

TOWN OF BRISTOL, RHODE ISLAND

HISTORIC DISTRICT COMMISSION



**Historic District Commission Meeting Minutes
Wednesday, October 23, 2024
at 7:00 PM
Town Hall - 10 Court Street, Bristol Rhode Island**

Written comments may be submitted to the Historic District Commission via regular mail addressed to:

Historic District Commission, Bristol Town Hall, 10 Court Street, Bristol RI 02809 or via email to ntoth@bristolri.gov

1. Pledge of Allegiance

The meeting was called to order at 7:00 PM, and the Pledge of Allegiance was promptly recited afterwards.

In attendance: Lima, Church, Ponder, Millard, O'Loughlin, Toth, and Teitz

Absent: Bergenholtz and Allen

2. Review of Previous Month's Meeting Minutes

2A. Review of minutes of the September 5, 2024 meeting.

Lima: On page 9, the 5th paragraph, it is Guiteras Field not Terrace Field.

Motion made by Church to accept the minutes of the September meeting as corrected; Seconded by Ponder.

Voting Yea: Lima, Ponder, Church, Millard, and O'Loughlin

3. Application Reviews

3A. 24-132: AnnMarie Tortorice, 43 Byfield St: Discuss and Act on replacement of windows on detached garage.

AnnMarie Tortorice present.

Tortorice: I am here for the replacement of 2 wood windows in kind. It is all wood and they need new frame. I want to replace 7 windows in the front and on the garage there is a decorative trim around the doors which needs to be replaced. Do you have pictures?

Lima: Yes.

Ponder: So the trim around the garage doors is wood as well?

Tortorice: It is small molding.

Ponder: Is it wood?

Tortorice: Yes. There is a breezeway as well between the house and garage.

Millard: What is the material of the replacement windows?

Lima: We have a cut sheet.

Tortorice: The contractor sent the information.

Millard: It doesn't say the materials. The windows there now, are they vinyl?

Tortorice: Some are. One has a storm window.

Millard: We still don't know the materials of the windows.

Tortorice: So, I can go 1 by 1. At the back, at the top of the garage, when we first moved in there was a pantry in the house and we changed that to a bathroom with a small window. At the time, there was not a restriction as it wasn't in the District.

Millard: That's fine.

Toth: The contractor called me, and I believe he stated that they were going to be aluminum clad for the new windows.

Lima: I thought they were going to be replaced in kind.

Toth: Vinyl in kind.

Lima: What about the other windows?

Toth: Aluminum clad vinyl windows.

Lima: Andy, can we discuss and vote and hold off until we get the materials information? We need to get a cut sheet of the windows. Will that stop you from ordering them?

Ponder: The cut sheets are here but the information on the materials is not listed.

Lima: Okay. So, the 3 vinyl windows can be replaced. Also, there is no description of the replacement of the trim. How many are you replacing?

Tortorice: 2 windows.

Lima: But you are asking for 3 on the garage?

Tortorice: No. The front window and side window.

Teitz: Do you have a plan showing which ones are to be replaced?

Millard: That's a wood window.

Tortorice: (Tortorice approaches Commission and shows them on the pictures she has which windows she is talking about.) This will be replaced with wood. Windows on the back side of house where bricks are on the patio.

Lima: Okay, so there is 1 over the garage and the other here is the 2nd (refers to the pictures). Where is the 3rd?

Tortorice: There's just 2.

Lima: What about the 3 windows?

Tortorice: There is 2 on one side and the back has 3.

Lima: This isn't clear. Is there any way your contractor can send over information. We need to have specific windows with the description of the materials. The contractor said that it was Harvey classic but doesn't say whether it is wood or vinyl clad.

Millard: Can you take a photo of all of the windows that are going to be replaced and on a sheet of paper number the pictures and tell use what you are going to replace it with and list the materials?

Lima: Could you get the contractor to specify materials for windows and the size of the windows? It needs to be a part of the record.

Teitz: How many overall are being replaced?

Tortorice: 2

Teitz: What about the 3 windows with the vinyl?

Tortorice: The frame of each window needs to be repaired.

Teitz: The contractor applied to replace 2, but the cut sheet talks about 3 more. There is no consistent answer. The application says to replace 2 windows.

Lima: We have pictures.

Tortorice: 2 to be replaced in kind, and I want to replace all of the frames in kind.

Lima: We need to continue this. Unfortunately, the contractor did not give us the information we need. We do not have a list of materials or specifics about the windows, nor does he indicate what needs to be repaired and the trim around the garage that needs to be repaired. We need it in writing with specifics. I suggest that we continue it to the December and have the contractor contact Nick with the information.

Tortorice: The window over garage has glass that is bending in.

Lima: Have your contractor put a board there so it doesn't fall off.

Tortorice: Do you have the questions to ask him?

Toth: Send me his contact information and I will get him the information we need.

Tortorice: The contractor's information?

Toth: Yes please.

Lima: Someone want to make a motion?

Millard: Yes.

Motion by Millard to move the application to the December meeting; Seconded by Church.

Voting Yea: Lima, O'Loughlin, Ponder, Millard, and Church

3B. 24-122: 93 Bradford St, Michael Campagna: Discuss and act on removal of outside stairwell on Central St elevation and eliminate doorway.

Michael Campagna present.

Compagna: My house is at the corner of Bradford and Central Streets. On the Central Street side, there is a little 4 step stairwell to a door that is closed off from the inside. I want to take the stairwell and the door off and go over the clapboard in kind with the same material that is on the house now.

Ponder: So, you want to extend the clapboard and take stairs off?

Compagna: Yes.

Ponder: Is it cedar clapboard or wood?

Compagna: I'm not sure which one.

Ponder: Just not vinyl.

Compagna: Not vinyl.

Lima: Is there anyone in the audience who would like to speak for or against this project?

Lima: Can we have a motion?

Motion made by Ponder to approve the application to remove the small outside 4 step stairwell and eliminate the door and to cover the previous doorway with clapboard to match the existing side of the house as presented; Seconded by Church.

Voting Yea: Church, Lima, Ponder, O'Loughlin, and Millard

Secretary of Standards: #9

Project Monitor: Mary Millard

Lima: The Certificate of Appropriateness will be available this week. When you get it, please put it in the front of the house where visible.

Toth: It will be available online through the same portal you used.

Lima: Contact Nick with any questions or difficulties and Nick will contact the Project Monitor.

Compagna: How long does this approval last for?

Lima: A year.

Toth: Just start the project start within the year from the date of issue, so before October 2025.

Lima: Put the Certificate up when Frank comes.

Compagna: Thank you.

3C. 24-133: 26 Summer St, Charlie Burke: Discuss and Act on installation of stationary generator on property.

Charlie Burke present.

Burke: We need to put a generator in for a number of reasons. I had an electrician look at all possible locations and the only one feasible location is on the corner of the house where the utility services are located.

Millard: Could it be around the corner on the east side? Will it be next to a character defining window?

Burke: It will be 5ft from the window.

Millard: At the corner?

Church: Yes.

Lima: On the chimney side.

Burke: Along Summer Street. There is a row of holly bushes which are 15ft high. It can only be seen from the top of the driveway looking down at it.

Church: Shrubs in front?

Burke: Yes. In that space there is a post lamp and irrigation system.

Lima: I'm confused. On this side?

Burke: Approaches the Commission to show specific location.) No, on the other side.

Lima: If you look at this, it shows it right here.

Burke: No, here. That's Summer Street. This is the only spot we could put it.

Church: If you put it there, you can still park in the driveway.

Burke: No, if we do that, we can't use the driveway.

Lima: For clarification, the generator will be on side where chimney is?

Teitz: Front yard. It doesn't matter if it is the front of house, just in the front yard.

Church: Shrubs are here?

Burke: Along the driveway. They are almost 6ft high. If you look from here (shows Commission on rendering), you won't see it driving up and down the street.

Lima: I understand the necessity of it being away from the gas line. Is there anyone in the audience who would like to speak for or against this? Does someone want to make a motion?

Church: Sure.

Motion by Church to approve application for the installation of stationary generator in the position marked on the application on north side of the house as presented; Seconded by Ponder.

Voting Yea: Millard, Lima, Church, Ponder, and O'Loughlin

Secretary of Standards: #10

Project Monitor: Sue Church

Lima: The Certificate of Appropriateness will be ready and you can get it from Nick. Please put it in the front where visible.

Toth: Probably tomorrow or Friday.

Burke: Online?

Toth: Yes. Also, you will need mechanical and electrical permits

Burke: Of course. Thank you.

3D. 24-138: 649 Hope St, Cara Cromwell: Discuss and act on addition of lights adjacent to front door.

Millard recused

Toth: homeowner gave a letter

Moore present and representing homeowner.

Millard recused.

Toth: We have a letter from the homeowner.

Moore: The homeowner would like to place lantern lighting on the front of the house on each side of the front door. They are brass.

Lima: Anyone have any questions? Is there anyone in the audience who would like to speak for or against this? Can we have a motion?

Ponder: I will

Motion made by Ponder to approve the application as presented to add the 2 proposed lights on either side of the front door; Seconded by O'Loughlin.

Voting Yea: Ponder, Millard, Lima, O'Loughlin, and Church

Secretary of Standards: #9

Project Monitor: Chris Ponder

Lima: The Certificate of Appropriateness will be available online. Just put it in the front where it is visible when lights go up.

3E. 24-139: Matthew Hayes, 1 Bradford St: Discuss and act on replacement of storefront windows, replace double hung windows on same elevation.

Matthew Hayes & Brett Millot present.

Hayes: I am here for approval for the replacement of 4 large store front windows on the building. The Commission approved the replacement of other double hung windows in the front a couple of years ago and I want to use same windows here to replace 4 large windows on the front of the building.

Lima: Are all of them on the ground floor?

Hayes: Yes.

Teitz: Are you talking about replacing with the same size?

Hayes: Same everything.

Church: What are the materials?

Millot: Wood clad with aluminum. Same as others.

Church: Same as on the other windows?

Millot: Yes.

Lima: Item 6 shows an example of the window.

Millot: It is the same profile and grill.

Ponder: And the mullions?

Millot: Same size.

Ponder: So, you won't be able to tell the difference.

Millard: Tell us the tragedy of why you are replacing them?

Hayes: The panes are falling out and we tried 3 different wood workers to repair them. No one will quote it. I can't find anyone to repair them properly. This is the 2nd choice.

Lima: Understandable. It is difficult to find people to do that these days. Any questions? Is there anyone in the audience who would like to speak for or against this? Can we have a motion?

Church: Sure.

Motion made by Church to approve the application as presented for replacing 4 large windows on the 1st floor south elevation of the building and the materials and color will match the existing replaced windows. Finding of Fact: windows will match existing design, color, and other visual qualities, but because of the deterioration and location if the windows in a high weather area, the materials requested are acceptable; Seconded by Ponder.

Hayes: The windows being used to replace the windows themselves are this color (shows windows sample to the Commission) which are not identical with the storefront windows which are green. These windows will be black. They are not identical to the color of the other windows.

Lima: We don't tell you what color to do.

Hayes: Sue said color to match.

Teitz: We regulate materials but not paint colors.

Ponder: It will match the existing windows?

Hayes: Yes.

Ponder: Okay.

Voting Yea: Millard, Church, Lima, O'Loughlin, and Ponder.

Secretary of Standards: #6

Project Monitor: Chris Ponder

Lima: The Certificate of Appropriateness will be available and please put it in the front on the door where visible. If you have any questions, let Nick know.

Hayes: Thank you.

3F. 24-145: David Guertin, 58 Constitution St: Discuss and Act on replacement of 21 non-historic windows with Marvin Elevate series fiberglass clad windows.

David Guertin present.

Guertin: I am requesting approval for 21 windows. The house has 24 total. There are 2 in the south elevation that are not viewed which are double hung and double glazed, very small, and I am not replacing those. I am looking to use the Marvin fiberglass with wood inside. The grills are fixed externally, internally and in between the panes.

Church: Materials?

Guertin: Wood and single glazed.

Ponder: The new windows are wood with fiberglass?

Guertin: Yes, fiberglass outside. In the mid-70s, the owner replaced the windows with 12 over 12 which was not custom built. They are ill fitting in the jams. I went through RISE to better insulate the home and windows.

Ponder: Are you sticking with 12 over 12?

Guertin: No, going with 2 over 2.

Millard: This house is a federal period house which probably had 6 over 6 originally.

Guertin: No, had 2 over 2 originally. I went to the Historical Society, and they had photos of it back then.

Millard: That's not appropriate for the period of the house. The house is from 1810. You're putting nice windows in and you should consider 6 over 6.

Guertin: No, 2 over 2 is what we would like.

Church: It's not appropriate for that house.

Guertin: From the information I had from next door, it is.

Church: But Mary explained that was from a later time. There was no photography back then. Do you have storm windows?

Guertin: Yes. Those will be removed.

Church: Are they in good shape?

Guertin: The intent was to remove them.

Lima: On a house this prominent, I am not comfortable with fiberglass windows on the street and on the entire house.

Guertin: I understand. The reason why I am going with Marvin is because of the Commission's previous approval of it on various homes on Thames Street. That's how we were led to this contractor.

Church: Each house is judged on the merits. Please don't use that as an argument. This house has historical value with ship owners and mariners who lived there.

Guertin: I am well aware of the historical significance.

Millard: It is more appropriate to use smaller panes. The larger ones came after 1850 and you can see them more on farmhouse styles around Town. This federal style house definitely needs it. You might want to consider that. It would maintain the look of the whole street which have other early houses as the same period as yours. It would make it stand out more.

Lima: Let's poll the Commission to get an idea of how people are leaning.

Millard: I would like to see 6 over 6 on it.

Ponder: Leaning towards approval.

Church: I would not approve 2 over 2. I hesitate about the fiberglass but would make allowance for it if it was 6 over 6.

O'Loughlin: I would approve it as is.

Liam: As far as I am concerned, I'm not a fan of fiberglass. I kind of feel like Chris does with 2 over 2 in the 20s. We're just not able to give you an answer today. I have a different opinion with the fiberglass. Chris is in that direction and so is Michael. There are other members who are not here as well. We can't agree and I don't want to vote. Would you prefer that we vote? But if we say no, you won't be able to apply again for a

year. We can continue it for further discussion. That might work better.

Guertin: I was not aware that I couldn't re-apply for a year if denied.

Lima: It would be in your best interest to continue it and come back with other options and when the other Commission members are here.

Church: I don't think that's right. Andy?

Millard: Could you get the window in 6 over 6?

Guertin: Yes. I just prefer 2 over 2.

Church: Are you willing to change your choice?

Guertin: I'll think about it.

Lima: Let's move it.

Toth: To the December meeting.

Lima: Anyone have suggestions for him so that he can take it and look into it?

Church: Consider 6 over 6.

Millard: Take a walk around Town and see other federal style homes to get a better idea.

Guertin: The house is freshly painted and I want to do it right.

Millard: It's beautiful. Just look at other houses of the same period and see the difference the 6 over 6 makes.

Guertin: I will take your suggestion and do that.

Lima: Anything else? Is there anyone in the audience who would like to speak for or against this? Does someone want to make a motion?

Millard: I will.

Motion made by Millard to continue the application to the December meeting; Seconded by Ponder.

Voting Yea: Lima, Millard, Ponder, and O'Loughlin

Opposed: Church to continuation

Passes: 4 to 1

Church: If we have a quorum do we have a responsibility to render a decision?

Andy: You have the ability to, but you also have the ability to try to suggest a continuance and work with the applicant and/or try to develop more of a consensus with board.

Church: When we convene in December the Commission may not be the same as it is now.

Andy: True, but the middle of the meeting is not the time for this. You can put it on the agenda to talk about it later.

3G. 24-146: St. Michael's Church, 399 Hope Street:

Discuss and act on replacement of non-historic windows, installation of fence.

Frank Munro, property member, present.

Munro: There are 2 items before the Board. First item is the replacement of 20 windows in the building of the Holmes house where the Parish office is and the connecting building that goes to sanctuary. The windows are single paned crank out windows that are falling apart. We are proposing the Anderson fibrex which have been approved. No more crank out anywhere. It was a bad idea. Looking to do 6 over 6 on the side and fixed panes in the middle. The other 4 windows will be 6 over 6 in a larger size window.

Church: The west side is not visible from street?

Munro: The windows on the south side are a little visible on John Street. The west side is not visible as they are facing the playground, and the rest are blocked by the church itself.

Lima: On this photo, could you show me which building.

Munro approaches Commission to show which ones on rendering.

Lima: Does anyone have any questions or comments?

Ponder: I'm curious about the fence.

Lima: Let's do the windows first then the fence.

Teitz: The spec sheets show 1 over 1.

Munro: The muntins are snap in. It is not true divided.

Teitz: Fake muntin snapped in.

Lima: So, any possibility you could provide a cut sheet?

Munro: Yes.

Lima: It will be helpful.

Munro: 40% is recycled wood and 60% is recycled palm.

Church: Single pane 1 over 1.

Monro: With 6 over 6 for double hung on sides.

Teitz: 1 over 1 with snap in grill, not true divided.

Church: Why did you chose that?

Munro: So it can be taken out to clean them.

Church: Why not have none?

Munro: It adds some architecture so it is not a blank look. Doing 6 over 6 in the Holmes house. You can see it on Hope Street. Just for aesthetics.

Motion made by Church to approve the replacement of 6 windows.

Munro: Sorry, but on the Anderson cut sheet it shows 16 windows not 6.

Church: Oh.

O'Loughlin: It shows 15 on cut sheet.

Lima: It does say 6 on the application. Is there a way to amend it?

Teitz: The advertisement says replacement of windows, not how many windows.

Lima: Just indicate today 16 windows?

Teitz: Yes.

Motion made by Church to approve application for the replacement of 16 windows with Anderson fibrex windows as presented with 6 over 6 snap-in grill on double hung windows. Finding of fact that the building is a later edition to the historic property, and it has no significant architectural value; Seconded by Ponder.

Voting Yea: Ponder, Millard, Lima, Church, and O'Loughlin

Secretary of Standards: #6 (for windows)

Fences:

Munro: A recent survey last month shows the property in back of sanctuary abuts Church Street which used to be a rectory which has been sold off. We kept an easement in the driveway for parking if necessary, and access for work people and as an exit for the playground. (Went to Commission to show survey and explain.)

Ponder: Does it go to Church Street?

Munro: To the parking lot.

Church: What are the materials?

Munro: Wood or vinyl if we can get it which was approved before.

Church: What are the dimensions of the fence. It's not in the application.

Munro: 11ft by 3ft.

Lima: If you are telling us this, could you follow up with a diagram and description and make sure Nick gets it.

Toth: We have been having problems with receiving emails. It's some issue with our firewall.

Church: 11ft and how high?

Munro: It is a 3ft wood picket fence. It was what was there before. The previous owner took it out and replaced it. We want to put it back.

Lima: How will it be put into the ground? Are you using cement?

Munro: No. It will be hand dug and posts placed in the ground.

Lima: Okay. Any questions? Is there anyone in the audience who wants to speak for or against this? Can we make a motion?

Church: Okay.

Motion made by Church to approve the application as presented regarding replacement of a 11ft by 3ft high fence as illustrated in the photo; Seconded by Ponder.

Voting Yea: Lima, Ponder, O'Loughlin, Millard, and Church

Secretary of Standards: #10

Project Monitor: Chris Ponder

Lima: Please put the Certificate of Appropriateness in the front of the building where visible.

3H. 24-148: William Campbell, 186 Hope St: Discuss and Act on replacement of rear door, jamb, and frame.

William Campbell present.

Campbell: I have photos of the condition that exist on the cellar door which was built 20yrs ago and approved by Commission at that time. It has been a long time getting this version approved with the guidelines of using wood as much as possible. Now you can see the results of using wood. The door is rotting, the jamb is rotting, and the frame is rotting. The pictures tell a story. I am asking for approval of wood with an aluminum storm door over it.

Teitz: You wouldn't need approval for that. That is considered temporary reversable.

Campbell: I applied for a wood with vinyl on it but I know how the Commission feels about vinyl. Wood with aluminum would be more acceptable.

Church: Is the frame going to be replaced in kind?

Campbell: I don't know what I could use for framing materials.

Church: The frame doesn't seem to be part of the door.

Campbell: Presents pictures.

Church: That's the trim and it can be replaced in kind.

Campbell: Is there an option other than wood?

Millard: No.

Ponder: After all of that you would be okay with replacing it in kind with an aluminum storm?

Campbell: Could I use fiberglass on the door and trim?

Millard: Azek.

Lima: It's a composite.

Millard: It would cost as much as mahogany, but it lasts forever.

Campbell: Would I need your approval?

Millard: I would approve it.

Ponder: Only question I have on this application is what part of this house is it on? The front or back?

Campbell: Approaches Commission and shows pictures. It is behind the evergreens here and the top of the door is visible only on Burton Street. You can only see the top 2ft of the door.

Lima: Can we keep these?

Teitz: Yes.

Toth: Marked as Exhibit 1.

Lima: A or B?

Toth: Just Exhibit 1.

Church: Is it glass or wood panels? See something there.

Campbell: There are 3 or 4 windows at the top of the door.

Lima: Do you have a cut sheet?

Campbell: I will accept what is shown. It shows 3 over 3.

Lima: So, you are looking for top lights and rest would be solid. I don't have a problem with that.

Toth: Are you good with proposed wood clad? What are the Commission's thoughts on a vinyl clad door.

Teitz: The specs says fiberglass.

Campbell: Did I write it?

Teitz: It's written here. We just need to be accurate.

Campbell: It looked like a wooden door with a sheet of something over it. I wouldn't have called it fiberglass.

Teitz: This is something you can leave to the Project Monitor.

Campbell: I would like wood with aluminum, but if it gets approved as fiberglass, I will accept it and move forward.

Lima: Are you looking for a fiberglass door with 3 windows at top, but would consider something else if you could do a different door but with a storm door?

Campbell: Sure. What about using Azek trim?

Millard: Where does that door go?

Campbell: To the cellar which is half a floor down from the first floor, approximately 5 to 6 steps down. It is just to carry stuff in and out of the cellar.

Millard: You wouldn't need a screen door.

Campbell: Correct.

Millard: We can consider Azek.

Lima: Okay so you are looking right now for a fiberglass door with 3 lights at the top?

Campbell: And Azek trim material.

Lima: Michael do you have any thoughts on it?

O'Loughlin: No, I'm okay with it.

Church: I'm okay with it.

Ponder: I'm okay with it. If you prefer to go with wood with a storm door then we don't need to do anything.

Millard: I'm fine.

Lima: Is there anyone in the audience who would like to speak for or against this project? Can we have a motion?

Ponder: I'll do it.

Ponder: going to approve fiberglass change frame to azek.

Motion made by Ponder to approve the application to replace the current door with a fiberglass door as applied with a slightly different window configuration to have 3 lights instead of 9 lights on the top and to replace the trim with Azek with a finding of fact that this is a not a prominent door and it is not on a visible portion of the house and it is below grade level;
Seconded by Church.

Voting Yea: Ponder, Church, Lima, Millard, and O'Loughlin

Secretary of Standards: #9

Project Monitor: Ory Lima

Lima: When you get the Certificate of Appropriateness please put it in the front somewhere visible. Let Nick know if you have problems or questions.

Campbell: Thank you.

4. Concept Review

5. Monitor Reports & Project Updates

Lima: Does anyone have anything to report or discuss?

Toth: Next month the Commission should start thinking about style guidelines as I got the paperwork back from the State.

Lima: Like what?

Toth: To put together a packet that can be distributed amongst everyone. Things that you feel are important for an applicant to know like historic and/or architectural features, specific architectural styles, and things like that. Things that would give an applicant a better understanding of what features on what property style would be appropriate. I am hoping that opens up the process to speed things along when people have a better understanding. Just whatever you feel the applicants need to know, specific areas to know about, and anything else you can think of. One thing I am personally pushing for is lead safe practices. There are new requirements from the State to have a lead safe registry. This is something that people really need to know about.

Lima: Thank you, Nick. That is great.

Church: Is this in conjunction with the Historical Society? You may want to call Catherine. Maybe a day workshop about it.

Toth: I will inquire about it.

Millard: Another thing that was done several years ago is a tour with school children. There was a whole booklet with the tour, and we went to certain houses in the Town. I will try to find it.

Toth: That would be helpful. Thank you.

Ponder: Especially regarding gutters and windows.

Church: That's a losing battle.

Teitz: Gutters are a lot more reversable than windows.

Church: Can we talk about what I was trying to talk about earlier?

Teitz: I prefer to put that as an item on at the end of meeting when everyone is here. I would rather not go on about it at this point.

Church: We could have asked him to withdraw the application. We should have asked him to withdraw. I didn't think about it until 5 minutes ago.

Teitz: Not tonight. It is not appropriate to discuss it behind his back without it being formally noticed on the agenda. It could tie in with a general discussion. People don't have a good understanding of what is approvable and what is not. Something that has been there for 50 years could obtain its' own significance.

Millard: It was about the history of the glass and then the discussion got bigger and bigger.

Teitz: He should have plain without divided light. It shouldn't have anything.

Ponder: The snap-in can come out.

Teitz: Let's put it off for now.

Church: Nick, would you be able to include a copy of the Secretary of Interior Standards short form with the packets every month so we have them to do quick references?

Toth: I can.

Lima: Or in a folder we can look at? It's just helpful to have it on hand.

Toth: Sure.

- 6. HDC Coordinator Reports & Project Updates**
- 7. HDC Coordinator Approvals**
- 8. Other Business**
- 9. Adjourned at 9:11 PM**

Lima: Can we have a motion to adjourn?

Ponder: Sure.

Motion made by Ponder to adjourn the meeting; Seconded by Lima.

Voting Yea: Lima, Ponder, Church, O'Loughlin, and Millard