

VILLAGE OF PITTSFORD
Architectural and Preservation Review Board
Monday March 5, 2018 at 7:00 PM

PRESENT:

Members: **Maria Huot (absent)**
 Lisa Cove
 Scott Latshaw
 Ken Morrow
 William McBride
Alternate: **Ron Johnson (absent)**
Village Attorney: **Jeff Turner**
Building Insp.: **Paul Alguire**
Recording Sec.: **Linda Habeeb**

The meeting was called to order at 7:00 pm.

Conflict of Interest Disclosure

Member McBride stated that he will be Acting Chairperson for this meeting. He asked if any of the Board members had a conflict of interest with any of the applications before the Board, and board members stated that they had no conflicts to disclose.

Pamela Schickler, 15 South Main Street ~ Sign

Present: Pamela Schickler, Business owner

Application: Submitted, date-stamped, and Building Inspector reviewed on 2/2/18.

Discussion: The applicant stated that she is proposing installing a sign above the front door of the business located at 15 South Main Street. She stated that the sign will be made of a wood composite material with embossed flat lettering. The sign is similar in style to other signs on surrounding businesses. She submitted documentation indicating the dimensions and details of the proposed sign.

Findings of Fact:

- The proposal is for installation of a sign over the front door at 15 South Main Street.
- The sign will extend 3-4 inches beyond the door on both sides.
- The sign is made of a composite wood material, with flat, embossed lettering.
- The sign will not replace an existing sign.
- The applicant submitted photographs and documentation with details of the proposed sign.

Motion: Member McBride made a motion, seconded by Member Cove, to approve the application for installation of a sign, as submitted.

Vote: Cove – yes; McBride – yes; Morrow – yes; Latshaw - yes. **Motion carried. *The decision was filed in the office of the Village Clerk on March 5, 2018.***

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**Whitney Brice, 17 Boughton Avenue ~ Window**

**Present:** Whitney Brice, Homeowner

**Application: Submitted, date-stamped, and Building Inspector reviewed on 2/14/18.**

**Discussion:** The applicant stated that the window on the south side of her basement is deteriorated and the cement window well is crumbling and eroded. She is proposing removing the window and filling in the window space with cinderblock. She will remove pieces of the window well and fill in with dirt. She stated that this is the only window on the south side. There is another window on the driveway side of the basement that is functional. She also explained that the basement has egress through a bilco door.

**Findings of Fact:**

- The proposal is for removal of a basement window and frame and filling in the window space with cinderblock that matches the existing stone in the basement.
- The cement window well will be filled in with dirt.
- The existing window has a long-standing moisture problem.
- There is a bilco door in the basement for egress.
- The window has minimal visibility from the public way.
- The proposal will not affect the architectural integrity of the house.

**Motion:** Member McBride made a motion, seconded by Member Cove, to approve the application, as submitted.

**Vote:** Cove – yes; McBride – yes; Morrow – yes; Latshaw - yes. **Motion carried. The decision was filed in the office of the Village Clerk on March 5, 2018.**

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Jacqueline Olivencia, 85 South Main Street

Present: Jacqueline Olivencia, Mark Tichenor, Homeowners

Application: Submitted, date-stamped, and Building Inspector reviewed on 1/29/18.

Discussion: The Building Inspector issued a violation notice for this property because windows were replaced and a skylight was installed without APRB approval. The applicants stated that the previous owner replaced three wood windows with vinyl windows. The other windows in the house are wood windows. Mr. Turner explained that architectural features run with the house, so that it is the current owners' responsibility to remedy the situation. The homeowners installed a skylight, which is visible from the public way. They pointed out that there are a number of residences in the Village with skylights.

Board members explained that when windows in a historic house are deteriorated beyond repair, the replacement windows should match the old in material, design, color, other visual qualities, and should be similar to the existing windows in the house.

The applicants stated that they want to further research various types of wood windows, and will return to the Board at the next meeting.

Motion: Member McBride made a motion, seconded by Member Cove, to enter attorney-client session at 8:00 pm.

Vote: Cove – yes; McBride – yes; Morrow – yes; Latshaw - yes. **Motion carried.**

Motion: Member McBride made a motion, seconded by Member Cove, to exit attorney-client session at 8:30 pm.

There being no further business, the meeting was adjourned at 8:30 pm.

Linda Habeeb, Recording Secretary