewell Ave.

**Motion made by Bob Sellers, seconded by Dianne Davis, and unanimously approved to accept the minutes for the June 21, 2011, Regular Meeting as amended.**

## **NEW BUSINESS**

### **A. 627 Randolph-Repair and House Addition**

Tom Bonadeo explained to the members that 627 Randolph along with several other houses are in need of repair and stated repairs on 627 Randolph was started in 2002. Chairman Dunton also stated the property had been under continuous renovations and the renovations had started prior to the Historic District Review Board existence. Tom Bonadeo stated he stopped the renovations to the property and Jeb Brady Code Official will not issue a permit until approved through the Historic District Review Board. Tom Bonadeo reviewed two pictures with the members and explained the property was in bad shape and had structural problems. Tom Bonadeo reviewed six items of concern with the members: i) Roof on the addition should be the same material as the original; ii) The drawing for the addition shows a door and a window located directly over each other in keeping with the architectural style of the original house; iii) The door is shown as smooth, but a panel door would be requested in keeping with the ordinance; iv) The siding of the addition should be different from the original so that the addition is easy recognizable; v) The plan shows no front porch but it should be noted the original porch was removed. A plan will be required showing 80% of the front of the building being a porch; vi) All items must meet

Planning & Zoning requirements. Chairman Dunton recommends accepting the proposal with the six items, or risk the possibility of losing another house.

**Motion made by Jan Neville, seconded by Bob Sellers to accept as presented with Tom Bonadeo's six recommendations. The motion was unanimously approved.**

### **B. 2 Plum-Municipal Building-window lintil repair/replacement**

Tom Bonadeo explained to the members there was an issue with the lintels over all the windows in the Municipal Building stating they had rusted and there is a crack all the way around the building. The Department of Public Works had received bids for the repair and/or replacement of the lintels over all of the windows in the Municipal Building. The contractor selected to do the repairs specializes in historic restoration and would also do some brick cleaning and pointing. Tom Bonadeo reviewed two photos with the members explaining the repair process. The Municipal Building is a contributing structure and is pictured in the Historic Document. Tom Bonadeo explained the work was ready to be started and was hoping to be completed before the end of summer. Tom Bonadeo explained to the members what he was asking of them was to review the lintels over the top, the brick cleaning and the tuck pointing of the brick in accordance with the Secretary's guidelines. Tom Bonadeo stated the windows would be replaced at a later date. Chairman Dunton asked the members if they had any questions or concerns.

**Motion made by Dianne Davis, seconded by Bob Sellers to approve the window lintels repairs as presented. The motion was unanimously approved.**

### **ANNOUNCEMENTS**

Tom Bonadeo stated that the Department of Historic Resources (DHR) had a summer intern and would update our inventory. Our inventory had some incorrect addresses, some properties had been torn down, and some with wrong numbers. Tom Bonadeo and his wife Kathy have a 911 map and are going through town and taking off and adding buildings, and by the end of summer will submit the revised map to Richmond and DHR would submit to us a new inventory of the houses, contributing structures and non-contributing. Chairman Dunton stated he had a few concerns, and Tom Bonadeo stated one missing house as an example is the corner of Jefferson Avenue and Fig Street, house is missing. Chairman Dunton stated the following i) Page 9 on original survey show 212 Bay Ave., & 208 Bay Ave., houses are reverse; ii) Tom Bonadeo pointed out on page 9, 609 Fig Street had been torn down; further discussion continued regarding incorrect addresses and properties that had been torn down; iii) Member Dianne Davis questioned the address of the church on Washington Ave., asking if the address was 308 or 312, Tom Bonadeo stated Washington Ave., was not in the Historic District and reviewed a map with member Dianne Davis pointing out the Historic District.

**Motion made by Dianne Davis, seconded by Jan Neville, and unanimously approved to adjourn the Historic District Review Board meeting.**

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**Asst. Town Clerk**

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**Chairman Russ Dunton**