

**BRISTOL HISTORIC DISTRICT COMMISSION  
MINUTES  
REGULAR MEETING OF WEDNESDAY MAY 25, 2022**

**CALL TO ORDER:**

By: Vice Chair

Time: 5:01 P.M.

Place: City Hall

**ROLL CALL:**

| <b>MEMBERS:</b>           | <b>NAME</b>                              | <b>PRESENT</b> | <b>ABSENT</b> |
|---------------------------|------------------------------------------|----------------|---------------|
| <b>REGULAR MEMBERS:</b>   | Colleen Nicastro, Chair                  |                | x             |
|                           | Karen Stevens Vice Chairman              | X              |               |
|                           | Patti Philippon (Secretary)              |                | x             |
|                           | Daniel Mike                              | X (online)     |               |
| <b>On line</b>            | Catherine Norton                         |                | x             |
|                           | Bernadette DuTremble                     |                | x             |
|                           |                                          |                |               |
| <b>ALTERNATE MEMBERS:</b> | Andrew Collins                           | X              |               |
|                           | Mary Beth Mackiewicz                     | X              |               |
|                           |                                          |                |               |
| <b>STAFF:</b>             | Robert Flanagan, City Planner            |                | x             |
|                           | Andrew Armstrong, Assistant City Planner | X              |               |

**PLEDGE OF ALLEGIENCE:****ADMINISTRATIVE MATTERS:****PLEDGE OF ALLEGIENCE:**

New Commissioners Andrew Collins & Mary Beth Mackiewicz were introduced & seated.

Vice Chair Stevens reminded the Commission the next regular meeting of the Historic District Commission is Wednesday, July 27, 2022.

**ADMINISTRATIVE MATTERS:**

1. Approval of Minutes – December 22, 2021

**Motion:** Move to approve the minutes of the December 22, 2021, regular meeting, as amended.

Vice Chair Stevens tabled this item for next month's meeting. No regular members here to discuss/ vote.

**PUBLIC HEARINGS:**

2. Application 2022-05-01 – Request for a Certificate of Appropriateness for a driveway expansion and rear yard patio at 140 Woodland Street; Assessor’s Map 25, Lot 131; Craig & Jodie Maro, applicant.
  - a. application form
  - b. location maps
  - c. two pictures of
  - d. driveway specifications
  - e. proposal from contractor, dated May 15, 2022
  - f. patio specifications

Commissioner Daniel Mike recused himself from public hearing due to possible conflict of interest.

Craig and Jodie Maro, 140 Woodland St., Bristol, the applicant, explained:

Craig and Jodi Maro, 140 Woodland St., needed an expansion on the driveway (their property has a no parking zone). Had estimate done by Lee Parking. In the process of finishing the driveway when they found out they needed to go through the Commission. The current driveway is gravel and the applicant would like to add a stone perimeter & crushed decorative stone. In addition, the applicant is proposing a compacted patio area in the rear of the home. They’ve had a tough time landscaping the area and would like to add a patio in the area.

Stevens: Vice Chair Stevens asked what prompted the expansion of the driveway- Craig explained he has a company vehicle plus personal vehicle, Jodi has a vehicle as well as their daughter. They are trying to avoid leaving the cars parked in the streets.

No one else spoke in favor of the application.  
No one spoke against the application.

The public hearing is continued to an Special Meeting on June 22, 2022.

By: Vice Chair Stevens

Seconded:

For: All

Against: None.

Abstained:

None.

**MOTION:** Move to continue Application 2022-05-01 – Request for a Certificate of Appropriateness for a driveway expansion and rear yard patio at 140 Woodland Street; Assessor’s Map 25, Lot 131; Craig & Jodie Maro, applicant, in accordance with the plot plan and information submitted, be continued to a Special Meeting with enough regular members to vote.

The application is continued

Public hearing notes:

The property owners have multiple vehicles & due to the street parking, parking was difficult, with the existing driveway are. Street parking cause's hazard and congestion at the 4 way stop. Plan is to top the area with decorative crushed stone. Lee paving told resident that there were taking care of the permitting process, the residents followed up asked the contractor & city about the required permits.

Building department should have flagged this & coordinated with the commission and land use department.

Patio:

The Commission would like a more specific plan (to scale) of exactly where the patio will be place on the property ( would like scaled plan of the driveway as well). The property is very tight. Patio would be approximately 400ft. The residents submitted two (2) pictures to the commission that they would like added to the application. The residents will work on getting a scaled sketch from the contractor to the commission for the next meeting.

**CORRESPONDENCE:**

3. a. [Memorandum](#) – New Commission Member Mackiewicz
- b. [Memorandum](#) - New Commission Member Collins

The Commission acknowledged receipt of the following items in their electronic packets: a letter dated May 6, 2022, from Therese Pac, Town and City Clerk, regarding the appointments of alternate Commissioners Andrew Collins and a memorandum dated April 29, 2022, from Robert Flanagan, City Planner to Commissioner Mary Beth Mackiewicz, regarding his request to contact him.

Chairman Stevens congratulated and welcomed Commissioners Mackiewicz and Collins on their appointments to the Commission.

**STAFF-APPROVED APPLICATIONS/UNPUBLISHED:**

## Administrative Applications

| Date      | Street No. | Address         | Description                                       |
|-----------|------------|-----------------|---------------------------------------------------|
| 3/8/2022  | 5          | Founders Drive  | Direct replacement of 3 windows and 2 doors.      |
| 4/14/2022 | 163-165    | Woodland Street | Continuation of fencing in a portion of rear yard |
| 4/27/2022 | 126        | Goodwin Street  | Direct replacement of 3 windows.                  |

Clear to the Chair that these were eligible for administrative approval.

**PUBLIC COMMENT:**

There was no public participation.

**ADJOURNMENT:**

**MOTION:** Move to adjourn at 5:30pm P.M.

By: Mary Beth

Seconded: Andrew

For: All

Against: None.

Abstained:

None.

The meeting adjourned at 5:30 P.M.

Respectfully submitted,

Patricia Ochoa  
Recording Secretary

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Colleen Nicastro, Chair

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Patti Philippon, Secretary