

**VILLAGE OF PITTSFORD
HISTORIC PRESERVATION BOARD
REGULAR MEETING MINUTES
Monday, February 23, 2026, at 5:30 PM**

PRESENT:

Chairperson: Carolina Torres (Acting Chair)

Members: Maria Murillo
Abigail MacRae
Jim Roode
Dan Olson (absent)

Deputy Clerk: Alexandria Torres Vaughn

Building Inspector: Steve Lauth

CALL TO ORDER

Motion by Member Roode and seconded by Member Murillo, to open the HPB Meeting on February 23, 2026.

Vote: Murillo – yes; MacRae – yes; Torres – yes; Roode – yes. Motion passes.

CONFLICTS OF INTEREST DISCLOSURE

Board members confirmed there were no conflicts of interest related to the agenda items.

• **11 Gold Avenue—WINDOWS**

Present: Winfield Craven (applicant)

The application was submitted, date-stamped **01.23.2026**, and reviewed by the Building Inspector on **02.05.2026**. The applicant proposed replacement of 22 original double-hung windows while retaining the existing leaded glass windows. The Board discussed the Village Code for repair over replacement and reviewed the independent evaluation report indicating the windows were repairable. Discussion resulted in a phased replacement, storm window alternatives, and further site inspection to better clarify which windows are beyond repair.

Motion by Member MacRae, seconded by Member Roode, to table the application to March 16, 2026, for further review and additional assessment of individual window conditions.

Vote: Murillo – yes; MacRae – yes; Torres – yes; Roode – yes. Motion passes.

• **36 East Jefferson Road—GARAGE ENTRY DOOR**

Present: Marcia Gyles (owner)

The application was submitted, date-stamped **11.25.2025**, and reviewed by the Building Inspector on **02.03.2026**. The applicant proposed replacement of an existing deteriorated wood garage entry door. After discussion regarding architectural compatibility, the applicant selected a revised mid-century appropriate design (smooth fiberglass finish, larger glass lite configuration).

Motion by Member Murillo, seconded by Member Roode, to approve as presented.

Vote: Murillo – yes; MacRae – yes; Torres – yes; Roode – yes. Motion passes.

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Findings of Fact: Smooth fiberglass finish (no faux wood grain). “Gel” style door with larger upper glass lite and two lower panels. Design compatible with mid-century character.

- **7 Schoen Place—SIGNAGE, AWNING, PLANTER**

Present: Christina Shipley (Business Owner)

The application was submitted, date-stamped 02.04.2026, and reviewed by the Building Inspector on 02.05.2026. The applicant proposed storefront enhancements, including a wall-mounted sign with gold leaf window lettering, an exterior light fixture, an awning, and a window box. The Board reviewed these elements to ensure their scale and design remained compatible with the surrounding pedestrian environment.

Motion by Member MacRae, seconded by Member Roode, to approve as presented per the scaled drawing submitted.

Vote: Murillo – yes; MacRae – yes; Torres – yes; Roode – yes. Motion passes.

Finding of Fact: Sign dimensions 39” W x 35” H. Awning with continuous stripe (black/white) or solid black. Decorative bracket supports as shown. Gold window lettering as scaled. Exterior light relocation as proposed.

- **7 Austin Park—Windows**

Present: Steven Lauth (Village Representative)

The application was submitted, date-stamped 02.04.2026, and reviewed by the Building Inspector on 02.05.2026. The applicant was not present. Insufficient support photographs were submitted.

Motion by Member Torres, seconded by Member Murillo to table the application pending submission of required photographs and supporting materials.

Vote: Murillo – yes; MacRae – yes; Torres – yes; Roode – yes. Motion passes.

Member Items:

Motion by Member Murillo, seconded by Member MacRae, to table the December 15, 2025 minute approvals subject to redraft as discussed.

Vote: Murillo – yes; MacRae – yes; Torres – yes; Roode – yes. Motion passes.

ADJOURNMENT

Motion by Member Torres, seconded by Member MacRae, to adjourn the meeting.

Vote: Murillo – yes; MacRae – yes; Torres – yes; Roode – yes. Motion passes.



Alexandria Torres Vaughn, Deputy Clerk