



Historical Commission

Regular

~ Minutes ~

36 Court Street
Springfield, MA 01103
<http://www.springfieldcityhall.com>

Alvin Allen
(413) 787-6020

Monday, February 13, 2023

10:00 AM

Richard Neal Municipal Operations Center

I. Call to Order

10:00 AM Meeting called to order on February 13, 2023 at Richard Neal Municipal Operations Center, 70 Tapley Street, Springfield, MA.

Attendee Name	Title	Status	Arrived
Thomas Belton		Absent	
Vincent Walsh	Chair	Present	
Alfonso Nardi	Vice-Chair	Present	
Judith Crowell	CPC Representative	Absent	
William Duquette		Absent	
Bryan Mcfarland		Absent	
Walter Kroll	Alternate	Present	

II. Other Matters Properly before the Commission

1. Informational (ID # 7215)

Discussion: Guidelines for New Construction

Discussion: Guidelines for New Construction - Application & Application Process

COMMENTS - Current Meeting:

Guidelines for New Construction Application were discussed:

- It was recommended that a sample of an what an approved application packet should look like be included in the application packet.
- Applicants will be required to include:
 - Architectural drawings @ 1/4" =1'-0"
 - Floor plans@ 1/4" =1'-0"
 - Exterior elevations to scale @ 1/4" =1'-0"
 - Site plan to include subject property, all accessory/outbuildings and structures on either side and across the street from the subject property.
 - Photos of structures on either side of subject property, across the street and along the streetscape, printed and digital
 - Staff should also include historic property cards for the adjacent structures included in the site plans and streetscape photos.

- Requirement of two-dimensional rendering of the project, with a three-dimensional rendering being preferred.
- Notation on size of proposed structure (If structure is larger than ____ sq ft, a licensed architect will be required (follow up with Building to confirm)
- Recommendation made to separate New Construction application from the application for existing structures. Recommendation to clearly identify each application
 - APPLICATION FOR CERTIFICATE OF:

(EXISTING STRUCTURE) *old application* OR (NEW STRUCTURE) *new construction*
- Suggestion to make both the existing application and the New Construction more concise, utilizing bulleted format for the guidelines and a checklist for the required additional documentation
- Once applicant has submitted a completed packet to the Commission, they will be required to request to be added to the next available SHC meeting under Informational items as a preliminary meeting. No vote will be taken. They will need to return for a public hearing.

Additional Information:

- Request to follow up with the Building Department to discuss including additional historic district information on the residential, commercial and demolition permits.
- Request to have historic guidelines and maps for all LHD accessible to those applying for building permits in the Building Department
- Once New Construction guidelines have been confirmed, it was suggested letters be mailed to builders and licensed realtors to make them aware of the requirements/guidelines at the inception of a project. It was also recommended that there be some media notice.

RESULT:	COMMITTEE
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2. Informational (ID # 7216)

Public Speak-Out Session

Public Speak-Out Session

COMMENTS - Current Meeting:

There was no public comment provided during this meeting.