BRISTOL HISTORIC DISTRICT COMMISSION
MINUTES
REGULAR MEETING OF WEDNESDAY JANUARY 22, 2025

CALL TO ORDER:

By: Chair Nicastro Time: 5:00 P.M. Place: City Hall

ROLL CALL:

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

1. **Call to Order**
   Per the order of Chair Nicastro the meeting was called to order at 5:04 P.M.

2. **Pledge of Allegiance**
   The Chair lead all present in the Pledge of Allegiance.

3. **Public Participation (Non-Pending Applications)**
   There was no Public Participation.

4. **Public Hearings**
   a. Application 2024-10-01 – Request for a Certificate of Appropriateness for new porch railing and balusters at 17 Broadview Street; Assessor's Map 25A, Lot 80; Latisha Nielsen, applicant (Public Hearing Continued from November Meeting).

Chair Nicastro designated herself, regular Commissioners Stevens and Collins with alternate Commissioners Jennings and Elder to vote on Application #2024-10-01. There was a quorum.

The Commission received the following items in their electronic packets:

a. application form
b. location map
c. aerial map
d. google street view photo – 17 Broadview St. (2019)
e. e-mail dated January 13, 2025, regarding preserving historical style
f. drawing 17 Broadview St.
g. letter undated regarding discussion with architect and total cost of materials

h. drawing of top view: 17 Broadview St, Bristol, CT, 06010
i. notice of cancellation, Travelers Insurance, issue date 09-25-2024 (2 pgs.)
j. e-mail dated October 23, 2024, regarding 17 Broadview St., porch railing (5 pgs.)

The application had been continued from the previous Regular Meeting in November 2024 regarding the original porch trellis pieces having been removed to add railings to satisfy the homeowner's insurance company.

The contractor, Leo Moli on behalf of Latisha Nielsen, 17 Broadview St., representing the applicant:

He advised the Commission that he has inquired about a similar if not exact trellis from another historic home in Madison, CT. If they are able to purchase that trellis, they can make the minor repairs that will likely be needed and place them as they were before the original ones were removed and the railings were put into place.

If those trellises in Madison aren't available, he proposes putting up the ones depicted in a drawing he shared with the Commission in the updated application. These would be mounted from on top of the new railings to the top of the porch roof.

Discussion with the gentleman and the Committee Members continued. Questions included specs, material and design of the Madison trellis he is waiting to hear about, and the proposed one in the drawing if they need to take that route. Members also confirmed that the insurance company is satisfied with the finished railings that the homeowner put on in response to their demand.

Both Andrew Armstrong and Vice Chair Stevens thanked the homeowner for the work they put into the application updates and their effort to possibly obtain the same or similar trellis from their contact in Madison. Andrew Armstrong also suggested to the Commission that they consider approving the application with the stipulation of first choice, the original trellis, second choice, the proposed trellis shown per the drawing.

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

No further discussion was needed and Commissioners agreed it was time to close the hearing.

Motion to close the hearing:

By: Vice Chair Stevens Seconded: Commissioner Collins

For: Nicastro, Jennings and Elder
Against: None.
Abstained: None.

The hearing was then closed.

The Commission believed this outcome was the best solution given the circumstances and again thanked the homeowner for their efforts in satisfying the Historic District guidelines. A vote was taken with the added stipulation of 1st and 2nd choice trellises being added to the proposed motion.

MOTION: Move to approve Application 2024-10-01 – Request for a Certificate of Appropriateness for new porch railing and balusters at 17 Broadview Street; Assessor's Map 25A, Lot 80; Latisha Nielsen, 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: Vice Chair Stevens Seconded: Commissioner Collins

For: Nicastro, Jennings and Elder
Against: None.
Abstained: None.

The application is approved.

3. Approval of Minutes

a. Regular Meeting – September 25, 2024 (Revised Draft)

Chair Nicastro designated herself, regular Commissioners Stevens and Collins with alternate Commissioners Jennings and Elder to vote on the minutes of September 25, 2024, regular meeting. There was a quorum.

The Commissioners reviewed the minutes of the September 25, 2024 meeting which needed revision before being voted on.

Motion: Move to approve the minutes of the September 25, 2024, regular meeting, as amended.

By: Vice Chair Stevens Seconded: Commissioner Collins

For: Nicastro, Jennings and Elder
Against: None.
Abstained: None.

All were in favor and the Minutes were accepted into the Record.

b. Regular Meeting – November 26, 2024

Chair Nicastro designated herself, regular Commissioners Stevens and Collins with alternate Commissioners Jennings and Elder to vote on the minutes to vote on the minutes of November 25, 2024, regular meeting. There was a quorum.

Motion: Move to approve the minutes of the November 26, 2024, regular meeting, as amended.

By: Vice Chair Stevens Seconded: Commissioner Collins

For: Nicastro, Jennings and Elder
Against: None.
Abstained: None.

All were in favor and the Minutes were accepted into the Record.

c. Old Business

There was no Old Business by Commissioners. The architect on the 38 Broadview denial is working to meet with the homeowner. There is a mix of what is original and what isn't, and the architect is the best person to review it and bring it to the Commission. They can expect a revisit of the application.

There is no update on the new home construction. Andrew Armstrong will check on the project and report back.

d. New Business

There was no New Business by Commissioners. Andrew Armstrong advised the Commission of a new Regular Member, Jennifer St. John. He did provide her with tonight's Agenda and will follow up with her as she was absent from the meeting.

Andrew Armstrong also advised the Commission that it is Chair Nicastro's desire to step down. He will add the Election of Officers on the next meeting agenda. Andrew Armstrong suggested that Commissioner Collins be considered as Chair. He is the longest standing member, has perfect attendance, and is thoughtful, doing a lot of his own research on applications.

Chair Nicastro clarified that she is willing to stay on as a member, but is unable to continue as the Chair due to the time requirement.

e. Correspondence

Andrew Armstrong also advised that the postcards for the education of the historic district homeowners are in process. Commissioners were welcome to research what other Historic District Commissions are doing to educate on the Historic District guidelines and processes.

f. Staff Reports

There were no additional Staff Reports

g. Adjournment

Chair Nicastro designated herself, regular Commissioners Stevens and Collins with alternate Commissioners Jennings and Elder to vote on the minutes to vote on the adjournment. There was a quorum.

MOTION: Move to adjourn at 5:33P.M.

By: Commissioner Collins Seconded: Vice Chair Stevens

For: Nicastro, Jennings and Elder
Against: None.
Abstained: None.

The meeting adjourned at 5:33 P.M.

Respectfully submitted,

Sharon Arsego
Recording Secretary

Colleen Nicastro, Chair

Patti Philippon, Secretary