

**VILLAGE OF PITTSFORD
HISTORIC PRESERVATION BOARD
REGULAR MEETING MINUTES
Monday, March 16, 2026, at 5:30 PM**

PRESENT:

Chairperson: Dan Olson
Members: Carolina Torres
Abigail MacRae
Jim Roode
Maria Murillo (absent)
Deputy Clerk: Alexandria Torres Vaughn
Building Inspector: Steve Lauth

CALL TO ORDER

Motion by Member Torres and seconded by Member Roode, to open the HPB Meeting on March 16, 2026.
Vote: Olson – 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.

- **44 Rand Place—RAILINGS (reapproval)**

Present: Richard Palumbo (owner)

The reapproval application was submitted, date-stamped 02.27.2026, and reviewed by the Building Inspector on 05.02.2023 (original application). The applicant requested reapproval of a previously approved railing installation for black aluminum railings at the subject property, noting the original approval had expired before construction commenced. The Board reviewed the proposal and determined that the request remained unchanged from the previously approved design.

Motion by Member Torres, seconded by Member MacRae, to approve the application as presented.
Vote: Olson – yes; MacRae – yes; Torres – yes; Roode – yes. Motion passes.

Findings of Fact: No substantial changes from prior approval. The proposal remains consistent with the previously approved design and does not adversely affect the property's historic character.

- **7 Austin Park—Windows**

Present: Anna and Kirk Meyer (owners)

The application was submitted, date-stamped 02.04.2026, and reviewed by the Building Inspector on 02.05.2026. The applicant proposed replacing seven windows at the residence. Updated photographs and manufacturer cut sheets were submitted for review in response to the last meeting's request.

Motion by Member MacRae, seconded by Member Roode, to approve the application as presented
Vote: Olson – yes; MacRae – yes; Torres – yes; Roode – yes. Motion passes.

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Findings of Fact: Replacement windows shall replicate the existing window divisions and configurations. Existing windows have limited historic significance and warrant preservation, while proposed replacements maintain the home's architectural appearance.

• 39 Courtenay Circle—GARAGE CONVERSION/ADDITION

Present: Matthew & Marissa Brown (owners), Doug Templeton (architect)

The application was submitted, date-stamped 07.28.2025, and reviewed by the Building Inspector on 08.11.2025. The applicants return to the Board with updates to their design for the proposed conversion of the existing attached garage into living space, rear expansion of the home, and replacement/addition of windows throughout portions of the residence.

Motion by Member MacRae, seconded by Chair Olson, to approve the application with conditions.

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

Conditions of Approval:

- Garage door replacement approved, with the installation of two front-facing windows and associated landscaping to soften the former driveway approach visually.
- The rear addition window design shall be modified to remove the divided side lights, which are inconsistent with the home's architectural style.
- New/replacement windows shall match existing design intent and be installed in a similar style/configuration.

Findings of Fact: The proposed garage conversion and rear addition are compatible with the surrounding neighborhood and maintain the residence's general mid-century architectural character. Proposed improvements do not adversely affect the property's historic character.

• 36 East Jefferson Road—WINDOWS (reapproval)

Present: Steve Lauth (Building Inspector on behalf of the applicant)

The application was submitted, date-stamped 11.25.2025, and reviewed by the Building Inspector on 02.03.2026. The applicant proposed replacing 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 Chair Olson, seconded by Member Roode, to reapprove the application as submitted, consistent with the May 10, 2021, approval of conditions.

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

Findings of Fact: Window configuration remains a defining architectural characteristic of the residence.

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Member Items:

Motion by Chair Olson, seconded by Member Roode, to approve the meeting minutes for December 15, 2025.

Vote: Olson – yes; MacRae – yes; Torres – abstain; Roode – yes. Motion passes.

Motion by Member Torres, seconded by Member Roode, to approve the meeting minutes for December 15, 2025.

Vote: Olson – abstain; MacRae – yes; Torres – yes; Roode – yes. Motion passes.

Energy Code Exemption Discussion

The Board considered recent New York State Energy Code requirements for exterior insulation in historic structures and additions. Building Inspector Lauth advised that strict compliance would require the installation of exterior rigid insulation, which would significantly impact historic trim, roof overhangs, window depths, and façade proportions throughout the Village’s historic district.

The Board discussed preparing a formal historic district exemption statement/report pursuant to the New York State Historic Building Code to preserve the historic character-defining features of Village structures. Counsel was directed to prepare draft exemption language for Board review at a future meeting. No formal motion was taken.

11 Golf Ave Site Visit

The resident of the application for windows at 11 Golf Avenue would like to proceed with a site visit with 1-2 Board members in advance of the April meeting. The Deputy Clerk will coordinate scheduling with available Board members, as necessary, in accordance with Open Meetings requirements.

ADJOURNMENT

Motion by Member Torres, seconded by Chair Olson, to adjourn the meeting for February 23, 2026

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

Alexandria Torres Vaughn, Deputy Clerk