

FINALIZED

BOROUGH OF LITCHFIELD HISTORIC DISTRICT COMMISSION 2187
Litchfield, Connecticut 06759

The Borough of Litchfield Historic District Commission held **Public Hearings** on **Thursday, February 1, 2024** at the First Congregational Church, Pilgrim House, 21 Torrington Road, Litchfield, Connecticut. The hearings were called to order by Chairman, Julia Metcalf, at 7:00pm.

Present were Commissioners Julia Metcalf, Wendy Simoncelli, and Tony Cecchinato.

Also present were Cassie Simoncelli. No public was in attendance.

Mr. Cecchinato, Acting Clerk, read the legal advertisement of each hearing as published. The Chair explained the procedure for conduct of the hearings and described each application.

1. The public hearing, published January 26, 2024 in the Republican American. Application #2459, Russell Barton, 7 North St., to replace current sign with a new sign for "Depot Dog" business, convened at 7:01pm. The Commission reviewed the application.

There being no further members of the public present to speak in regard to the application, the public hearing was adjourned at 7:02pm.

2. The public hearing, published January 26, 2024 in the Republican American. Application #2460, Stephanie Ruddy, 128 West St., to replace roof and gutters, convened at 7:02pm. The Commission reviewed the application.

There being no further members of the public present to speak in regard to the application, the public hearing was adjourned at 7:03pm.

Respectfully submitted,
Tony Cecchinato, Acting Clerk

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The **Regular Meeting** of the Borough of Litchfield Historic District Commission was held at the First Congregational Church, Pilgrim House, 21 Torrington Rd, Litchfield, Connecticut on **Thursday, February 1, 2024**.

I. Call To Order

Chairman Metcalf called the meeting to order at 7:04pm.

II. Recording of Attendance

Present were Commissioners Julia Metcalf, Wendy Simoncelli, and Tony Cecchinato.

Also present were Cassie Simoncelli. No public was in attendance.

III. Business Pertaining To Certificates of Appropriateness

1. Application #2459, Russell Barton, 7 North St., to replace existing sign with a new sign for "Depot Dog" business. Motion to approve the application as submitted made by Mr. Cecchinato and seconded by Ms. Simoncelli. All in favor. Motion carried.

The roll call vote was: Metcalf – yea, Simoncelli – yea, Cecchinato– yea. The Certificate of Appropriateness is hereby issued for work described in said application as stipulated and is valid for one year from approval.

2. Application #2460, Stephanie Ruddy, 128 West St., to replace roof and gutters. Motion to approve the application as submitted made by Ms. Simoncelli and seconded by Mr. Cecchinato. All in favor. Motion carried.

The roll call vote was: Metcalf – yea, Simoncelli – yea, Cecchinato– yea. The Certificate of Appropriateness is hereby issued for work described in said application as stipulated and is valid for one year from approval.

IV. Other Business Public Participation

A. Applications

No new applications at this time.

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B. Other business

The Town of Litchfield will be coming forward with an application for Electric Vehicle charging stations for the municipal parking lot, the Town Hall, and 28 Russell St.

It was noticed that the calendar on the website is not up to date with HDC meetings. The Recording Clerk will update the calendar.

HDC continued a discussion about an improved process to send letters of non-compliance and violations to homeowners and track the associated resolutions. Proposed process is as follows:

Step 1: When a new non-compliance issue is identified, the HDC will prepare a Letter of Non-Compliance notification and send it to the homeowner informing them of the non-compliance issue and requesting the specified follow-up within 30 days. Examples of the follow-up could include submitting an application for the changes made and/or making appropriate modifications to become compliant. This follow-up activity will then proceed according to regular HDC processes.

The HDC will track Letters of Non-Compliance notification via HDC meeting minutes.

Step 2: If there is no contact or follow-up with the HDC by the homeowner after the first letter, then a second Letter of Non-Compliance will be prepared by HDC Counsel and will be sent to the homeowner requesting follow-up with the HDC within the subsequent 30 days. Any follow-up activity will then proceed according to regular HDC processes.

The HDC will track Letters of Non-Compliance via the associated follow-up via a spreadsheet and the HDC meeting minutes.

Step 3: If there is no contact or follow-up with the HDC by the homeowner after the second letter, then a Letter of Violation will be sent to the homeowner and also sent to the Litchfield Land Use Office, at the Bantam Annex, for their records. Land Use notices are subject to search for pending property sales, transfers, etc.

The HDC will track Letters of Violation via a spreadsheet and the HDC meeting minutes.

V. Correspondence

None.

VI. Approval of Minutes

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Motion to approve the Minutes from January 18, 2024 with minor changes and to add that the discussion about a revised process for letters of non-conformance under "Other Business" will be continued at the next meeting made Ms. Simoncelli and seconded by Mr. Cecchinato. Motion carried unanimously.

VII. Adjournment

There being no further business, the meeting was adjourned at 7:20pm on a motion by Ms. Simoncelli, seconded by Mr. Cecchinato, and unanimously carried.

Respectfully submitted,
Tony Cecchinato, Acting Clerk