

**BRISTOL HISTORIC DISTRICT COMMISSION
MINUTES
REGULAR MEETING OF WEDNESDAY, MARCH 26, 2025**

By: Chair Nicastro

Time: 5:00 P.M.

Place: City Hall
111 North Main Street
Council Chambers
First Floor

MEMBERS:	NAME	PRESENT	ABSENT
REGULAR MEMBERS:	Colleen Nicastro, Chair	X	
	Karen Stevens Vice Chairman	X on Zoom	
	Patti Philippon (Secretary)	X	
	Andrew E. Collins	X	
	Jennifer St. John		X
ALTERNATE MEMBERS:	Alicia M. Jennings		X
	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 5:00 P.M. There was a quorum.

Chair Nicastro reminded the Commission the next regular meeting of the Historic District Commission is Wednesday, April 23, 2025.

2. Pledge of Allegiance

3. Public Participation

There was no public participation.

4. Public Hearings

- a. Application 2025-03-01 – Request for a Certificate of Appropriateness for a new fence at 46-48 Bradley Street; Assessor's Map 25, Lot 113-35; Emily Ortiz, applicant.

Chair Nicastro designated herself, regular Commissioners Philippon, Collins, and Stevens.

- a. application form
- b. aerial map
- b. location map
- c. fencing specifications
- d. picture of existing fence and image of replacement fence (8 photographs)

Emily Ortiz, 48 Bradley St., representing the applicant (on Zoom): The applicant advised about the fence she wants to install for privacy. Fence placement is at the rear of the property and is not street facing. Discussion followed regarding the size, color and material of the proposed fence. It is a 6-foot, white vinyl fence, solid panels with matching fence caps at the top of the fence posts which are square. While the fence design doesn't match adjacent fences in the area, the applicant felt this was the best option to block the back yard where four properties meet. A wood and a chain link fence are adjacent, and the white vinyl would be most aesthetic to their home. The Commission noted that their guidelines are thin on fencing. The applicant's husband and contractor were also on Zoom. No additional comments were provided regarding the application.

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

The hearing is closed.

By: Commissioner Collins

Seconded: Commissioner Stevens

For: Collins, Stevens, Philippon and Nicastro
Against: None.
Abstained: None.

MOTION: Move to approve Application 2025-03-01 – Request for a Certificate of Appropriateness for a new fence at 46-48 Bradley Street; Assessor's Map 25, Lot 113-35; Emily Ortiz, 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 Stevens

For: Collins, Stevens, Philippon and Nicastro
Against: None.
Abstained: None.

The application is approved.

5. Approval of Minutes

a. Regular Meeting - January 22, 2025

Commissioner Collins noted that Jennifer St. John is incorrectly listed as an Alternate Member which is from when she was in the process of being added to the Commission. She has since been confirmed as a Regular Member. The record will be amended. There were no other changes or corrections noted.

MOTION: Move to approve the minutes of the January 22, 2025, regular meeting, as amended.

By: Commissioner Collins

Seconded: Commissioner Stevens

For: Collins, Stevens, and Nicastro

Against: None.

Abstained: Philippon (she wasn't in attendance at the January 22, 2025 meeting)

6. Election of Officers

Motion was made by Commissioner Nicastro to elect the following as officers for the 2025 calendar year:

Andrew Collins as Chairman

Motion seconded by Commissioner Stevens

For: Stevens, Philippon, and Nicastro

Against: None

Abstained: None

Karen Stevens as Vice-Chair (re-elected)

Motion seconded by Commissioner Philippon

For: Philippon, Collins, and Nicastro

Against: None

Abstained: None

as Secretary

Motion seconded by Commissioner

Regarding attendance and active Commissioners, Jennifer St. John is a regular member, but has not yet attended a Historic District Commission Meeting. Members were reminded that (3) absences in a row or (5) in a rolling calendar year automatically remove a member from the Commission. Additionally, Commissioner Elder is an active Commissioner, however, he cannot participate until he is sworn in.

7. Old Business

The contractor for 17 Broadview Street contacted Andrew Armstrong and advised that the lattice has been put up on the house. This fulfills the stipulation from the last approval. Commissioner Stevens confirmed she has seen the lattice and it looks wonderful.

8. New Business

Andrew Armstrong advised that 25 Grove Street is for sale. Solar panels were approved for this home in the last two years.

Commissioner Stevens advised that another property on Broad Street is for sale. It may become a case of demolition by neglect, and the sale price is roughly \$100,000.00 under it might have been valued at if it had been maintained.

9. Adjournment

MOTION: Move to adjourn at 5:22P.M.

By: Commissioner Collins

Seconded: Commissioner Philippon

For: Collins, Philippon, Nicastro, and Stevens.

Against: None.

Abstained: None.

The meeting adjourned at 5:22 P.M.

Respectfully submitted,

Sharon Arsego
Recording Secretary

Colleen Nicastro, Chair

Patti Philippon, Secretary