

**MINUTES OF THE TOWN OF CHESHIRE HISTORIC DISTRICT COMMISSION MEETING
HELD MONDAY, SEPTEMBER 8, 2025, AT 7:30 P.M, ROOM 207, 84 SOUTH MAIN ST,
CHESHIRE, CT 06410**

Present: Joseph Dattilo, Chairman; James Vibert Sr., Vice Chairman; George Pawlush, John Torello, Kevin Daly

Absent: James Parys, Gayle Nidoh

Staff/Guests: Andrew Martelli, Assistant Town Manager; Gregory Wolff, Town Council Liaison

1. CALL TO ORDER

Chairman Joseph Dattilo called the meeting to order at 7:30 p.m.

2. ROLL CALL / PLEDGE OF ALLEGIANCE

The roll was taken for the meeting and the pledge was recited.

3. SEATING OF ALTERNATES AS NEEDED FOR QUORUM

Joseph Dattilo seated all commissioners for voting.

4. DETERMINATION OF QUORUM

A quorum was determined.

5. APPROVAL OF MINUTES

1. August 4, 2025 Regular Meeting

There were no changes to the Meeting Minutes of the August 4, 2025 Regular Meeting.

MOTION by George Pawlush to approve the Meeting Minutes of the August 4, 2025 Regular Meeting.
SECONDED by James Vibert Sr., with motion passing unanimously by those present.

6. PUBLIC COMMUNICATIONS

Andrew Martelli informed Joseph Dattilo that the Meeting Minutes from the September 4, 2025, Cheshire Historical Society site walk will be reflected on the agenda for approval at the Regular Meeting scheduled for October 6, 2025.

Andrew Martelli informed the Historic District Commission that Helen Wilson's Memorial Service will be held on Saturday, September 13, 2025, at First Congregational Church.

7. CERTIFICATE OF APPROPRIATENESS – PUBLIC HEARING

1. COA #2025-008 Demolition of house

Property Address: 460 South Brooksvale Road, Cheshire, CT 06410

Applicant/Owner: Elizabeth Panke, Trustee/Thayer McKee Family Trust

Contractor: TBD

Andrew Martelli read the notice as published in the *Record-Journal* on August 27, 2025. He confirmed that all abutting property owners were notified by mail and that no written or verbal communications were received from the public regarding this application. Joseph Dattilo explained the public hearing process.

Elizabeth Panke (via Zoom) explained that back in 2020, a tree fell on the caretaker's cottage which resulted in extensive damage. When the path of repair was evaluated, it was determined that to repair the roof, the walls would need to be structured up and the foundation would need to be replaced. She explained that the windows, entryway, and roof have all changed since the house was initially given its historic designation and that the house was deemed to be a non-contributory element. She intends to remove the caretaker's cottage, foundation, and several bushes/trees that are in the way. A new caretaker's cottage would be built in the future. She stated three of her neighbors called her to say they were in favor of the planned demolition.

There were no questions or comments from the commission regarding COA #2025-008. Joseph Dattilo asked the members of the public if there were any comments on the application. Chad Horning, 305 Maple Avenue, stated the house looks like it should be torn down.

Joseph Dattilo explained that he and Andrew Martelli performed a site walk with the following members of Preservation Connecticut on March 10, 2025 – Stacey Vairo, Circuit Rider; Jordan Sorensen, Development & Special Projects Manager; and Renee Tribert, Preservation Services Manager. Their recommendation was to demolish the structure, salvage any pieces possible for incorporation in the new building, and photograph the entire structure prior to demolition for future researchers and reference material.

Joseph Dattilo provided a brief overview of the historical significance of the structure.

Gregory Wolff asked for the disassembled salvage parts be photographed as well. Joseph Dattilo agreed.

Elizabeth Panke explained she was in favor of salvaging corbels and built-ins and deferred to Dan Peragallo (Peragallo Construction). He stated there was a lot of water damage inside, but he would look, specifically in the front entryway, to identify pieces that can be salvaged.

Elizabeth Panke has asked her archivist, Leslie Hutchinson, to start writing the story of the home and gathering photographs.

Joseph Dattilo closed the public hearing at 7:46 p.m.

MOTION by James Vibert Sr. to approve COA #2025-008 with the following two stipulations:

1. Salvage and preserve historical architectural details such as corbels, cabinetry, and other miscellaneous details.
2. Photograph and document the inside and outside of structure prior to demolition for historic records and research and photograph the disassembled salvage pieces for detail later.

SECONDED by John Torello. All in favor, the motion **PASSED** unanimously by those present.

Dan Peragallo (Peragallo Construction) explained they are looking to do window and shutter replacements at 532 South Brooksvale. He asked Joseph Dattilo several questions pertaining to the required documents for the COA application as they vary for major and minor work. Joseph Dattilo explained differences between the repair and replacement of components and emphasized the importance of salvaging as much as possible.

8. CERTIFICATE OF APPROPRIATENESS – REVIEW

1. COA #2025-013 Alterations to porch & upgrade electrical service
Property Address: 84 Main Street, Cheshire, CT 06410
Applicant/Owner: Eighty Four Main, LLC/Chad Horning
Contractor: Chad Horning

Chad Horning explained he would like to add a set of stairs and a railing to the righthand side of the back porch to improve backyard access and deter renters from placing a grill on the porch. Chad Horning asked if anyone on the Historic District Commission did a site walk and John Torello confirmed he did.

Joseph Dattilo asked how much of the porch is going to be disassembled and Chad Horning explained he would like to preserve as much as possible but believes he may have to do a full replacement of the spindles to increase their height to meet to building code requirements. John Torello suggested adding a booster to the top of the railing to preserve the existing timber. If the existing timber cannot be preserved, he recommended installing spindles more like the time of the house. Joseph Dattilo agreed.

John Torello asked Chad Horning to update the porch sketch provided in COA #2025-013 as it is not representative of the work he wants to do. Andrew Martelli asked Chad Horning to send him the updated sketch of planned work before the next meeting. Joseph Dattilo asked for components to be removed, replaced, and preserved be specified in the sketch. Chad Horning explained he plans to leave as much of the existing material as possible and add lattice to the side of the stairs so it blends in with the rest of the porch. Chad Horning asked if anyone had concerns over the location of the stairs and there were none.

Chad Horning then explained he also plans to upgrade and relocate the electrical meter currently located on the street-side of the house to the driveway-side of the house.

Joseph Dattilo asked the commissioners to perform a site walk ahead of the next meeting scheduled for October 6, 2025.

MOTION by George Pawlush to approve the electrical portion of COA #2025-013 with the stipulation to be mindful of the historic woodwork. **SECONDED** by John Torello. All in favor, the motion **PASSED** unanimously by those present.

MOTION by John Torello to forward COA #2025-013, which has been revised to be limited to the porch alterations, to public hearing on October 6, 2025, with the stipulation that additional information regarding the details of the work be supplied by the owner. **SECONDED** by James Vibert Sr. All in favor, the motion **PASSED** unanimously by those present.

Joseph Dattilo provided Chad Horning with a copy of the U.S. Department of the Interior Preservation Brief 10 titled “Exterior Paint Problems on Historic Woodwork” and Brief 45 titled “Preserving Historic Wooden Porches” for reference.

2. 151 Cornwall Avenue (Owned by Lou Steponaitis)

Lou Steponaitis explained he would like to remove the hood to the old kitchen fan that is affixed to the right side of the home due to water infiltration. He intends to restore the affected area to a like-new condition using original stucco. Andrew Martelli displayed the property on Google Maps for reference.

Joseph Dattilo asked if the hood area actively leaked and the owner confirmed it does. Joseph Dattilo explained that pursuant to sections 1.16 “Emergency Repairs,” 1.23 “Non-contributing (Non-historic) Resource,” 1.25 “Ordinary Repair,” and 2.4.1 “Minor Work” of the Historic District Commission Regulations, the work can be authorized to start ahead of the COA application being filed. No public hearing is required. All commissioners agreed.

Andrew Martelli asked Lou Steponaitis to complete the COA application and file it with him. Andrew Martelli will add the application to the agenda for the next meeting so the owner can attend and provide the Historic District Commission with an update on the stucco work with photographs.

Lou Steponaitis then asked whether approval is needed to replace the existing railroad ties lining his driveway with stone. Joseph Dattilo explained he did not need approval since it was maintenance work. All commissioners agreed.

Lou Steponaitis asked whether approval is needed to change the front street-facing stair material from concrete to stone and perform window frame repairs. Joseph Dattilo explained this work would need COA application approval.

9. BUSINESS

1. Demolition Delay Ordinance

Andrew Martelli confirmed the next Ordinance Review Committee meeting will be held on September 18, 2025, at 6:30 p.m.

The Historic District Commission reviewed several drafts of the Demolition Delay Ordinance and held an in-depth discussion to finalize all desired changes. Andrew Martelli committed to performing the

ordinance's agreed-upon edits, submitting it to the Town Attorney, and submitting it to the Ordinance Review Committee ahead of their September 18, 2025, meeting. Andrew Martelli will ensure the meeting packet is sent to all members of the Historic District Commission.

MOTION by John Torello to forward the Demolition Delay Ordinance, as edited, to the Ordinance Review Committee for review at their next meeting on September 18, 2025. **SECONDED** by George Pawlush. All in favor, the motion **PASSED** unanimously by those present.

The draft Demolition Delay Ordinance is attached to the minutes.

10. CHAIRMAN'S REPORT

There was no Chairman's Report.

11. ADJOURNMENT

MOTION by James Vibert Sr. to adjourn the meeting at 9:20 p.m.

SECONDED by George Pawlush with motion passing unanimously by those present.

Attest: _____
Brittney Campbell, Minutes Clerk

DRAFT ORDINANCE DEMOLITION DELAY ORDINANCE

That the Code of Ordinances of the Town of Cheshire is hereby amended by adding a section ("Demolition of Buildings") to "Building Regulations," which section shall read as follows:

Demolition of Buildings

(A) Purpose.

- (1) The purpose of this Section is to establish the process by which permits for demolition of buildings and structures will be issued.
- (2) It is a further purpose of this Section to provide the Cheshire Historic District Commission with the opportunity to determine whether certain buildings or structures that are proposed to be demolished are historically significant.
- (3) [Pursuant to Conn. Gen. Stat. §29-406\(b\), it](#) is a further purpose of this Section to provide a means by which the granting of a demolition permit can be delayed by up to one-hundred eighty days (180) when the proposed demolition involves an historically significant building or structure that is more than eighty (80) years old, listed within an inventory of historic structures in the Town of Cheshire, or that is located within an historic district. The delay allows the Historic District Commission the opportunity to promote a dialogue involving the owners of historically significant buildings or structures that is focused on the economic, tax, aesthetic, and other benefits of historic preservation, rehabilitation, and reuse of historically significant buildings or structures and so that the Commission and the public have the opportunity to provide these owners with information concerning reasonable and feasible alternatives to demolition and information concerning potential purchasers of the property who will retain or relocate the buildings or structures.

(B) Definitions. As used in this Section, the following terms shall have the meaning indicated:

"Building Official" means the duly appointed Building Official of the Town of Cheshire or their designee.

"Building or structure" means a building or structure or part thereof.

"Demolition" means any wrecking activity directed to the disassembling, dismantling, dismembering, and/or razing of any building or structure except those wrecking activities exempted by the provisions of the State Demolition Code, General Statutes, Section 29-401, et seq.

"Demolition parcel" means the property on which the demolition is proposed.

"Historic District Commission" or "Commission" means the Cheshire Historic District Commission.

"Historically significant building or structure" means any building or structure, or part thereof, that was constructed more than eighty (80) years ago or that is located within an historic district and that meets any one or more of the following criteria:

- (1) It is listed on the State or National Register of Historic Places, or it is partially or completely within the boundaries of an area so listed;
- (2) It has been determined by the State Historic Preservation Office and/or the National Park Service to be eligible for listing on the State or National Register of Historic Places;
- (3) It has documented associations with one or more historically significant persons or events or with the broad architectural, cultural, political, economic, or social history of the Town of Cheshire, the State of Connecticut, or the United States;
- (4) It has documented historical or architectural importance in terms of period, style, method of construction, specific use, or association with a recognized builder or architect, either by itself or in the context of a group of buildings;
- (5) It is the last, or one of very few remaining, of its type; or
- (6) It is located within 150 feet of the boundary line of any federal or local historic district and is contextually similar to the buildings or structures located in the adjacent federal or local historic district.
- (7) It is included in the Town of Cheshire's 1986 Historic Inventory list as amended from time to time.

"Targeted demolition" means the demolition of a building or structure constructed more than eighty (80) years ago or the demolition of a building or structure located in an historic district.

(C) Permit Required. No person, firm, corporation, or other entity shall demolish any building or structure without first obtaining a demolition permit from the Building Official pursuant to the State Demolition Code, General Statutes, Section 29-40 II, et seq., and pursuant to the procedures established by the Connecticut General Statutes and this Section ~~and any regulations adopted to implement this Section~~.

(D) Requirements for Targeted Demolitions.

(1) Notice of Intent to Demolish.

(a) If the applicant proposes a targeted demolition, they shall prepare and file with the demolition permit application a Notice of Intent to Demolish, substantially in the form prescribed by the Building Official.

(b) The applicant shall simultaneously file a copy of the Notice of Intent to Demolish with the Historic District Commission. They shall arrange and pay for publication of a copy of the Notice of intent to Demolish in a newspaper having a substantial circulation in the Town of Cheshire not more than fifteen (15) days, nor fewer than five (5) days before the hearing. by no later than (ADD TIMING).

(2) Demolition Sign. If the applicant proposes a targeted demolition, they shall cause a sign to be posted at the demolition parcel substantially in the form and manner required by the Building Official no fewer than 10 days before the hearing. by no later than (ADD TIMING).

(3) Determining Whether a Building or Structure is Historically Significant.

(a) Public Hearing

(i) If the applicant proposes a targeted demolition, the Historic District Commission shall hold a public hearing for the purpose of determining if the building or structure is historically significant. The public hearing will be held at the next regular scheduled Historic District Commission Meeting. The public hearing shall be held no soon/after than ___ days after the filing of the Notice of Intent to Demolish.

(ii) The holding of this public hearing shall satisfy the requirement of a public hearing concerning Certificates of Appropriateness set forth in Section 11.B.5, Section 111.C, and Section IV.A of the Historic District Regulations, as amended, provided the additional requirements of those Regulations have been met.

(b) Determination of No Historical Significance

(i) If the building or structure proposed for demolition was constructed more than eighty (80) years ago and if the Historic District Commission determines that the building or structure is not historically significant, the Commission shall notify the Building Official, and the Building Official shall grant the demolition permit, provided all other requirements for the granting of the permit have been met.

(ii) If the building or structure proposed for demolition is located within an historic district and if the Historic District Commission determines that the building or structure is not historically significant, the Commission shall notify the Building Official, and it shall issue a Certificate of Appropriateness, providing a copy thereof to the Building Official. The Building Official, thereafter, shall grant the demolition permit provided all other requirements for the granting of the permit have been met.

(c) Determination of Historical Significance; Demolition Delay

(i) If the Historic District Commission determines that the building or structure is historically significant, it shall order a delay of the granting of the demolition permit for a period of up to one hundred eighty (180) days from the date the demolition permit application was filed.

(ii) The Commission shall notify the Building Official of its decision, and it shall specify the length and the expiration date of the delay period. The Building Official shall not grant the demolition permit until the delay period expires or until it is waived by the Commission.

(iii) During the demolition delay period, the Commission shall hold at least one (1) public meeting to implement the purpose set forth in Section 3-4.A. of this Ordinance.

(d) Waiver of Demolition Delay Period.

(i) If, during the demolition delay period, the Historic District Commission determines that the purposes of this ordinance set forth in Section (A)(3) have been satisfied, then the Commission shall waive the balance of the delay period, and for those buildings and structures located within an historic district, the Commission shall grant the Certificate of Appropriateness.

(ii) The Commission shall notify the Building Official of the waiver and of the granting of the Certificate of Appropriateness. The Building Official, thereafter, shall grant the demolition permit provided all other requirements for the granting of the permit have been met.

(e) Expiration of Demolition Delay Period. On the date that the demolition delay period expires, the Building Official shall grant the demolition permit provided all other requirements for the granting of the permit have been met, including, for those buildings and structures located within an historic district, the granting of a Certificate of Appropriateness.

(E) Demolition of Buildings or Structures Within an Historic District.

(1) No permit for demolition of a building or structure which is located within an historic district shall be issued by the Building Official until the applicant applies for, and the Historic District Commission issues, a Certificate of Appropriateness in accordance with the provisions of Section II of the Historic District Regulations, as amended.

(2) The applicant shall file an application for a Certificate of Appropriateness with the Historic District Commission not later than the day the demolition permit application is filed.

(3) The Historic District Commission shall process the application for a Certificate of Appropriateness in accordance with its Regulations and concurrently with making a determination as to the historical significance of the property pursuant to Section (D)(3).

(4) The Historic District Commission shall notify the Building Official of its decision on the application for a Certificate of Appropriateness. If the Commission does not act within its deadline for decision-making, the Commission shall notify the Building Official that the Certificate of Appropriateness has been deemed to have been approved pursuant to Section VI.B of the Historic District Regulations, as amended.

(F) Expiration of Demolition Permit. If demolition does not commence within six (6) months after the effective date of the demolition permit, the permit shall be null and void, and any future demolition shall be again subject to the provisions of this Section 3-4.

(G) Exceptions. The provisions of this Section 3-4 shall not apply to any building or structure that is determined by the Building Official to be unsafe because it constitutes a fire hazard or because it is otherwise dangerous to human life or public welfare.

(H) Fees. The applicant for a demolition permit shall pay a permit fee as set forth in the Building Department fee schedule.

(I) Violations and Penalties. Violations of this Section 3-4 shall be subject to such penalties and remedies as provided by law.

(J) Interpretation of provisions. This Section is intended to supplement and not to limit any provisions or requirements now or hereafter imposed by the General Statutes and by those regulations adopted pursuant to the General Statutes with respect to the issuance of demolition permits.