

**VILLAGE OF PITTSFORD**  
**Architectural and Preservation Review Board Special Meeting**  
**Monday May 14, 2018 at 5:00 PM**

**PRESENT:**

**Members:**           **Maria Huot**  
                          **Lisa Cove**  
                          **Scott Latshaw**  
                          **Ken Morrow**  
                          **William McBride**

**Village Attorney:** **Jeff Turner**  
**Building Insp.:**   **Kelly Cline**  
**Recording Sec.:**   **Linda Habeeb**

The meeting was called to order at 5:00 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 the application before the Board, and the members stated that they had no conflicts to disclose.

**Casey Dunlavey, 10 Schoen Place ~ Window**

**Present:** Casey Dunlavey, Business owner

**Application: Submitted, date-stamped, and Building Inspector reviewed on 3/14/18.**

**Discussion:** The proposal is for installation of a sliding window on the south elevation of the business located at 10 Schoen Place. The new window will replace the existing, non-original casement window on the canal side of the property. The proposed window is the same size, style, and model as the window that was installed in 2013. Member Latshaw commented that the window is in conformance with the industrial/utilitarian past use of the building. Board members had no concerns with this proposal.

***Findings of Fact:***

- The proposal is to replace an existing casement window on the canal side of the building with a sliding window.
- The existing casement window is not original to the building.
- The proposed window is the same style of window that was previously approved for the Schoen Place street side by the APRB in 2016, but was not installed.
- The new window is consistent with the window that was installed on the canal-side of the building in 2013.
- The new window will be an adaptive re-use of the property, which was originally used to store coal coming from the canal.
- The Building Design Guidelines encourage businesses to create maximum visibility into interior spaces.
- The replacement of the window matches, and does not alter, the historic character of the building.

**Motion:** Member McBride made a motion, seconded by Member Latshaw, to approve the application for installation of a sliding window at 10 Schoen Place, as submitted.

**Vote:** Huot – yes; McBride – yes; Cove – yes; Latshaw – yes; Morrow – yes. **Motion carried. *The decision was filed in the office of the Village Clerk on May 14, 2018.***

Ms. Cline stated that the application will be amended to address violations on the property. Metal roofing on the air conditioner screening has been identified as a safety issue; therefore, trim will be installed around the roofing to cover the metal. A second air conditioner screen will be painted and metal roofing and trim installed to match the other unit.

**Motion:** Member McBride made a motion, seconded by Member Huot, to amend the application to include that the air conditioner screening of the two air conditioners on the property will have molding installed on the surface of the metal roofing.

**Vote:** Huot – yes; McBride – yes; Cove – yes; Latshaw – yes; Morrow – yes. **Motion carried. *The decision was filed in the office of the Village Clerk on May 14, 2018.***

There being no further business, the meeting was adjourned at 5:30 pm.

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Linda Habeeb, Recording Secretary