

# VILLAGE OF PITTSFORD HISTORIC PRESERVATION BOARD



## **Members:**

Daniel Olson, Chair  
Carolina Torres  
Maria Murillo  
Abigail MacRae  
Jim Roode  
Cristina Lanahan (Alternate)

**Attorney:** Jeff Turner

**Building Inspector:** Steve Lauth

**Rec. Sec.:** Alexandria Torres-Vaughn

## **HISTORIC PRESERVATION BOARD REGULAR MEETING MONDAY, MARCH 16, 2026 @ 5:30 PM**

### **Tentative Agenda**

This agenda is subject to change.

#### **Applications**

1. 7 Austin Park—Continued
  - a. WINDOWS
2. 39 Courtenay Circle—Continued
  - a. GARAGE ADDITION
3. 44 Rand Place—Reapproval
  - a. RAILINGS
4. 36 E Jefferson Road
  - a. WINDOWS—Reapproval
  - b. Energy Code Exemption

#### **Member Items**

1. Minutes

The provisions of this chapter shall control the *repair, alteration*, restoration and relocation of structures, and *change of occupancy* for *historic buildings*.

**Exception:** Compliance with the provisions of this code shall not be required for features of *historic buildings* where a *historic building* report, prepared in accordance with [Section C501.5.1](#), has been submitted and [approved](#) by the *building official*.

#### **[\[NY\] C501.5.1 Historic Building Report](#)**

Written *historic building* reports shall be signed by a [registered design professional](#) or a representative of the State Historic Preservation Office or the historic preservation authority having jurisdiction. Such report shall identify each feature that is a character-defining feature of the historic form, fabric, or function of such *historic building* or historic district and shall demonstrate that compliance with a specific provision or provisions of this code would threaten, degrade or destroy the historic form, fabric or function of the *building* or historic district.

# VILLAGE OF PITTSFORD

SETTLED 1789 • INCORPORATED 1827



Village Hall ca 1855 (remodeled 1937)

## Building Permit Application

Building Permit #: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Property Address: 36 E Jefferson Rd

Type of Permit Requested: ( Check Applicable Area)

Residential:

Commercial: \_\_\_\_\_ New Construction: \_\_\_\_\_

Addition: \_\_\_\_\_

Alteration: (Interior) \_\_\_\_\_ (Exterior):

Deck:

Attached: \_\_\_\_\_ Free Standing: \_\_\_\_\_

Pool: \_\_\_\_\_

Pool Deck: \_\_\_\_\_ Shed: \_\_\_\_\_

Accessory Structure: \_\_\_\_\_

Detached Garage: \_\_\_\_\_ Other: \_\_\_\_\_

Roofing: \_\_\_\_\_

Fireplace: \_\_\_\_\_ New: \_\_\_\_\_ Insert: \_\_\_\_\_ Fuel Type: \_\_\_\_\_

Fence: \_\_\_\_\_

Location: \_\_\_\_\_ Style: \_\_\_\_\_

Demolition: \_\_\_\_\_

Type of Structure: \_\_\_\_\_

Windows: \_\_\_\_\_

Number of: \_\_\_\_\_ Locations: \_\_\_\_\_

Doors: \_\_\_\_\_

Number of: \_\_\_\_\_ Locations: \_\_\_\_\_

Signage: \_\_\_\_\_ Building Mounted: \_\_\_\_\_ Free Standing: \_\_\_\_\_ Size: \_\_\_\_\_ x \_\_\_\_\_

Change of Occupancy: \_\_\_\_\_ Change of Use: \_\_\_\_\_ Type of Occupancy/Use: \_\_\_\_\_

Temporary Dumpster: \_\_\_\_\_ Misc./Other: \_\_\_\_\_

Email your completed application to: [building@villageofpittsfordny.gov](mailto:building@villageofpittsfordny.gov)

**Building Permit Acknowledgement**

I acknowledge that I am applying for a Building Permit and that I have read all previous conditions of the Building Permit Application. I affirm that all work will be done in accordance to the drawings, sketches, and information provided:

I give permission for the Building Inspector and/or his appointee to access my property in order to conduct inspections and investigations for the completeness and compliance of the proposed and approved work:

Signature of the property owner: Marcia Gyles

Please print the above signature: Marcia Gyles

Date: 2/27/26

Signature of the applicant: Kaylie Schmidt

Please print the above signature: Kaylie Schmidt

Date: 2/27/26

**Village Office Section:**

Building Construction Classification: \_\_\_\_\_

Building Occupancy or Use Proposed: \_\_\_\_\_

Existing Occupancy or Use: \_\_\_\_\_

Zoning District for Property: \_\_\_\_\_

Building Permit Number: # \_\_\_\_\_

Project Location: \_\_\_\_\_

Building Inspector Signature: \_\_\_\_\_

(Printed)

Village of Pittsford, 21 North Main Street, Pittsford, New York 14534

Email Address: [building@villageofpittsfordny.gov](mailto:building@villageofpittsfordny.gov)

Phone #: 1-585-383-5604

Fax #: 1-585-586-4597

An Application is hereby made for the issuance of a Building Permit pursuant to the Laws, Rules and Regulations that have been adopted by the Village of Pittsford's Board of Trustees as it relates to the scope of work proposed for this application;

Address of property for proposed work: 36 E Jefferson Rd

Property Owner: Marcia Gyles Tenant/Occupant: \_\_\_\_\_

Mailing Address: 36 E Jefferson Mailing Address: \_\_\_\_\_

Pittsford NY 14534

Phone # (Cell): [REDACTED] Phone # (Cell): \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Brief description of work proposed: Removal and install of Siding  
On Home (vinyl).

Estimated cost of work to be performed: \$ 14000.00

Estimated time from start to finish of work: 4/08/26 - 5/19/26

Contractor: Graves Bros Architect/Designer: \_\_\_\_\_

Contact Person: Kawlie Schmidt Contact Person: \_\_\_\_\_

Business Address: [REDACTED] Business Address: \_\_\_\_\_

Phone # (Office): [REDACTED] Phone # (Office): \_\_\_\_\_

Contact's Cell: \_\_\_\_\_ Contact's Cell: \_\_\_\_\_

All proper insurances must be submitted for NYS Workers Compensation and NYS Disability or a NYS Exemption Form, all in compliance with Section 57 of the Workers Compensation Law or Section 125 of the General Municipal Law.

Acceptance and/or approval of this permit application does not relieve the Agent, Applicant, Contractor, Architect, Engineer, or Owner from complying with the provisions of the NYS Uniform Fire Prevention and Building Code, 2015 ICC adopted Codes and/or the Laws of the Village of Pittsford, New York, whether stated, implied or omitted in the information submitted for this permit.

- o Any and all work related to this application shall not be started until the issuance of a Building Permit. Any deviation from the information provided with the application is required to receive approval from the Building Inspector and/or others as determined by the Building Inspector, prior to implementation. This approval of changes must be in writing.
- o All work, for which this permit has been issued, shall be completed within one year from the date of issuance of the permit. If work has not been completed, the permit shall expire unless the applicant has applied for and received an extension approval.
- o No portion of the work proposed shall be used or occupied, in part or in whole, until a Certificate of Occupancy or a Certificate of Compliance has been issued.