

Rhode Island Historical Preservation & Heritage Commission Certified Local Government Annual Report Form

CLG Contact Information

Reporting Period:	October 1, 2022 - September 30, 2023	Town/City of:	Bristol
Name of Contact Person:	Nicholas Toth	Address:	10 Court St, 02809
Phone Number:	(401) 253-7000 ext. 153	Email Address:	ntoth@bristolri.gov

CRITERION #1: Local Governments must enforce local legislation for the designation and protection of historic properties.

1. Was the HDC's enabling legislation amended?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If YES, ATTACH a copy of the amendment.		
2. Were procedural or design guidelines developed or amended?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If YES, ATTACH a copy of new or amended guidelines.		
3. What are the current design standards in use by the HDC? (Name document(s) if applicable.)	Secretary of Interior's Standards for Preservation.				
4. Use this chart to summarize the types of applications reviewed this year:	Type of Project	# Approved	# Denied	# Pending	# Appealed
	Alterations	168	3	18	
	Demolitions				
	New Construction				
	Relocations				
5. Were any of the projects listed in the chart above given automatic approval through expiration of the time limit for review?	<input type="radio"/> Yes	<input checked="" type="radio"/> No			
6. Were any petitions approved which did not conform to the Secretary of the Interior's Standards or other approved local standards?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If YES, ATTACH an explanation of how the case was reviewed and why an exception was permitted		
7. Were any districts enlarged?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If YES, ATTACH a copy of the revised district map and indicate how many historic properties were added.		
8. Were any new Historic Districts added?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If YES, ATTACH a copy of the district map(s).		
9. Were any new properties designated?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If YES, ATTACH a list of the properties and addresses.		

CRITERION #2: Local Governments must have established an adequate and qualified Historic District Commission.

1. Commission Membership: List Commission members, dates of appointment and expiration, and, as applicable, their qualifications in a preservation-related field:

Name	Date Appointed	Date Term Ends	Professional Discipline	E-mail Address
Oryann Lima	7/1/2021	7/1/2024		c426@verizon.net
John Allen	7/1/2021	7/1/2024		jallen02809@gmail.com
Mary Millard	7/1/2022	7/1/2025		merisea46@gmail.com
Benjamin Bergeholtz	7/1/2023	7/1/2026		bb@hhcne.com
Sara Butler	7/1/2021	7/1/2024		sbutler@rwu.edu
Victor Cabral	7/1/2020	7/1/2023		vic4334@aol.com
Christopher Ponder	7/1/2023	7/1/2026		cgponder@gmail.com
Susan Church	7/1/2023	7/1/2026		sacch29@yahoo.com

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2. Meetings Held and Attendance: indicate total number of meetings held and complete attendance chart for each commissioner.												
Check box for all months in which a meeting was held:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Name	Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sept. 2023
Oryann Lima	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
John Allen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mary Millard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Benjamin Bergenholtz	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sara Butler	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Victor Cabral	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christopher Ponder	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Susan Church	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Notes: Victor Cabral's commission expired July 1 2023 and he did not seek reappointment.

3. State law requires that HDC meeting minutes are filed with the Secretary of State's Office within 35 days of a meeting. Are all meeting minutes for the reporting period posted online on the Secretary of State's website? Yes No

4. Total number of vacancies during the year: 2 **5. Was each vacancy filled within 90 days?** Yes No

4. Were vacancies filled by professionals who meet the Professional Qualification Standards in 36 CFR 61? Yes No

5. If vacancies were not filled within 90 days or were not filled by professionals meeting the Professional Qualification Standards, please provide an explanation here:
 The one vacancy on the board proper was filled nearly immediately after an advertising period by the existing alternate member, who is qualified for the position by virtue of being the former Historic District Administrator for the Town. The 2 vacancies for alternates are in the process of being filled - we did not immediately advertise as State Law was in the process of being changed to allow an additional alternate member. We waited until this law was changed before advertising the position.

6. Describe any relevant trainings, conferences, workshops, or RIHPHC-sponsored trainings/events attended by commission members or staff. Include the name of the event and the name(s) of the member(s) who attended.
 None during specified time
 If you have suggestions for topics for future HDC training to be offered by RIHPHC, please list/describe suggestions here as well.

CRITERION #3: Local Governments must maintain a system for the survey and inventory of historic properties.

1. Has any survey work been completed? Yes No **2. If yes, how many properties have been surveyed?**

3. Has the RIHPHC had an opportunity to participate in the work? Yes No **4. Was the survey work recorded on RIHPHC forms?** Yes No

5. Did the RIHPHC receive duplicate forms, maps, and photographs within sixty days of completion? Yes No

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CRITERION #4: Local Governments must satisfactorily perform the responsibilities delegated to them under the National Historic Preservation Act.

1. Did you evaluate the National Register eligibility of any properties?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	2. Did you prepare any National Register forms?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
3. Did you review and comment on any National Register nominations sent to you by the RIHPHC?			<input type="radio"/> Yes <input checked="" type="radio"/> No		
4. List any grants-in-aid projects completed or currently in progress. Briefly describe the status:	We are currently in the process of re-surveying the Bristol Waterfront Historic District utilizing grant funding from RIHPHC. The consultant is in the early stages of documentation, and is expecting to wrap up by the end of February 2024.				

CRITERION #5: Local Governments must provide for adequate participation in local historic preservation programs, including the process of recommending properties for the National Register.

1. Are all records including meeting minutes publicly accessible?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	2. Are notices of public meetings published or posted in advance?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
3. Briefly describe how the public is given opportunity to comment on National Register nominations:	The public is able to access all application documents prior to meetings through the Municode System, along with all agendas, which are posted on the Municode and RI Secretary of State's websites. The Public is provided with contact information for the HDC Coordinator, who relays public comment during commission meetings. Commission meetings are also open to the public for comment.				

NARRATIVE:

1. Provide a brief narrative of the HDC's notable activities or accomplishments for FFY 2023.

The Bristol Historic District Commission has had a productive year, with several major accomplishments in addition to its normal activities and duties.

During the previous year one member stepped down - Victor Cabral, who did not accept reappointment in July 2023 at the expiration of his term - and one new member was appointed. This new member, Susan Church, has served as the alternate for several years, and was elevated to full member to fill the seat left vacant.

One change to how the commission operates has been the addition of a second alternate member seat, which was precipitated by changes in state law and local ordinance. This seat, along with the first alternate seat, are currently vacant - the Town Council is in the process of reviewing applications. Once these seats are filled, there will be fewer issues with maintaining a quorum - this is especially an issue in small, dense Bristol, where members of the commission must frequently recuse themselves due to proximity to properties before the commission.

A major win for preservation in Bristol during this reporting period is the ongoing restoration of 1200 Hope St, known locally as the Longfield House. This long decrepit but highly historic home built in 1848 has been a target for restoration for decades, however, nothing had yet come to fruition. However, a developer recently purchased the property with the aim of restoring the main house and building several carriage house style buildings adjacent, creating a condominium community. This project was approved in early 2023 and renovations to Longfield are well underway.

One of the major accomplishments was this implementation of Online permitting for HDC Applications, which has massively reduced turnaround and has cut the amount of staff time required for processing to a fraction of what it once was. It also aids in tracking, reporting, and especially transparency, as all applications filed after May 2023 are now available online.

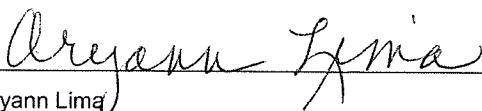
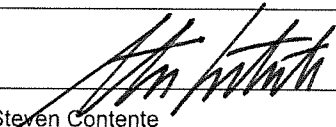
Another major accomplishment has been the award of a project to re-survey the Historic District, a project not started during this reporting period but underway at the time of the writing of this report. The survey is aimed at documenting the current state of all properties in the district - the last time this was done was the late 1970s, when the historic district was created. While records have been kept for improvements to the property, an updated survey will allow for better understanding of where the district stands and assist with decisions going forward.

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Assurances

I hereby certify:

- I. All Historic District Commission meetings have been announced and meet the requirements of the Open Meetings Law, Title 42, Chapter 46, of the General Laws of the State of Rhode Island.
- II. Historic District Commission Members are in compliance with the Conflict of Interest Law, Title 36, Chapter 14, of the General Laws of the State of Rhode Island.
- III. The Historic District Commission meets the requirements for certification in accordance with the CLG Memorandum of Agreement between the Town/City and the Rhode Island Historical Preservation & Heritage Commission.

Signature of Historic District Chairman		Date	12-13-23
Printed/typed name	Oryann Lima		
Signature of Chief Elected Official		Date	12-12-23
Printed/typed name	Steven Contente		

ATTACHMENTS CHECKLIST

Check to confirm required materials are provided electronically with this report:

<input checked="" type="checkbox"/>	Attachment A: Sample approval letter to an applicant.
<input checked="" type="checkbox"/>	Attachment B: Resumes for any new commission members.
<input checked="" type="checkbox"/>	Any additional attachments required per answers on page 1 of this report; e.g. maps of amended districts, lists of newly designated properties, etc.

