

**BOROUGH OF FENWICK**  
**HISTORIC DISTRICT COMMISSION**  
**REGULAR MEETING & PUBLIC HEARING – JANUARY 9, 2021**  
**VIRTUAL MEETING, 9:00 AM**

A Regular Meeting and Public Hearing of the Fenwick Historic District Commission was held using the Zoom meeting format on Saturday, January 9, 2021. Notice of the meeting was posted in a timely manner on the Fenwick kiosk and on the website.

Members Present: Matt Myers, Valerie Bulkeley, Deborah Neely, Beverly Keeney, Patsy Jones, Mike Reynolds (Alternate), Ashley Gengras (Alternate).

Members Absent: Scott Pulver (Alternate).

Others Present: Marilyn Ozols, ZEO and HDC Compliance Official, Brooke Girty, Ginny Frelinghuysen, Rick Worcester, Frank Keeney, George Penniman, Carol Robertson, Catherine Young, Frank Gilhool.

**1. Call to order.**

Chairman Myers called the meeting to order at 9:02 a.m. A quorum was established (Myers, Bulkeley, Neely, Keeney, Jones).

**2. 41 Agawam Avenue, map 10, lot 34.** Sarah Frelinghuysen, owner, and Virginia Robinson, applicant. Application HDC20-036 to install condensing units adjacent to existing generator.

V. Bulkeley indicated that although she is an abutter, she can review the application objectively. She noted that she cannot see the proposed location from her house.

Ginny Robinson presented. She stated that they are putting in air conditioning and the compressor will be located next to the existing generator on the golf course or north side of the house; they will remove the lilac bush in that area and extend the lattice enclosure to include the generator; and it is the intention for the new lattice to mimic what is already there. V. Bulkeley noted that the lattice is unobtrusive. Members recommended replanting the lilac if possible.

In response to a question about the lack of a site plan, M. Ozols stated that she does not usually ask applicants to obtain a site plan if the change is minor and the location can be clearly shown in a photograph.

After asking for public comment and any additional input, **on a motion by V. Bulkeley seconded by B. Keeney, it was voted unanimously to close the public hearing and go into regular session.**

For: Myers, Bulkeley, Neely, Keeney, Jones.

Against: None.

Abstain: None.

**3. Possible Action on HDC20-036, 41 Agawam Avenue.**

Based on the discussion in the hearing, **V. Bulkeley moved to approve the application as presented and to grant a Certificate of Appropriateness for Application HDC20-036, 41 Agawam Avenue, to install condensing units adjacent to the existing generator. D. Neely seconded the motion and it was approved unanimously.**

For: Myers, Bulkeley, Neely, Keeney, Jones.

Against: None.

Abstain: None.

**On a motion by B. Keeney, seconded by D. Neely, it was voted unanimously to go back into public hearing.**

For: Myers, Bulkeley, Neely, Keeney, Jones.  
Against: None.  
Abstain: None.

4. **25 Pettipaug Avenue, map 10, lot 22.** Maura Bulkeley, owner, and Brooke Girty Design, applicant. Application HDC20-039 to remove chimney, west bump out, windows on south elevation, shed at east elevation; fill in porch on west elevation, construct new connector roof with dormer, and new porch, add French door on south elevation.

V. Bulkeley recused herself for this application and A. Gengras was seated in her place.

B. Girty presented. She stated that the house is existing, predates zoning and exceeds coverage so they will be removing the double height bay on the west side, a small porch stoop, and a small wood shed in order to fill in to enlarge the kitchen; that they will also change some second floor windows to a door and copy the gambrel roof form in the new work; that the bottom floor will be continuous; and that the changes will make the building better – it will look like it goes together rather than like two buildings.

In response to a question about whether the house will seem to be one straight line, B. Girty stated that it now suffers from too much going on.

In response to concerns regarding the lack of a rendering of the east side, she stated that existing photos were submitted; that it can't be seen from a public view; and that it looks the same as the west side so it is not hard to visualize. It was also noted that elevation drawings had been submitted.

Relative to plantings, B. Girty stated that they are having Rick Worcester do a landscape plan; that the work on the house will be done in phases; and that they will return with additional drawings and will submit the landscape plan at that time if they have it.

M. Myers stated that he likes the removal of the tall windows and the proposal makes the house look whole.

B. Keeney added that the proposal fits the HDC Criteria.

After asking for public comment and any additional input, **on a motion by P. Jones seconded by D. Neely, it was voted unanimously to close the public hearing and go into regular session.**

For: Myers, Gengras, Neely, Keeney, Jones.  
Against: None.  
Abstain: None.

#### 5. **Possible Action on HDC20-039, 25 Pettipaug Avenue.**

Based on the discussion in the hearing, **P. Jones moved to approve the application as presented and to grant a Certificate of Appropriateness for Application HDC20-039, 25 Pettipaug Avenue, to remove the chimney, the west bump out, the windows on the south elevation, and the shed at the east elevation; fill in the porch on the west elevation, construct a new connector roof with dormer and a new porch, and add a French door on the south elevation. D. Neely seconded the motion and it was approved unanimously.**

For: Myers, Gengras, Neely, Keeney, Jones.  
Against: None.  
Abstain: None.

V. Bulkeley resumed her seat at this time.

**On a motion by D. Neely, seconded by V. Bulkeley, it was voted unanimously to go back into public hearing.**

For: Myers, Bulkeley, Neely, Keeney, Jones.  
Against: None.  
Abstain: None.

At this time the 39 Pettipaug Avenue application was heard prior to the 18 Pettipaug application in order for the representative for the 18 Pettipaug application to be present.

6. **39 Pettipaug Avenue, map 5, lot 119.** Keeney Trustees, owners and applicants. Application HDC20-042 to replace wood sunporch windows with clad windows.

B. Keeney recused herself for this application and M. Reynolds was seated in her place. P. Jones indicated that although she is an abutter, she can review the application objectively.

F. Keeney presented on behalf of Jeff and Cathy Keeney. He stated that there are two sun porches on the south side of the cottage; the one on the southeast has 10 single pane, double hung windows; the one on the southwest has 11 single pane, double hung windows; they are wood, approximately thirty years old and not in good condition; and they are proposing to replace them with Marvin fiberglass windows specified to look like the existing windows. He added that the other windows in the house, although older, have been reglazed and are in remarkable condition.

Members had no issues, noting that this is a maintenance issue and the new windows will look the same.

After asking for public comment and any additional input, **on a motion by D. Neely seconded by P. Jones, it was voted unanimously to close the public hearing and go into regular session.**

For: Myers, Bulkeley, Neely, Reynolds, Jones.  
Against: None.  
Abstain: None.

7. **Possible Action on HDC20-042, 39 Pettipaug Avenue.**

Based on the discussion in the hearing, **V. Bulkeley moved to approve the application as presented and to grant a Certificate of Appropriateness for Application HDC20042, 39 Pettipaug Avenue, to replace the wood sunporch windows with clad windows. D. Neely seconded the motion and it was approved unanimously.**

For: Myers, Bulkeley, Neely, Reynolds, Jones.  
Against: None.  
Abstain: None.

B. Keeney resumed her seat at this time.

**On a motion by V. Bulkeley, seconded by D. Neely, it was voted unanimously to go back into public hearing.**

For: Myers, Bulkeley, Neely, Keeney, Jones.  
Against: None.  
Abstain: None.

8. **18 Pettipaug Avenue, map 10, lot 44.** Christopher Millard, Trust, owner, and Rick Worcester, applicant. Application HDC20-038 to revise existing wood and wire pool fence, move solid service gate from front to parking court, replace service gate with new open service gate, add privet hedge at northeast property corner.

R. Worcester presented. He stated that they are proposing improvements to the northeast corner of the Millard property; they will extend the existing wood and wire pool fence to the privet hedge that will carry on to the existing arborvitae; they will move the solid gate to the service yard and replace it with the open fence originally approved by HDC; they have already taken out plantings on the corner and graded and will do the fence in the spring; and the fence will have wood posts with welded wire inside.

M. Myers asked if the hedge will be no more than 4 feet in height. R. Worcester agreed to that height and stated that it will be cut to the height of the fence.

After asking for public comment and any additional input, **on a motion by V. Bulkeley seconded by D. Neely, it was voted unanimously to close the public hearing and go into regular session.**

For: Myers, Bulkeley, Neely, Keeney, Jones.  
Against: None.  
Abstain: None.

**9. Possible Action on HDC20-038, 18 Pettipaug Avenue.**

V. Bulkeley noted that the change to the gate certainly meets the HDC Criteria and is what was originally spelled out. M. Myers noted that the hedge height is stated on the plan. V. Bulkeley recommended that it also be stipulated in the motion for clarity.

Based on the discussion in and after the hearing, **B. Keeney moved to approve the application as presented and to grant a Certificate of Appropriateness for Application HDC20-038, 18 Pettipaug Avenue, to revise the existing wood and wire pool fence, move the solid service gate from the front to the parking court, replace the service gate with a new open service gate, and add privet hedge at the northeast property corner with the stipulation that the hedge be maintained at a height of 4 feet or less. D. Neely seconded the motion and it was approved unanimously.**

For: Myers, Bulkeley, Neely, Keeney, Jones.

Against: None.

Abstain: None.

**10. 20 Fenwick Avenue, map 10, lot 52.** Carol Robertson, owner and applicant. Modification application HDC20-037 to install generator with lattice, ac unit with landscaping, dog yard, outdoor shower, and light fixtures, and to remove decorative eyebrow dormers from garage roof.

G. Penniman presented. He stated that they were asked to come back with the light fixtures when they were selected and that since the start of construction, they have also identified some modifications they would like to make. He used “share screen” to display the drawings as he reviewed them and noted on the plan the ac location screened by a hedge, the generator location on the west side of the garage and surrounded by hedge and a lattice service gate, the dog run on the north side of the garage, and the outdoor shower enclosure. He stated that the dog run and the shower enclosure are not visible from a public way; that the generator enclosure is designed to be large enough to allow for the generator exhaust; and that it will be a traditional shower enclosure, uncovered, with painted boards and a lattice topper.

Members discussed the existing hedge on the north side, which is very high. M. Ozols stated that they cannot apply their regulations retroactively, but when a new application is submitted that may be the time to also bring existing items into compliance. V. Bulkeley noted that Fenwick is not a community of enclosed yards and tall hedges create this impression. C. Robertson stated that she would be happy to get rid of the arborvitae; she was trying to shield the neighbors from looking into the yard, but she will work with the neighbors to address the hedge. Members noted that rather than remove the hedge, it could be reduced in height in stages to reduce the shock to the plants.

G. Penniman stated that most of the lights will be on the porch ceilings and will be tight to the ceiling, extending down about 4 inches; that the building mounted fixtures are on either side of the second and third floor doors on the portico and outside of the back door; and that they will be dark brass in the designs submitted. Relative to the eyebrow dormers that they are proposing to eliminate, he stated that they were purely decorative, but are more of a shingle style look and this is not a shingle style house.

V. Bulkeley noted that what they are doing is very impressive and members had no concern with the changes presented.

Based on the discussion, **B. Keeney moved to approve the application as presented and to grant a Certificate of Appropriateness for Modification Application HDC20-037, 20 Fenwick Avenue, to install a generator with lattice enclosure, an ac unit with landscaping, a dog yard, an outdoor shower, and light fixtures, and to eliminate the decorative eyebrow dormers previously shown on the garage roof with the stipulation that any plantings not be over 4 feet in height. V. Bulkeley seconded the motion and it was approved unanimously.**

For: Myers, Bulkeley, Neely, Keeney, Jones.

Against: None.

Abstain: None.

11. **6 Pettipaug Avenue, map 10, lot 39.** Jonathan Gengras, owner, and Brooke Girty, applicant. Modification application HDC20-040 to add handrails, window, and window well.

B. Girty presented. She stated that they are adding handrails which were required when the plans were reviewed by the Building Official; that they will be wood to match the wraparound porch and iron on the side under the pergola and by the back door to the north; and they are adding a window and window well which will pretty much not be visible.

Members had no issues.

Based on the discussion, **V. Bulkeley moved to approve the application as presented and to grant a Certificate of Appropriateness for Modification Application HDC20-040, 6 Pettipaug Avenue, to add handrails and a window and window well. D. Neely seconded the motion and it was approved unanimously.**

For: Myers, Bulkeley, Neely, Keeney, Jones.  
Against: None.  
Abstain: None.

12. **104 Sequassen Avenue, map 11, lot 19.** 104 Sequassen Avenue, owner, and Brooke Girty Design, applicant. Modification application HDC20-041 to replace screen panels at east elevation with wall, install fireplace, add fence at west of pool, modify west porch, change entry window to gambrel roof.

B. Girty presented. She first reviewed the current construction and noted that the current Ipe porch roof will weather. She stated that they had previously applied of a screen porch on the 1<sup>st</sup> floor and now want to make a solid wall so that they can add a fireplace, which will be tucked in under the stairs; that along the west side, the abutting property owner has requested a fence or other screening of the pool and they are proposing a slat fence with plantings; that they will work with the neighbors on the selection of plantings and that they will actually only be seen by the abutter; that they are moving the columns on the west wraparound porch; that they are changing the window in the gable from oval to rectangular; and that the fireplace will be a direct vent fireplace set in the wall and will not be seen from a public way.

Members asked about the screen porch since screens were not visible on the plans submitted. B. Girty stated that they will likely be retractable screens and there is no intention to remove them from the plans or change the design from what was originally approved.

V. Bulkeley expressed concern that the house is getting busier and busier.

Before voting, members clarified that the original porch screen approval stands in the configuration approved even though the screens are not seen in the plans presented for this application.

Based on the discussion, **V. Bulkeley moved to approve the application as presented and to grant a Certificate of Appropriateness for Modification Application HDC20-041, 104 Sequassen Avenue, to replace the screen panels at the east elevation with walls, install a fireplace, add a fence west of the pool, modify the west porch, change the window in the new gambrel roof. D. Neely seconded the motion and it was approved unanimously.**

For: Myers, Bulkeley, Neely, Keeney, Jones.  
Against: None.  
Abstain: None.

13. **37 Pettipaug Avenue, map 5, lot 120.** Hall Wilson owner and applicant. Modification application HDC20-043 to modify garage door design and eliminate trellis on east garage elevation.

P. Jones and B. Keeney indicated that although they are abutters, they can review the application objectively.

F. Keeney presented on behalf of Connie and Hall Wilson. He stated that they want to modify the garage door design from solid, four panel doors to the current twelve windows across the top, which is more in keeping with the design of the house, and to eliminate the trellis on the east side of the garage, which is shown in the approved plans. Members agreed that the revised garage doors look better than the original proposal.

V. Bulkeley noted that this is an after the fact application. M. Ozols stated that it differs from the construction changes that the fee is intended to cover, since it is a minor change, and the applicant could easily withdraw the application, remove the garage doors, and then resubmit a new application.

Based on the discussion, **V. Bulkeley moved to approve the application as presented and to grant a Certificate of Appropriateness for Modification Application HDC20-043, 37 Pettipaug Avenue, to modify the garage door design and eliminate the trellis on the east garage elevation. D. Neely seconded the motion and it was approved unanimously.**

For: Myers, Bulkeley, Neely, Keeney, Jones.

Against: None.

Abstain: None.

**14. Approval of Minutes:** December 9, 2020.

**V. Bulkeley moved that the minutes of the previous HDC meeting on December 9, 2020 be accepted as written. B. Keeney seconded the motion and it passed unanimously.**

For: Myers, Bulkeley, Neely, Keeney, Jones.

Against: None.

Abstain: None.

**15. Old Business / Other Business.**

**a. Application Supporting Materials Matrix.**

Members noted that they had received a copy of the matrix identifying submission requirements as approved at the November meeting. M. Ozols stated that it has been posted on the website.

**b. Screen Share and Display of Plans and Drawings at Zoom Meetings.**

Members discussed the fact that the applicant for 20 Fenwick Avenue displayed the plans on the computer screen so that he could point out the changes as he discussed them. Members agreed this was preferable to describing the changes and requiring the members to find them on plans received prior to the meeting. They agreed that going forward all applicants will be required to display the plans they are discussing utilizing screen share or some other mechanism. They requested that all applicants be notified of this.

**c. Meetings and Quorums.**

B. Keeney asked about the definition of a meeting and whether plans could be discussed outside of the meeting if there was no quorum present. M. Ozols stated that the Freedom of Information statutes discuss meetings, but, additionally, land use and public hearing statutes prohibit ex parte discussion, since members should consider only what is presented at the public hearing in their deliberations. She noted that ZBA had requested a refresher presentation on legal requirements for commissions and commission members and this will be scheduled in the near future via Zoom.

The next meeting is scheduled for March 6, 2021.

**16. Adjourn.**

**On a motion by D. Neely, seconded by P. Jones it was voted unanimously to adjourn at 10.38 a.m.**

Respectfully submitted,

Marilyn M. Ozols, Acting Clerk