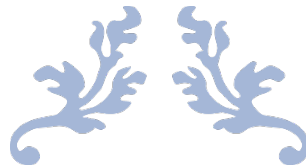




South End Historic District Study Committee

Susan Halpern, Chairwoman
Barry Michelson
Francis Gerety
Monika Twal

Marlene Rhome, Alternate
Ralph Blessing, Ex officio

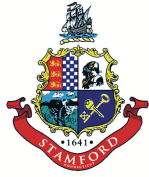


SOUTH END HISTORIC DISTRICT

STUDY COMMITTEE QUARTERLY REPORT



JULY 31, 2023



South End Historic District Study Committee

Susan Halpern, Chairwoman
Barry Michelson
Francis Gerety
Monika Twal

Marlene Rhome, Alternate
Ralph Blessing, Ex officio

Timeline

Quarterly Report Quarter Ending October 31, 2021

February 1, 2021	Resolution passed by the Board of Representatives creating the South End Local Historic Study Committee <u>The area defined by map Proposed South End Historic District Study Committee Preliminary Scope of Work, dated January 22, 2021.</u> The scope may include the area outside of the original study area.
February 6,	Organizational Meeting, Officers elected discussion of goals and objectives
February 11,	Board of Finance authorized funding of \$70,000
March 04,	A preliminary Survey and Planning Grant Application were prepared
March 15	Advised an Application for Certified Local Government Grant had to be submitted
April 29	State Historic Preservation Office sent the application, <u>Certified Local Government Grant</u> , to City's Grant coordinator for completion and Mayor's signature.
May 12	Mayor Martin signed grant the application.

South End Historic District Study Committee

- May 21 Application submitted to SHPO.
- May 19 Request made for a six-month extension to the Land Use Committee and Land Use Bureau Chief Ralph Blessing for the Study Committee to continue its work.
- June 22 Mary Dunne, SHPO, advised the Study Committee of a backlog of applications and only a limited number can be heard by HPC (Historic Preservation Council) each month. Our application is being prioritized and is planned to be on the August agenda.
- June 30 Meeting with Land Use Committee to request a six-month extension to provide our report. Gave a full Committee report and presented Quarterly Report. Discussed operating procedures for the Committee. Committee approved a 9-month extension due to delays associated with the Covid restrictions and backlog of SHPO applications.

2nd Quarter

- July 6 Board of Representatives approved the 9-month extension of time requested by the Land Use Committee.
- July 7 Received notice that the South end Local Historic District Study Committee website was live.
- July 11 Various members of the Committee walked the district area with Mayor.
- July 15 Received City approved draft for Request for Proposals
- July 24 Duly called meeting held of the South End Local Historic District Study Committee
- July 27 State Historic Preservation Office contacted the Study Committee chair pertaining to the need for additional information.

South End Historic District Study Committee

July 28

Adjustments were made to the grant application consistent with the requests made by the State Historic Preservation Office.

3rd Quarter

August 4

Received phone notification that the Certified Local Government Grant for the South End Historic District Study was unanimously approved by the Historic Preservation Council.

August 9

Certified Notice of grant being awarded.

August 14

Notified the City posted Historic District Study Comm. Website.

August 17

Zoom Discussion with the State Historic Preservation Office pertaining to the use of the grant.

August 18

South End Historic District Study Committee regular meeting

August 21

South End Historic District Study Comm. Zoom meeting with SHPO to discuss administration of the grant.

September 14

At the monthly meeting of the South End NRZ we discussed the effort being taken on by the South End Historic District Study Committee.

September 18

South End Historic District Study Comm. Regular meeting.

September 30

Received from the Land Use Bureau an e-mail pertaining to the process for disbursement of funds for the payment of vendors and contractors.

October 16,

South End Historic District Study Comm. Regular meeting

October 26

Follow-up meeting with Noble House Media to develop a program for historic study committee outreach.

October 29

Walked the Study District with potential study candidates.

Quarterly Report Quarter Ending January 31, 2022

- November 16, South End Historic District Committee meeting. Marketing consultant presentation made.
- November 22 Report on requested consultant contacts submitted to Mary Dunne.
- December 3, Mary Dunne, state historic preservation officer, suggested that the RFP not be sent to the consultants until after the holidays.
- January 22 South End Historic District Committee meeting, discussed finalized Request for Proposal and reviewed report timetable. Additionally, conferred on the meeting calendar for the coming year.

Quarterly Report Quarter Ending April 30, 2022

- February 28 Daryn Reyman-Lock submitted an award-winning proposal for the South-End Historic study.
- March 7 Noble House submitted a proposal for services to be provided and community outreach endeavors
- March 19 Study Committee held a Zoom meeting with Ms. Reyman Lock to review her proposal.
- March 22 A Special Meeting was called to finalize and approve the consultant selection.
- March 23 Met with representatives of Noble House to review their outreach proposal, discussed the proposed website, and finalized contractual arrangements.
- March 24 Finalized Historic Study Committee consultant approval with Mary Dunne, SHPO
- March 27 and 29th Forwarded awarded proposals for both the Historic District study and community outreach to the City. The City agreed to use the state template to engage Ms. Reyman-Lock, the Historic District Study consultant.

- April 6-9 Resolved issues pertaining to vendor tax forms with the City
- April 11 Mary Dunne, SHPO provided a state template for engaging the consultant.
- April 16 A regularly scheduled meeting was held.

Quarterly Report Quarter Ending July 31, 2022

- May 2 –
 May 11 Contract and insurance issues raised by the City were resolved.
- May 9 Noble House working on the website for community outreach
- May 21 The Committee held noticed regularly scheduled meeting
- June 8 Met with Noble House to review website and discuss outreach
- June 25 The Committee held a noticed regularly scheduled meeting.
- June 28 Quarterly Report for the quarter ending April 30th submitted
- July 1 Zoom meeting with Noble to view the website. The committee received the abutter's property list for the Historic Study area from the Assessor's Office.
- July 8 Meeting with Noble House to review social media outreach options
- July 12 The Committee received from the consultant a preliminary map of the historic district.
- July 15 The Committee requested a grant extension from the State Historic Preservation Office due to administrative delays at the municipal level, contract discussions, and Covid issues. (contract expires on August 31)

- July 17 Members of the Committee walked and photographed historic structures and blocks to determine the size and border of the historic district.
- July 20 The Committee received the 1st preliminary study draft report from the consultant.
- July 22 The Committee received an extension of the state grant to August 31, 2023.
- July 23 The Committee held a regularly scheduled monthly meeting by zoom.
- July 24 The physical review of the potential district started on July 17 and was completed
- July 31 Revised draft report submitted to the Study Committee by the consultant.

Quarterly Report Quarter Ending October 31, 2022

- August 1 Consultant started up media posts.
Website launched by the consultant.
- August 9 Revised 2nd draft report sent to Study committee.
- August 11 Tax Collector submitted a list of proposed South-end Property South-End Owners.
- August 23 Mary Dunne, SHPO confirmed the extension of state grant money until August 2023.
- August 27 Monthly Study committee meeting
- August 30 Revised and updated property owner list from Accessors office provided to Consultant.
- September 22 Status call with Mary Dunne

South End Historic District Study Committee

- September 2 Historic Committee Study Report submitted to the Land Use Bureau Chief, Ralph Blessing, and Mary Dunne. They have 65 days to comment.
- October 20 Postcard approved for the property owner and community outreach to obtain email and/or cell phone contact information.
- October 27 The Study Committee withdrew, without prejudice, The Historic Study Commission consultant report from consideration by SHPO.

Quarterly Report Quarter Ending January 31, 2023

- November 19 The regularly scheduled meeting of the SEHDSC was held.
- December 1 A second outreach letter was written to forward to proposed district landowners.
- December 6 Meeting with SEHDSC media consultant to go over second outreach mailing
- December 16 Ascertained that District Study Report easily assessable on Committee website.
- January 21 The regularly scheduled meeting of the SEHDSC was held.
- January 26 Made accommodations to hold a noticed scheduled public hearing to present and hear public comments.

Quarterly Report Quarter Ending April 30, 2023

- February 13 Received quotes for mailing to property owners omitted from the initial mailing.
- February 18 Regularly scheduled meeting of the SEHDSC was held.

South End Historic District Study Committee

- February 22 Met with Land Use Committee of the Board of Rep.
- March 7 SEHDSC Public Hearing and meeting for Historic District proposal presentation was unscheduled due to the preponderance of misinformation circulated and active efforts of some individuals to block the presentation.
- March 14 Received notification from Nobile House, our digital media firm, that they would not be able do any further work for the Committe as they had not received any payments from the City since January for invoices submitted.
- March 25 Regularly scheduled Zoom Meeting of the Study Committee. Reviewed outreach. Discussed strategy for outreach and a fair presentation of the historic district presentation.
- April 2 Sheila Barney resigned from the Study Committee.
- April 12 Carmine Tomas resigned from the Study Committee as he is serving as a member of the Board of Representatives.
- April 19 Land Use Committee Board of Representatives. New members appointed to the Committee. Francis Gerety and Monika Twal to replace Carmine Tomas presently a member of the Board of Representatives and Sheila Barney.

Quarterly Report Quarter Ending July 31, 2023

- May 1 Board of Representatives reauthorized SEHDSC
- May 2 The Land Use Bureau Chief, Ralph Blessing determined, despite the continued and ongoing program to establish a South End Historic District, the Committee was not properly authorized and payments to vendors would not be made.

South End Historic District Study Committee

- May 2 Noticed public meeting of the SEHDSC was held.
- May 16 Partial vendor payments were received.
- May 24 Proof for letter for property owner outreach was completed.
- June 15 Renee Kahn resigned from the Study Committee for health reasons.
- July 22 Noticed public meeting of the SEHDSC was held.

Events Occurring In the District

The Stamford Board of Representatives reauthorized the Study Committee. The Purchasing Department paid overdue vendor bills.

Members of the Committee reached out to and met with property owners to review the South End Historic District Study Committee proposal and allay fears circulated by development interests in the South End.

The Committee, after vendor payments were made, augmented the initial mailing contact with property owners. It was found that a small minority of property owners within the proposed district had not received the initial mailing. A second mailing is planned to assure maximum outreach and property owner participation.

After considerable discussion, it was felt that a fall, full-participation public hearing should be held.

*Approved: 30 August 2023
Barry S Michelson*