CHESHIRE HISTORIC DISTRICT COMMISSION
MINUTES OF THE REGULAR MEETING
HELD ON MONDAY, JANUARY 4, 2010 AT 7:30 P.M.
CHESHIRE TOWN HALL – 84 SOUTH MAIN STREET
ROOM 210

Commission Members Present:
Chairman Jeanné Chesanow, Elizabeth Pratt Fox, Caitlin Guelakis – Voting Alternate and John Torello – Voting Alternate (arrived at 7:54 p.m.),

Commission Members Absent:
Eric Anderson, Eleanor Herrmann and Joseph Dattilo – Alternate

Staff Present:
Jerry Sitko, Economic Development Coordinator

Others Present:
Peter Taylor of 185 Cornwall Avenue; Anne Giddings, Town Council Liaison

I. CALL TO ORDER

Chairman Chesanow called this meeting to order at 7:34 p.m.

II. ROLL CALL

The roll was called.

III. DETERMINATION OF QUORUM

It was determined that a quorum was present.

IV. PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

V. APPROVAL OF MINUTES – Regular Meeting of December 7, 2009

MOTION by Caitlin Guelakis to accept the minutes of the December 7, 2009 Regular Meeting of the Historic District Commission as submitted; SECONDED by Betsy Fox.
VOTE: In Favor – Chesanow, Fox and Guelakis – Voting Alternate
Opposed – None

The motion passed 3 – 0.

VI. COMMUNICATIONS

Mr. Sitko noted that the Town Council’s Ordinance Review Committee will be meeting tomorrow night and they will be discussing the Historic District Commission's proposed Fee Schedule. He also noted that Ms. Giddings is the Chair of this Committee.

Mr. Sitko also talked about some e-mails that have been passed back and forth between Ms. Giddings and Lou Zullo regarding the Demolition Delay Ordinance that the Historic District Commission had proposed to the Town Council last year. Ms. Giddings commented that this was a subject that she would like to spend some time discussing with the Historic District Commission, but at a later time.

VII. BUSINESS

A. Chairman’s Report

Chairman Chesanow asked Commissioners to think about New Year’s Resolutions for the Historic District Commission.

Ms. Guelakis suggested saving the Keeler properties. She also suggested exploring a new Historic District or expanding one of the 2 existing Districts. Chairman Chesanow noted that a Study Committee would be needed and suggested that Commissions start thinking about who could be recommended for such a committee. She also suggested looking into individual historic properties, which would be regulated. Mr. Torello talked about the possibility of forming Village District(s) as an option.

Mr. Torello also suggested doing individual studies of how a property could be maintained or preserved of some historic properties in Town, including a sketch of the property and possible cost estimates for the improvements that are suggested. He is suggesting creating artistic / architectural renderings of selected properties along with suggested exterior improvements with steps that could be done. He added that is would be great to coordinate this project with grant funds. Mr. Sitko noted that if Cheshire had their Certified Local Government designation, it would be very helpful. Chairman Chesanow commented that she thought this was a very interesting project / suggestion and encouraged Commissioners to think about further suggestions for the next meeting.

B. Education / Community Outreach Committee
1. Sign Report

Chairman Chesanow stated that she had nothing new to report on the signs for the South Brooksvale Historic District. She or Mr. Sitko will contact Creative Dimensions to see if they have finalized an estimate for the South Brooksvale Historic District signs.

2. Upcoming educational programs

There are no educational programs planned at this time.

C. Preservation Committee

1. 1986 Inventory Update

Chairman Chesanow stated that there was nothing new to report as far as she was aware.

Ms. Fox suggested adding the Clark Collection photographs and WPA photographs to the future Historic District Commission agendas for further discussion. She has suggested taking new photos of the properties that still existing from these older collections and then producing "before and after" comparisons of the properties. Ms. Guelakis commented that there are a number of Historic District property owners that have their own older photographs of their property. Ms. Fox has suggested that these collections could be used to celebrate the 25th Anniversary of this Inventory report, in 2011.

D. Rules and Regulations Committee

1. Changes in Regulations & Rules of Procedure

Chairman Chesanow is suggesting that the Rules and Regulations Committee schedule a meeting. Mr. Sitko suggested that all of the proposed changes for the Rules and Regulations of the Historic District Commission be collected so that the changes can all be made at the same time.

E. Certified Local Government

Chairman Chesanow anxiously awaits Mr. Dattilo’s resume so that the Certified Local Government application can move forward.

F. George Keeler House and Stove Shop

There is nothing new to report on the George Keeler House and Stove Shop.
G. Signs at 15 South Main Street

Mr. Sitko stated that the Zoning Enforcement Officer sent out certified letters today to the property owners, Cliff Podaras and Rick Nuzzo, of 15 South Main Street regarding their sign offenses; signs that have been installed without sign permits or Certificate of Appropriateness approvals from this Commission. Someone will need to come in, representing the property, by January 14th or the matter will be turned over to the Town Attorney for enforcement.

H. 594 South Brooksvale Road

Chairman Chesanow read the letter that went out to Alan Jarmin of 594 South Brooksvale regarding construction activity in the rear of the property. Mr. Sitko reported that Mr. Jarmin had left him a message to let him know that he could not attend tonight’s meeting of the Historic District Commission but stated that he should be at the first February 2010 meeting. Mr. Sitko has suggested that Mr. Jarmin submit his Certificate of Appropriateness application before the February 1st meeting.

I. Guidelines RE: Permanent Coatings

Chairman Chesanow stated that the suggested wording for the Guidelines regarding permanent coatings is needed from Mr. Anderson.

J. Clerk’s report

Ms. Fox stated that she talked with Catherine in the Planning Department to discuss the Historic District Commission’s Clerk responsibilities.

K. Website Update

Mr. Sitko stated that he would review the Historic District Commission’s web page to make sure all the information is current.

L. Other

Mr. Sitko suggested putting together a letter to the Historic District property owners in the next month or two to remind them to submit Certificate of Appropriateness applications or Certificate of Appropriateness exemption applications for projects outside of their homes and encourage the property owners to take advantage of a pre-application review.

VII. ADJOURNMENT
MOTION by Caitlin Guelakis that the Historic District Commission regular meeting of January 4, 2010 be adjourned at 8:33 p.m. SECONDED by Betsey Fox.

VOTE: In Favor – Chesanow, Fox, Guelakis – Voting Alternate and Torello – Voting Alternate Opposed – None

The motion passed 4 - 0.

Respectfully submitted:

Tracey M. Kozlowski
Recording Secretary