

**VILLAGE OF PITTSFORD  
HISTORIC PRESERVATION BOARD  
REGULAR MEETING**

Monday, February 26<sup>th</sup>, 2024, at 5:30 PM

**PRESENT:**

**Chairperson:** Jeff Pollock  
**Members:** Virginia Searl  
Christopher Dabroski  
Daniel Olson

**Village Attorney:** Jeff Turner  
**Building Inspector:** Steve Lauth  
**Deputy Clerk:** Alexandria Torres Vaughn

**CALL TO ORDER**

**Motion by Chair Pollock, and seconded by Member Dabroski,** to open the HPB Meeting for February 26<sup>th</sup>, 2024.

**Vote:** Pollock – yes; Searl – yes; Dabroski—yes; Olson—yes, *Motion Passes.*

**CONFLICTS OF INTEREST DISCLOSURE**

Board members indicated that they had no conflicts of interest to disclose.

• **9 Locust St. – 2<sup>ND</sup> FLOOR ADDITION**

**Present:** Carlos Padilla (owner)

**The application was submitted, date-stamped, and reviewed by the Building Inspector on 01.12.24.** The applicant returns from the January regular meeting. He seeks board approval to build a 2<sup>nd</sup> floor bedroom addition over the current kitchen. Mr. Padilla intends to keep the same type and size of windows, but new windows will be installed, and the Board asked him to return with a detailed plan for those windows and the visibility of a closet window from Rand Place is not visible. The siding will be replaced as in-kind.

Member Olson asks that the left elevation proposed match the two windows at the same elevation or have one window. Mr. Padilla agrees it is possible. In addition, Member Searl designates that the rear elevation windows must be 6 over 6 in location. New windows should be at an elevation of 6 ft x 8 ft at the head, equivalent to the lo windows.

Vinyl-clad is designated as the window material per the owner’s choice to install. In reviewing the code, members take notice of the home itself being post-war, as well as the addition being applicable to the code stating approval of vinyl-clad interior. Building Inspector Lauth adds to the record of a previous approval for the same windows on an addition.

**Conditions:**

1. For reference, accent one of the proposed open spaces on 2<sup>nd</sup> floor addition is non-viewable from public way and doesn’t not require a window.
2. The left elevation proposed 4 over 4 on 2<sup>nd</sup> floor addition will be either one or two 6 over 6 windows in size or window head.
3. Rear elevation as proposed with the 2 windows on the 2<sup>nd</sup> floor addition, currently at 8 over 8, will be 6 over 6 sizing.

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4. Siding and trimming to match in-kind.

**Finding of Fact:** Adheres to the design guidelines in respect to page 54 as well as it is a new build.

**Motion by Member Olson and seconded by Chair Pollock** to approve the application as proposed with the conditions.

**Vote:** Pollock - yes; Searl - no; Dabroski - yes; Olson - yes, *Motion Passes*.

- **44 Lincoln Ave – FENCE**

**Present:** Peter Coons (owner)

**The application was submitted, date-stamped, and reviewed by the Building Inspector on 02.13.24.** The applicant is seeking approval for a wooden fence in an L-shape in the backyard. The whole area will not be enclosed. The fence is no higher than 6 feet. The setback of Sutherland Street has been met. Member Olson confirmed that it will touch the house and not have a gate or door on the fence.

**Motion by Chair Pollock and seconded by Member Dabroski,** to approve the application as proposed.

**Vote:** Pollock - yes; Searl - no; Dabroski - yes; Olson - yes, *Motion Passes*.

- **25 Monroe Avenue – STORM DOOR APPROVAL EXTENSION AND WINDOWS**

**Present:** James Walter (owner)

**The application was submitted, date-stamped, and reviewed by the Building Inspector on 04.10.23.** As in the original application, Mr. is doing some interior renovations and found a door on the side of the addition that he did not realize was there. The door is drywalled and paneled over. There is no other door other than that storm door. There is an interior door, but not a regular exterior door, it is just a frame. The applicant is proposing to remove the door and fill it in with clapboards that will match the rest of the house. Mr. Walter needs an extension on the Certificate of Appropriateness for the aforementioned work.

Mr. Walter is also seeking further approval of the porch which was pending application details for the windows and the door on the porch. He describes his plans for mullions and sconce positions. Member Searl asks the applicant to confirm the sizes of his windows in order to seek approval as presently there are no height and dimensions presented. The number of windows will be the same and per Mr. Walter's architect has provided the minimum requirements for the guidelines.

**Motion by Member Searl and seconded by Member Olson** to approve the windows as submitted, choosing 1 of the 3 styles on Attachment B.

**Vote:** Pollock - yes; Searl - yes; Dabroski - yes; Olson - yes, *Motion Passes*.

**Findings of Fact:** Conforms to the design guidelines and represents no negative impact on the resource.

**Motion by Member Searl and seconded by Member Olson** to approve the extension of the certificate of appropriateness for the storm door for one year.

**Vote:** Pollock - yes; Searl - yes; Dabroski - yes; Olson - yes, *Motion Passes*.

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**Findings of Fact:** No changes from the previous approval.

• **18 South Main – SIGN**

**Present:** Julia Donofrio (business owner)

The application was submitted, date-stamped, and reviewed by the Building Inspector on 04.10.23. Ms. Donofrio opened a salon at 18 South Main Street and seeks approval to replace the previous name on the sign. The sign design will not have any changes from its existing color, size, or mounting, only text.

**Motion by Chair Pollock and seconded by Member Dabroski,** to approve the application as presented.

**Vote:** Pollock – yes; Searl – no; Dabroski – yes; Olson – yes, *Motion Passes.*

**Findings of Fact:** Meets the design guidelines for signs.

**5 State Street – Information Only**

Mike Reynolds is the owning manager of the property. He comes before the Board to share a plan for a new business which will pose a contingency if an existing easement with the Village Bakery for garbage is no longer accessible. Other alternatives are also being explored as an option for a garbage area on the premises. He has provided a draft of their business site plan thus far. The name of the business is to be determined.

The Board provides insights regarding materials for the brick of the garbage enclosure, height of the pillars, type of gate design, and color, which is not in the purview of the HPB.

**MINUTES**

**Motion by Chair Pollock, and seconded by Member Searl** to approve the January 22<sup>nd</sup>, 2023, meeting minutes as presented with one edit.

**Vote:** Pollock – yes; Searl – yes; Dabroski – yes; Olson – yes, *Motion Passes.*

Member Searl presented an upcoming CLG training for the Landmark Society Conference.

**Motion by Member Dabroski and seconded by Member Searl** to close the HPB Meeting for February 26<sup>th</sup>, 2024.

**Vote:** Pollock – yes; Searl – yes; Dabroski – yes; Olson – yes, *Motion Passes.*

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Alexandria Torres Vaughn, Deputy Clerk

*Further detailed information about this specific meeting is available on the website.*