

**BRISTOL HISTORIC DISTRICT COMMISSION
MINUTES
REGULAR MEETING OF WEDNESDAY AUGUST 28, 2024
DRAFT MINUTES**

1. CALL TO ORDER:

By: Vice Chair Stevens

Time: 5:00 P.M.

Place: City Hall

MEMBERS:	NAME	PRESENT	ABSENT
REGULAR MEMBERS:	Colleen Nicastro, Chair		X
	Karen Stevens Vice Chairman	X	
	Patti Philippon (Secretary)	Zoom	
	Andrew E. Collins	X	
ALTERNATE MEMBERS:	Mary Beth Mackiewicz	X	
	Alicia M. Jennings	X	
	Keith David Elder	X	
STAFF:	Andrew Armstrong, Assistant City Planner	X	

Per the order of Vice Chair Stevens, the meeting was called to order at 5:00 P.M.

2. Pledge of Allegiance

Vice Chair Stevens called the meeting to order at 5:00 P.M. and led all present in the Pledge of Allegiance. She then introduced the Committee Members to all present. Introductions included the new Alternate Member Alicia Jennings.

3. Public Participation

There was no Public Participation

4. Public Hearings

- a. Application #2024-07-01 – Request for a Certificate of Appropriateness for the replacement of 12 wood windows with vinyl windows at 159 Woodland Street, Assessor's Map 25, Lot 57-11; Bayside Solar LLC, applicant (Application continued from July 24, 2024 Meeting).

Vice Chair Stevens designated regular Commissioners Philippon, Collins and Stevens to vote on Application #2024-07-01.

The Commission received the following items in their electronic packets and it was noted that Application #2024-07-01 had been withdrawn and a new application has been entered which is Application #2024-08-01. The new application includes a broader scope of work and more information as had been requested by the Commission at the previous month's meeting.

Applicant Brian Davis of 159 Woodland Street in Bristol was present. He advised the Commission of his intent to replace 15 existing wood windows with vinyl windows with grid patterns that mirror the existing ones. Vice Chair Stevens thanked Mr. Davis for providing the additional materials and clarifying his intention to replace the windows with existing grid patterns.

- a. application form
- b. location map
- c. street view maps (1 and 2)
- d. window specifications
- e. picture of existing windows
- f. pictures of proposed windows

There were no additional questions from the Commission for Mr. Davis.

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

The hearing is closed.

By: Commissioner Collins

Seconded: Commissioner Phillipon

For: Mackiewicz, Stevens, Philippon, Collins
Against: None.
Abstained: None.

MOTION: Move to approve #2024-07-01 – Request for a Certificate of Appropriateness for the replacement of 12 wood windows with vinyl windows at 159 Woodland Street, Assessor's Map 25, Lot 57-11; Bayside Solar LLC, applicant, in accordance with the plot plan and information submitted, be APPROVED because of the following reasons:

This Approval is subject to the following conditions:

- 1) Prior to a final Certificate of Occupancy being issued, the Land Use Staff will conduct an inspection to certify compliance with the terms and conditions of the approval.
- 2) Any deviation from the approved plans may require approval of the Commission after staff review and discussion with the Vice Chairman.
- 3) Any transfer or assignment of this permit shall require approval of the Commission.
- 4) This permit may be revoked if the permittee exceeds the conditions or limitations of this permit or has secured the permit through deception or inaccurate information.

By: Commissioner Collins

Seconded: Commissioner Phillipon

For: Mackiewicz, Stevens, Philippon, Collins
Against: None.
Abstained: None.
The application is approved.

- b. Application #2024-07-02 – Request for a Certificate of Appropriateness for the replacement of 19 wood windows with vinyl windows (includes 8 windows already replaced) at 38 Broadview Street; Assessor's Map 25A, Lot 85; Flor Alvarez, applicant (Public Hearing continued from July 24, 2024 Meeting).

Vice Chair Stevens designated regular Commissioners Philippon, Collins and Stevens to vote on Application #2024-07-02. Vice Chair Stevens advised this application was continued from the July 24, 2024 meeting as there was confusion about which windows had been already replaced and which still needed to be replaced. Applicant Flor Alvarez was unable to attend in person. Her sister-in-law Fernanda Avila was present on Zoom to speak on her behalf. She stated that she is a resident at 38 Broadview Street.

The Commission received the following items in their electronic packets:

- a. application form
- b. location map
- c. window specifications
- d. picture of existing house (3 photos)
- e. e-mail to applicant regarding additional information (1 page)

Fernanda Avila, 38 Broadview St., representing the applicant, explained the windows outlined in blue on the photos provided are the ones that still need to be replaced and the red ones had already been replaced. They were replaced due to openings that had allowed animals like bats to enter the home and there are small children living there.

Vice Chair Stevens asked the Commissioners if they had any questions for the applicant. Commissioner Collins stated he is still unclear which windows need to be replaced and which have been replaced already.

At this time, staff member Andrew Armstrong advised that the deadline for holding a public hearing for this application is reaching the State statute deadline. If not decided tonight, there is one more meeting where a decision can be made. He had spoken with

Flor Alvarez who provided the necessary permission to extend the hearing to the next month's meeting, and will provide that permission in writing which is a requirement.

Discussion continued with the applicant's representative regarding the style of the replacement windows, and again, remaining confusion about which windows had been replaced already and those that still needed to be replaced.

No one else spoke in favor of the application.

Kevin Prior of 41 Broadview Street, Bristol, spoke against two other projects that are being done at 38 Broadview Street home that fall under the Historic District prevue. Staff member Armstrong advised the Commission that while that is true, those projects aren't part of this application and as such, wouldn't be under consideration at this time.

Mr. Prior then spoke to the application stating that the windows have a different radial than the original windows and therefore are not proper replacement windows for an historic district home. Commissioner Stevens then clarified with Ms. Avila that the notes of the windows to be replaced or not was either reversed or, at least, in question. Both Commissioner Collins and Philippon stated they would not be able to vote on this application with the confusion and possibly known incorrect information. Staff member Armstrong did request that the applicant provide correct and clear information for the next meeting which is the last meeting that can be held for this application. The applicant agreed to meet the request.

The hearing is continued to the next meeting on September 25th.

By: Commissioner Collins

Seconded: Commissioner Philippon

For: Stevens, Philippon, and Collins

Against: None.

Abstained: None.

MOTION: Move to continue Application #2024-07-02 – Request for a Certificate of Appropriateness for the replacement of 19 wood windows with vinyl windows (includes 8 windows already replaced) at 38 Broadview Street; Assessor's Map 25A, Lot 85; Flor Alvarez, applicant, in accordance with the plot plan and information submitted, be CONTINUED.

The application is continued.

At this time, Staff member Armstrong introduced the new Commissioner, Keith Elder, who had been present but not seated with the other Commissioners. He joined them at this time but not yet seated as a voting member.

Vice Chair Stevens read the following from the HDC Guidelines in regards to New Construction within a Historic District ahead of hearing the Commission's first application to approve new construction:

5. Many changes to buildings and environments that have taken place in the course of time are evidence of the history of the building and neighborhood. These changes may have developed significance in their own right, and this significance should be recognized and respected.
6. All buildings should be recognized as products of their own time. Alterations to create an appearance inconsistent with the actual character of the building should be discouraged.
7. Contemporary design for new buildings in old neighborhoods and additions to existing buildings or landscaping should not be discouraged if such design is compatible with the size, scale, material, and character of the neighborhood, building, or its environment.

A. New Construction

1. Scale and Form

a. Try to keep all new construction consistent with the scale of the surrounding structures. Scale includes such factors as building height, width, and the proportion of height to width; proportion of solid to void elements, i.e., wall area to area of window and door openings; the size of the dominant elements of the building; and the massing of the building, i.e., the arrangement of the building's dominant elements that affect setbacks, overhangs, etc.

2. Mood and Character

a. Try to assess carefully the mood and character of the neighborhood where new construction is to take place.

b. Avoid new construction that by its form, texture, etc. is not consistent with the mood and character of the neighborhood, even though all

requirements for appropriate scale may be met.

c. Avoid new construction that reproduces older architectural styles in an unauthentic manner.

d. Try to utilize contemporary design and construction for new buildings, provided the qualities of scale, mood and character are met

- c. Application #2024-08-02 – Request for a Certificate of Appropriateness for the construction of a new single-family residential home at 181 Grove Street; Assessor's Map 24, Lot 103; Stephen Charles Smith, applicant.

Vice Chair Stevens designated regular Commissioners Philippon, Collins and Stevens to vote on Application #2024-07-01. Vice Chair Stevens also designated Alternate Member Mackiewicz to vote on Application #2024-07-01.

The Commission received the following items in their electronic packets:

- a. application form
- b. location map
- c. driveway map

Mark Mariano, 31-62 29th Street, Apt 4L, Astoria, NY 11006 was present along with his husband and with Architect Stephen Charles Smith, 105 B, Main St., Collinsville appearing on Zoom.

Mr. Mariano was born and raised in Bristol and later moved to NYC. He and his husband started looking for a country type home for their retirement years and wanted somewhere between NYC and Boston. Federal Hill has been a favorite place of theirs, and after looking at many homes, they opted to build on the site of the former Page Mansion. Their research for the home included viewing and observing homes in the area so it would complement the neighboring homes.

Mr. Smith shared that the new home would pay homage to the original mansion including building on a portion of the mansion's original footprint. The same drive entrance and field stone wall along with meeting the HDC Guidelines for new construction are part of the plan to sit as a respectful addition to the neighborhood. Additional details were discussed including the material choices for the façade and roof shingles, the slope of the roof, the design of the chimney among as well as the floor plans other elements for the home.

Vice Chair Stevens expressed her appreciation for the thought and consideration that has gone into every detail of the design. This sentiment, including the restoration of the long vacant lot to once again be a home and on part of the Page Mansion footprint, was shared among the Council Members.

No one else spoke in favor of the application.

No one spoke against the application.

The hearing is closed.

By: Commissioner Collins

Seconded: Alternate Mackiewicz

For: Stevens, Philippon, Collins and Mackiewicz

Against: None.

Abstained: None.

MOTION: Move to approve Application #2024-08-02 – Request for a Certificate of Appropriateness for the construction of a new single-family residential home at 181 Grove Street; Assessor's Map 24, Lot 103; Stephen Charles Smith, applicant, in accordance with the plot plan and information submitted, be APPROVED because of the following reasons:

This Approval is subject to the following conditions:

- 5) Prior to a final Certificate of Occupancy being issued, the Land Use Staff will conduct an inspection to certify compliance with the terms and conditions of the approval.
- 6) Any deviation from the approved plans may require approval of the Commission after staff review and discussion with the Vice Chairman.
- 7) Any transfer or assignment of this permit shall require approval of the Commission.

- 8) This permit may be revoked if the permittee exceeds the conditions or limitations of this permit or has secured the permit through deception or inaccurate information.

By: Alternate Mackiewicz

Seconded: Commissioner Collins

For: Mackiewicz, Stevens, Philippon, and Collins

Against: None.

Abstained: None.

The application is approved.

- d. Application #2024-08-03 – Request for a Certificate of Appropriateness for the replacement of 31 wood windows with vinyl windows including adding new grates at 196 Woodland Street; Assessor's Map 25, Lot 110/40-1; Woodland Suites LLC, applicant.

Vice Chair Stevens designated regular Commissioners Philippon and Collins to vote on Application #2024-07-01. She also designated alternate Commissioner Mackiewicz to vote on Application #2024-07-02.

The Commission received the following items in their electronic packets:

- a. application form
- b. location map
- c. window specifications (2 photos)
- d. photos (before and after photos – 2 photos)
- e. grid window specifications (2 photos)
- f. window photos (7 photos)
- g. window schedule (2 pages)

Eugene Klimaszewski of 166 Hudson St., Berlin, CT spoke to the Council regarding his proposal to replace (31) windows, which is all the windows, on the building. His plan is to use vinyl replacement windows and they would all match while the current windows do not match. The only windows with a different grid pattern would be the attic windows. Discussion included which windows faced which intersecting roads and street fronts. Currently the applicant is looking to replace the windows with a six over one grid pattern. Of concern among Vice Chair Stevens and Commissioner Collins were the exact grid pattern designation especially in relation to the size of the window. This concern was echoed by Alternate Mackiewicz. The Commission would like to see the windows placed to match the original grid patterns as much as possible rather than replace them all with 6 over 1. Mr. Klimaszewski offered to speak with the window provider about different grid patterns for varying window sizes.

No one else spoke in favor of the application.

No one spoke against the application.

The hearing remains open and is continued to the next meeting on September 25th.

MOTION: Move to Continue #2024-08-03 – Request for a Certificate of Appropriateness for the replacement of 31 wood windows with vinyl windows including adding new grates at 196 Woodland Street; Assessor's Map 25, Lot 110/40-1; Woodland Suites LLC, applicant, in accordance with the plot plan and information submitted, be CONTINUED.

By: Commissioner Collins

Seconded: Alternate Mackiewicz

For: Mackiewicz, Stevens, Philippon, and Collins

Against: None.

Abstained: None.

The application is continued.

5. Approval of Minutes

- a. Regular Meeting – July 24, 2024

Move to approve the Minutes of the Regular Meeting – July 24, 2024. It was noted that there were no changes or additions needed to the Minutes as written.

By: Commissioner Collins

Seconded: Commissioner Philippon

For: Stevens, Philippon, and Collins

Against: None.

Abstained: None.

The Minutes were approved into the record.

Commissioner Stevens recognized Robert Boudreau, 41 Broadview Street, Bristol who requested to speak as part of the Public Participation. Mr. Boudreau wanted to stress the importance of following the deadline, especially the 65-day voting window from the day the application for the 38 Broadview Street was submitted. Staff member Armstrong advised Mr. Boudreau that the applicant had provided their approval for an extension in writing and the September is the last meeting that their application will be heard, and can be considered and voted on. He confirmed that the applicant's extension is expected to come to him in writing. Mr. Boudreau is an across the street abutter and is concerned about what is happening on the property and them being non-compliant. He was encouraged to write the Land Use and the Building Dept. for the city with his concerns. Commissioner Stevens confirmed that the Cease-and-Desist Order is still in effect. She advised that Mr. Boudreau's concerns were heard and noted.

6. Communications

- a. City Council Appointment - Alicia Jennings
- b. City Council Appointment - Keith Elder

The Commission received the following items in their electronic packets:

Letter dated August 15, 2024, from the Town and City Clerk, regarding the appointment of Alicia Jennings as an alternate member of the Commission.

Letter dated August 15, 2024, from the Town and City Clerk, regarding the appointment of Keith Elder as an alternate member of the Commission.

Vice Chair Stevens and Staff member Armstrong both welcomed the new Commissioners and advised that a training would be taking place for them with Staff member Armstrong.

7. New Business

Commissioner Stevens asked about a report of the Admin Approvals for each meeting. This is a list of requests not needing to go before the Commission that have been approved, and would be for their reference on future public hearings. Staff member Armstrong said he would make sure those are included in the meeting packets going forward.

There was no other New Business.

8. Old Business

There was no Old Business.

9. Adjournment

MOTION: Move to adjourn at 6:43 P.M.

By: Alternate Mackiewicz

Seconded: Commissioner Collins

For: Mackiewicz, Stevens, Philippon, and Collins

Against: None.

Abstained: None.

The meeting adjourned at 6:43 P.M.

Respectfully submitted,

Sharon Arsego
Recording Secretary

Colleen Nicastro, Chair

Patti Philippon, Secretary