



REGULAR MEETING – HISTORICAL COMMISSION AGENDA

DECEMBER 10, 2025, 7:00 PM
BY ZOOM VIRTUAL MEETING

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Michelle Andrzejewski at mandrzejewski@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PUBLIC PARTICIPATION**
 - A. **Proposed Demolition Delay**
- IV. **DISCUSSION**
- V. **ADJOURNMENT**

UPCOMING MEETINGS

55-1. Purpose.

The purpose of this chapter is to encourage the preservation of historically and architecturally Significant Buildings by Delay of Demolition and promote the educational, cultural, economic, and general welfare of the City of Norwalk, to establish commission procedure for such action to promote and strengthen the architectural, educational, cultural, economic, and general welfare of the City of Norwalk. It seeks to ensure that a procedure whereby owners of buildings with significant historic characteristics are will be informed of the economic, tax, aesthetic, and other benefits of historic preservation. This chapter also establishes guidelines for procuring Third-Party Reviewers by historic preservation professionals to provide the Commission with expert analysis and education. Ultimately, it aims and to further the preservation, rehabilitation, and reuse of architecturally significant buildings and structures by providing adequate time for all parties to consider and propose reasonable put forth appropriate development alternatives to Demolition, including attempts to find a purchaser who will retain or remove such historic or architecturally Ssignificant Bbuilding or structures, or who will present some other reasonable alternative to the last resort of demolition.

§ 55-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

APPLICANT

Any person, firm, corporation, or entity that files an application under this Chapter. If the Applicant is not the owner of the premises upon which the Building or structure is situated, the owner's consent or endorsement of the proposed application must be provided on the permit application

ARCHITECTURAL AND HISTORICAL ANALYSIS

A Third-Party Reviewer from an accredited historic preservationist and/or architectural historian that will be presented to the Norwalk Historical Commission, to be completed no later than thirty (30) days after the professional has been procured.

DELAY

A period of up to one hundred and twenty (120) days imposed by the City, beginning on the date a Pre-Demolition application is deemed filed, during which the owner of a Significant Building or structure shall consider any viable alternatives to Demolition, including but not limited to preservation, restoration, rehabilitation, relocation, or detailed recordation.

DEMOLITION, DEMOLISH, or DEMOLISHED

Any wrecking activity directed to the disassembling, dismantling, dismembering, and/or razing of the exterior of any building or structure or part thereof. The term shall not be construed to prevent the ordinary maintenance or repair of any building or structure or part thereof that does not involve a change in the design thereof, including, without limitation, the replacement of windows, doors, siding, or roof.

DEMOLITION PERMIT

A permit issued by the Chief Building Official authorizing the full or partial demolition of an existing Building, structure, or Part Thereof, excepting for this Chapter only, any permit issued solely for the Demolition or removal of interior features with no effect on the exterior appearance of the Building or structure.

HISTORIC PROPERTY

Any individual building, structure, object, or site that is listed on the State or National Register of Historic Places or listed on the Norwalk Historic Resources Inventory or is determined by the Historical Commission as a Significant Building.

PART THEREOF

Fifty percent or more of a building or structure, as measured on ground level and above, as determined by the Chief Building Officer.

PRE-DEMOLITION APPLICATION

The application filed with the Building and Code Enforcement Office in order to obtain a Demolition Permit.

SIGNIFICANT BUILDING

Any Building or structure within the municipal boundaries which, in whole or in part, is known or presumed to be at least seventy (70) years old and which has been determined by the Norwalk Historical Commission based on one or more of the following criteria:

- a. The Building or structure is listed on the State or National Register of Historic Places, or is partially or completely within the boundaries of an area so listed; or
- b. The Building or structure 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; or
- c. The Building or structure has documented associations with one or more historic persons or events, or with broad architectural, cultural, political, economic, or social history of the City, the state, or the nation; or
- d. The Building or structure 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.

THIRD-PARTY REVIEW

Initiated by the Norwalk Historical Commission for the purpose of conducting an Architectural and Historical Analysis on properties with proposed demolition that the Historical Commission deems a Significant Building. Requests will be granted to professional historic preservationists and/or architectural historians accredited by the Connecticut State Historic Preservation Office.

§ 55-3. Permit required.

No property owner shall Demolish, cause, or permit to be Demolished, any building, structure, or part thereof without first obtaining a permit from the Chief Building Official. Such permit shall

be issued, except as otherwise provided in this chapter and pursuant to § 29-406 of the Connecticut General Statutes, as amended.

§ 55-4. Permit requirements for certain structures.

If the building, structure, or part thereof to be Demolished is a) at least ~~70~~50 years old, b) listed on the ~~Historic~~-Norwalk Historic Resources Inventory, as amended from time to time, or c) an Historic Property, then no permit shall be issued except in compliance with the provisions of this chapter and Section 29-406 of the Connecticut General Statutes, as amended.

§ 55-5. Pre-Demolition Application procedure.

Any application to the Chief Building Official for a permit to Demolish any building, structure, or Part Thereof pursuant to the provisions of § 55-4 shall be subject to the following procedure:

A. The application for a Demolition permit shall include the following information:

- (1) Common name, if any, and actual street address of the building, structure, or Part Thereof to be Demolished;
- (2) The name, address and telephone number of the owner(s) of the building, structure, or Part Thereof to be Demolished;
- (3) The age of the building, structure, or Part Thereof to be Demolished;
- (4) The square footage or dimensions of the building, structure, or part thereof to be Demolished;
- (5) One or more current photographs of the building, structure, or Part Thereof to be Demolished showing the affected area(s);
- (6) The reasons for requesting a Demolition permit;
- (7) A brief description of the proposed reconstruction or replacement for the building, structure, or Part Thereof to be Demolished; and
- (8) The names and addresses of the owners of all properties that abut or are within a radius of ~~3~~400 feet of any portion of the property on which the building, structure, or Part Thereof to be Demolished is situated, according to an attached copy of the pertinent portion of the current Assessor's Map.

B. Within 10 days following the initial submission of an application for a Demolition permit, the applicant shall:

- (1) Deliver a copy of such application by certified mail and electronic mail to the Norwalk Historical Commission, the Director of Planning and Zoning, and any individual, firm, corporation, organization, or other entity which has requested, in writing, from the Chief Building Official copies of such application(s);
- (2) Deliver copies of a notice of intent to Demolish (the notice) to the owners of all properties that abut or are within a radius of ~~3~~400 feet of any portion of the property on which the building, structure, or Part Thereof to be Demolished is situated, via registered or certified mail; and

(3) Post in a conspicuous location on the property on which the building, structure, or Part Thereof to be Demolished is situated a sign at least 24 inches by 36 inches in size visible from the nearest street or other accessway adjoining the property. Such sign shall include copy of the notice and shall contain the word "DEMOLITION" in capital letters no less than two inches in height. The sign required hereunder shall remain posted on the property if the permit is issued until the completion of all Demolition activities authorized by the permit.

(4) Publish in the local newspaper having general circulation in the City of Norwalk a notice to intent to demolish for one day. Applicant shall indicate scope of demolition in the legal notice. Example:

Notice of intent to demolish

Notice is hereby given to demolish the existing structure at (insert address & town here).

Contact (insert name and address here)

Chapter 55-13 Norwalk Demolition Delay Ordinance

C. Within 14 days following the initial submission of the application for a permit to Demolish, the applicant shall file with the Chief Building Official a statement verified under oath on a form approved by the Chief Building Official certifying that all of the delivery requirements under § 55-5B have been satisfied and attaching thereto a copy of the notice, as well as evidence of mailing as required under Subsection B(2) above. Upon filing the certification statement, the application is deemed filed. If any delivery requirement is not complied with, the Chief Building Official shall reject the application as incomplete.

~~D. In the event that a written acknowledged objection is filed with the Chief Building Official and the Norwalk Historical Commission within 21 days after filing the certification statement as required by § 55-5C, the Chief Building Official shall not issue the permit until 120 days after the application is deemed filed or such earlier date that such objection is withdrawn or deemed to be withdrawn by the party filing same. The sole basis for such objection shall be that the building, structure, or Part Thereof proposed to be Demolished is architecturally or historically significant. If no such written objection is filed within 21 days after the filing of the certification statement, the Chief Building Official may issue the Demolition permit, provided that all other applicable requirements have been complied with.~~

~~E. The Norwalk Historical Commission may on its own initiative, and shall at the request of the applicant, hold a public hearing on any application to which an objection has been filed and at such hearing shall make a determination as to whether the building, structure, or part thereof proposed to be Demolished is architecturally or historically significant. In the case of a request by an applicant, such hearing shall be held within 21 days after the date of such request. If the Norwalk Historical Commission determines at such hearing, and in no event later than 10 days thereafter, that the building, structure, or Part Thereof proposed to be Demolished is not architecturally or historically significant, the objection shall be deemed withdrawn. If the building, structure, or Part Thereof proposed to be Demolished is determined to be architecturally or historically significant, the Norwalk~~

~~Historical Commission may issue recommendations on alternatives to Demolition to the applicant.~~

~~F. In no event shall the issuance of a Demolition permit be delayed for more than 120 days from the date the application is deemed filed.~~

§ 55-6 Objection-Based Review and Delay Procedure

A. If any individual, organization, or entity submits a written objection to the Chief Building Official for the proposed Demolition within 21 days of the Pre-Demolition Application being deemed complete the Chief Building Official shall not issue the Demolition Permit until 120 days after the application is deemed filed or such earlier date that such objection is withdrawn or deemed to be withdrawn by the same filing party.

When an objection is received the Norwalk Historical Commission shall determine whether the structure is a Significant Building at its next regular meeting or sooner. If the Commission determines the structure or building may have considerable merit to be a Significant Building the Commission may procure an Architectural and Historical Analysis to be conducted by a qualified Third-Party Reviewer. The resulting report shall be completed within thirty (30) days after the requested review has been procured. If the Commission determines the structure or building is not determined to be a Significant Building the Commission may lift the Delay and the Chief Building Official can release the Demolition Permit.

In the case of a Third-Party Reviewer the receipt of the report shall be evaluated and reviewed by the Norwalk Historical Commission and Applicant. The Applicant may consider preservation alternatives consistent with the Architectural and Historical Review and may present alternatives to the Commission. The Commission shall maintain documentation of the review process and make all records available to the public.

B. The sole basis for such objection shall be that the building, structure, or Part Thereof proposed to be Demolished is architecturally or historically significant.

C. If no such written objection is filed within 21 days after the filing of the certification statement, the Chief Building Official may issue the Demolition Permit, provided that all other applicable requirements have been complied with.

D. In no event shall the issuance of a Demolition Permit be delayed for more than 120 days from the date the application is deemed filed.

§ 55-7. Commission's Authority to Select Consultant and Approve Budgets for Third Party Review.

The Norwalk Historical Commission shall have the authority to select qualified consultants to perform an Architectural and Historical Analysis pursuant to this Chapter. The Commission shall approve the final scope and budget for each engagement and shall be responsible for monitoring timely delivery of all professional services.

§ 55-8.

Fee for Third-Party Reviewer

Where an objection has been received by the Chief Building Official and the Norwalk Historical Commission determines further review of a proposed Demolition to be a potential Significant Building is required, the Commission may procure a Third-Party Reviewer. The Norwalk Historical Commission shall pay a fee in ordinance with the fee schedule to cover the cost of the Third-Party Review. The Commission shall consider Third-Party Review in its budgeting annually to meet the needs and goals of this ordinance.

§ 55-96. Demolition by neglect.

Throughout the Demolition delay period imposed under § 55-5, the owner of record of the building, structure, or part thereof proposed to be Demolished shall secure and maintain such building, structure, or part thereof in a manner that minimizes the risk of water penetration, vandalism, fire, or other significant damage and otherwise complies with Section 29-408 of the Connecticut General Statutes, as amended. Partial Demolition, including the removal of windows, doors, roofing, or any other building material, is expressly prohibited during the Demolition delay period, except to the extent required by law or permitted by the Chief Building Official.

§ 55-107. Exceptions.

This chapter shall not apply to:

- A. Any structure determined to be unsafe by the Chief Building Official according to the State of Connecticut Basic Building Code or as defined as a "hazardous building" under § 26-11 of the Norwalk Code;
- B. Any structure that is less than 400 square feet in size;
- C. The lifting of a building, structure, or part thereof to comply with regulations of the Federal Emergency Management Agency (FEMA) or the City of Norwalk governing coastal flooding, provided that such lifting does not involve a change in design of such building, structure, or Part Thereof; or
- D. Any structure determined to be a threat to public health by the Director of Health.

§ 55-118. Violation and fines; lapse of permit.

- A. In addition to any other penalties and remedies provided by law, any property owner who violates any provision of this chapter shall be fined \$250 per day, with each day of such violation constituting a separate violation. All fines imposed under this chapter shall be collected and made payable to the City of Norwalk. The total amount of all fines imposed on a property owner under this chapter shall not exceed the lesser of \$30,000 or 10% of the assessed value of such building, structure or Part Thereof.
- B. Any unpaid fine pursuant to this chapter shall constitute a lien upon the real estate against which the fine was imposed. Such lien shall be recorded on the Norwalk Land Records and shall only be satisfied upon the execution of the appropriate legal document between the property owner, the City, and any other necessary parties.

- C. The Chief Building Official is authorized to institute any and all actions or proceedings, in law or in equity, as they may deem necessary or appropriate to obtain compliance with the requirements of this chapter or to prevent a threatened violation thereof.
- D. If a Demolition is not commenced within six months after issuance of a permit, such permit shall be deemed null and void unless extended by the City, in which case such permit shall not be extended for more than an additional six months.

§ 55-~~129~~. Appeal.

Any person aggrieved by any order or decision under this chapter may, within 10 days of such order or decision, appeal therefrom to the Superior Court for the Stamford/Norwalk judicial district.

§ 55-~~1210~~. Report of Chief Building Official.

The Chief Building Official shall issue an annual report to the Mayor, the Common Council, and the Norwalk Historical Commission concerning the number of Demolition applications filed, the number of applications subject to this chapter, the number of applications that were objected to, and whether the buildings, structures, or Parts Thereof subject to such applications were actually Demolished.