

**CHESHIRE HISTORIC DISTRICT COMMISSION  
MINUTES OF THE REGULAR MEETING HELD ON  
MONDAY, JANUARY 5, 2015 AT 7:30 P.M.  
CHESHIRE TOWN HALL – 84 SOUTH MAIN ST.  
ROOM 210**

Commissioners Present:

Chairman Elizabeth Pratt Fox, Jeanne Chesanow, Joseph Dattilo (arrived at 7:40 p.m.), John Torello (arrived at 7:48 p.m.), Breina Schain, Voting Alternate and James Vibert, Sr., Alternate

Commissioners Absent:

Christine Pittsley and Elizabeth Ryducha, Alternate

Staff Present:

Jerry Sitko, Economic Development Coordinator and Keith Darin, Building Official

Others Present:

None

**I. CALL TO ORDER**

Chairman Pratt Fox called the meeting to order at 7:30 p.m.

**II. ROLL CALL**

The roll was taken for the meeting.

**III. SEATING OF ALTERNATES**

Chairman Pratt Fox seated alternate Commissioner Schain for voting tonight with the Historic District Commissioners.

**IV. DETERMINATION OF QUORUM**

It was determined that a quorum was present.

**V. PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**VI. APPROVAL OF MINUTES—Regular Meeting—December 1, 2014**

**MOTION** by Jeanne Chesanow to accept the December 1, 2014 minutes of the Public Hearing and Regular meeting with the following corrections: Page 1 Call to Order should state that Vice Chairman Chesanow called the meeting to order; Page 1 Seating of Alternates should state that Vice Chairman Chesanow seated alternate Commissioner Vibert; Page 3 first paragraph the correct spelling is Ms. Schain and the 4<sup>th</sup> sentence should read “Mr. George stated that he would like to be at the Public Hearing....”  
SECONDED by Breina Schain.

VOTE: In Favor – Chesanow, Pratt Fox, and Schain, Alternate  
Opposed – None

The motion passed 3 - 0.

**VII. COMMUNICATIONS**

Mr. Sitko noted that Ms. Chesanow and the Cheshire Historical Society has produced a beautiful walking tour of Cheshire app called the Cheshire Town Heritage Tour. He stated that he learned a lot from the app and has nominated the group for an award through the Connecticut League of Historic Organizations for their work.

Mr. Vibert asked, in the situation when the Historic District Commission is presented with an application, when can Commissioners talk about it? Chairman Pratt Fox replied that an application can be discussed during a Public Hearing and then in the decision process following the closing of the Public Hearing. She noted that any discussion before a Public Hearing is opened could lead to concerns of pre-judgment.

**VIII. BUSINESS**

- A) Application for Certificate of Appropriateness 2014-016C  
Robert and Maryann Lewis  
195 Cornwall Avenue  
Re: Window Installation

Mr. Sitko stated that he had this application listed on the agenda as a reminder that the Public Hearing is scheduled for Monday, February 2, 2015 at 7:30 p.m., at the request of the applicant and contractor. He also noted that in the case of inclement weather that night, a Special Meeting will be called for February 3<sup>rd</sup> because of reaching the limit on the mandatory action date.

- B) Meeting with Building Official

Mr. Sitko introduced the new Cheshire Building Official, Keith Darin to the Commission. He stated that Mr. Darin comes to Cheshire with an excellent references and experience in the Building Departments in Connecticut. Mr. Darin talked about his work experiences and asked the Commission about the depth of detail of information they want on applications he sees in the Building Office. Chairman Pratt Fox explained that if a property in a Historic District is making changes to their property that is visible from a public right of way they should come to the Historic District Commission before a Building Permit is issued. Once the Historic District Commission approves an application, the requirements will be forwarded to the Building Office. Mr. Darin stated that he is trying to stay consistent with all the applications he sees. Chairman Pratt Fox also noted that the Building Official can make recommendations to a project as it going through the Certificate of Appropriateness application with this Commission.

C) Committees

1. Education / Community Outreach Committee

a. Plan of Conservation and Development

Ms. Chesanow stated that there will be a meeting on February 11<sup>th</sup> at 7:30 p.m. with the Plan of Conservation and Development Committee of the Planning & Zoning Commission. She is hopeful that Ms. Pittsley will have maps available for the meeting and Ms. Chesanow noted that she is preparing a general statement for the meeting.

The next meeting of the Education / Community Outreach Committee has been scheduled for February 2<sup>nd</sup> at 6:30 p.m. or the same time February 3<sup>rd</sup> if the Historic District Commission meeting is changed.

2. Regulations / Rules

a. Design Guidelines

Chairman Pratt Fox sadly reported that she lost the flash drive with the images that she was using for the Design Guidelines so she will have to start over because she did not have a back up. Ms. Ryducha will be helping with this project going forward.

D) Goals for 2015

Commissioners reviewed the Goals for 2015 for the Historic District Commission. It was suggested and agreed that an additional Goal be added, which is to look into incentives for Historic Property owners in Cheshire.

E) Signage for South Brooksvale Historic District

Chairman Pratt Fox and Ms. Chesanow have met with a sign designer at Creative Dimensions to finalize plans for signage for the South Brooksvale Historic District so that they can look into funding options for the signs. Commissioners reviewed the design and gave some suggestions for changes. It was noted that on December 24<sup>th</sup> the Cheshire Historical Society voted to contribute \$800 toward the South Brooksvale Historic District signs. Chairman Pratt Fox is hopeful that through the Julia Humiston Trust and possibly the Certified Local Government program funds can be acquired.

F) Conflict of Interest Ordinance

Mr. Sitko noted that per the Town Manager, the Town Boards and Commissioners are doing their annual review of the Cheshire's Conflict of Interest Ordinance. Chairman Pratt Fox asked Commissioners to read and familiarize themselves with the Ordinance. Mr. Sitko added if there are any questions, please just ask him at any time.

G) Chairman's Report

Chairman Pratt Fox noted that her items for discussion were covered during this meeting of the Historic District Commission.

**VIII. ADJOURNMENT**

**MOTION** by Joseph Dattilo to adjourn the December 1, 2014 meeting of the Historic District Commission at 8:05 p.m.; **SECONDED** by Christine Pittsley.

**VOTE:** In Favor – Chesanow, Dattilo, Pratt Fox, Torello and Schain, Alternate  
Opposed – None

The motion passed 5 - 0.

Respectfully submitted:

Tracey M. Kozlowski  
Recording Secretary