

VILLAGE OF PITTSFORD

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Village of Pittsford Board of Trustees Regular Meeting February 9, 6:30 PM

Tentative Agenda

Board Member - Conflict of Interest Disclosure & Open Meeting Compliance Certification

Department Reports

- Building Inspector Report
- DPW Report
- Treasurer's / Village Clerk Report
- Minutes

Meeting Items

1. RFQ Results for the 75 Monroe Avenue Project
2. Grant Opportunities
3. Consideration of RFQ for Green Infrastructure
4. Consideration of RFP for Engineering for the DPW Bathroom Engineering

Member Items

Public Comment

Next Scheduled Regular Meeting is February 23, 2023, and is Subject to Change Without Notice

Village Board Meeting

Department Reports

Building Inspector Report

Village Board Meeting

Department Reports

- DPW Report

Building Inspector report--01/06/2023 – 02/06/2023

During the period, issued four permits for \$310.00 in permit fees and \$23,400 in improvements.

Worked with residents and businesses for 1HPB applications: 41 Monroe – addition/garage,

1 Greenhill pod has finally been removed, and the home has been cleaned out.

Completed and submitted the required yearly 1203 state building report.

Worked with one applicant for a special permit and site plan 8 State street

Have been working on contacting all fire inspections that failed and making sure items are addressed.

Met with applicant and fire department personnel for access/entry road to 75 Monroe

Inspections – 15 Austin – addition footer, 19 Washington road – roof installation, 15 Washington road – issues with excessive use of water, 21 Washington road – parking in the front yard, 37-41 S. Main – final/remodeling and signage

Have contacted the owners of the dairy again regarding the lack of any activity on the tenant's home.

Met with Roger Powers and did walk through of the barns and cited a few concerns regarding securing the premises and weather infiltration.

Numerous meetings with residents and business owners to discuss concerns and possible projects.

Patrol the Village daily and make numerous stops at sights for an activity to verify if a permit is needed.

Was going for one week for a family emergency.

Completed two four-hour energy classes.

I have read and processed many emails during this time, researching and answering many questions regarding zoning and Historical preservation requirements to new property owners and tenants. I have sent many response emails.

Receive, on average, 10-12 phone calls per day with questions on zoning, permits, or concerns over village issues.

While touring the village, I found one project this past month that was being done without the proper permitting, permitted, and completed.

Village Board Meeting

Department Report

Treasurers / Village Clerk Report

- Bill Pay

Village Board Meeting

Department Reports

Minutes

Village Board Regular Meeting, January 12, 2023

Village Budget Meeting Minutes, January 18, 2023

Village Board Meeting

Meeting Items
Agenda Item 2

Grant Opportunities

Village Board Meeting

Meeting Items
Agenda Item 2

Grant Opportunities



Council on
the Arts



Preservation
League of NYS



ROBERT DAVID LION GARDINER
FOUNDATION

PRESERVE NEW YORK (PNY) GRANT PROGRAM

2023 GRANT GUIDELINES

Preserve NY is a partnership of the New York State Council on the Arts (NYSCA) and the Preservation League of New York State made possible with the support of the Office of the Governor and the New York State Legislature, with additional support provided by The Robert David Lion Gardiner Foundation.

Historic Structure Reports | Condition Reports | Cultural Landscape Reports | Cultural Resource Surveys

Summary

Preserve New York grants provide support to eligible 501 (c) 3 not-for-profits and municipalities in New York state for projects that identify, document, and preserve New York's cultural and historic buildings, structures, and landscapes. Now in its 30th year, Preserve New York helps fund preservation planning projects: historic structure reports, condition reports, cultural landscape reports, and cultural resource surveys. This program funds consulting reports only and will not fund capital repairs or construction costs, architectural plans and specifications, schematic designs, or construction documents.

Eligibility to Apply

Not-for-profit organizations with 501(c)(3) status and units of local government are eligible to apply. Arts and cultural organizations are particularly encouraged to apply or support applications. State agencies, groups that steward state-owned buildings, NYS-owned sites, religious institutions, school districts, and private property owners are **not** eligible to apply.

Eligible groups may apply for only one project per grant cycle. Applicants that previously received PNY or TAG funding must have successfully completed their projects to be eligible for the 2023 grant round. Please note that applicants cannot apply to Preserve New York and the New York State Council on the Arts for the same project.

For site-specific report projects (Historic Structure, Building Condition, or Cultural Landscape Reports) the applicant must **own or have a long-term lease** (at least 6 years remaining at time of application) on the building or resource that is the subject of the application. Properties owned by private individuals but leased by non-profit groups or municipalities are not eligible for this program. In the case of a lease, the owner must also be a 501c3 non-profit or municipality. If the applicant is a historic site, it must be open at least 120 days/year to qualify for the Preserve New York Program.

Eligible Projects

Preserve New York grants only fund historic structure reports, building condition reports, cultural landscape reports and cultural resource surveys. The PNY program is not able to provide any capital or "bricks and mortar" funding. Preserve New York cannot fund architectural plans, specifications, schematic designs, or other

construction documents. If you are seeking funding for capital support, please see the NYSCA grant guidelines online at www.arts.ny.gov. Preservation League staff can also advise on other funding sources.

- **Historic Structure Reports**

A historic structure report is a comprehensive building documentation study, usually undertaken at the beginning of a major restoration or rehabilitation project. A historic structure report provides documentary, graphic, and physical information about a property's history and existing condition. A historic structure report also addresses management or owner goals for the use, re-use, or interpretation of the property.

A complete historic structure report should include:

- a description of the building's history, including its occupants
- a building construction chronology
- an analysis of its current condition
- drawings (may include sketches and measured drawings) and photographs
- recommendations for its restoration, rehabilitation, or treatment
- preliminary cost estimates
- may also include a specialized conservation study (e.g., paint analysis)

For more information on historic structure reports, see the National Park Service's Preservation Brief 43, [*The Preparation and Use of Historic Structure Reports*](#).

- **Condition Reports**

A condition report, like a historic structure report, is a comprehensive document that provides a thorough understanding of condition issues and how to address them. A condition report can be useful in a maintenance plan or as a roadmap for a larger rehabilitation project.

A condition report should include:

- an architectural analysis of the resource's overall current condition (interior and/or exterior); can include consultation by a structural engineer if necessary
- illustrations, either drawings (may include sketches and measured drawings) or photographs
- prioritized recommendations for the resource's restoration, rehabilitation, or treatment
- preliminary cost estimates for repairs

For more information on condition reports, see the National Center for Preservation Technology and Training's [website](#).

- **Cultural Landscape Reports**

A cultural landscape report is a comprehensive landscape documentation study, usually undertaken at the beginning of a major restoration or rehabilitation project.

A complete cultural landscape report should include, *at a minimum*:

- a description of the historic/physical development of the landscape
- an analysis of its current condition
- drawings (may include sketches and measured drawings) and photographs
- recommendations for its restoration, rehabilitation, or treatment
- preliminary cost estimates

For more information on cultural landscape reports, see the National Park Service's Preservation Brief 36, [*Protecting Cultural Landscapes: Planning, Treatment, and Management of Historic Landscapes*](#).

• Cultural Resource Surveys

A cultural resource survey identifies, assesses, and recognizes historic buildings, structures, and areas. A survey is undertaken when creating historic districts or otherwise planning for the preservation and revitalization of a historic area. A survey may be defined geographically (for example, a downtown commercial district or an entire village) or thematically (for example, barns or canal-related buildings throughout a town). Depending on the project goals and how much survey work has been completed previously, support may be available for the preparation of:

- broad historic overview and existing conditions statements
- detailed descriptions of the historic buildings and sites within the survey area
- statements of historic and architectural significance
- photographs and maps
- nominations for local, state, and national historic designation

Please note that Preserve NY does not fund archaeological surveys.

For survey projects and National Register Nominations, please call your representative staff person at the Field Services Bureau of the State Historic Preservation Office (SHPO) to discuss your project, (518) 237-8643. For information on who to contact, please visit the SHPO website [contact page](#), or call Kathy Howe, Survey and National Register Unit Coordinator, (518) 268-2168.

Please visit the [National Park Service website](#) for information on the National Register. The National Park Service has links to all of its National Register informational Bulletins and Brochures, listed [here](#). These brochures range from the basics on how to apply the National Register Criteria for Evaluation, to guides on evaluating and documenting many different types of cultural resources.

Use of Funds

The grant program is intended to support the direct consultant costs of carrying out the types of projects described above. These can include consultant fees and in-state travel, photography, report production costs, and other associated expenses. Grant funds cannot be used toward applicant staff time or overhead costs or to reimburse project expenses already incurred.

Grant Awards

Grants are likely to range between \$5,000 and \$14,000, although we have awarded Preserve New York grants as low as \$2,000 and as high as \$20,000.

The program requires that each applicant contribute at least 20% of the project cost as a cash match. The Preservation League and the New York State Council on the Arts expect to see **a project budget that reflects the applicant's meaningful commitment to the project**. The consultant fee should reflect the applicant's understanding of the value of these professional services. Please note that this program may not be able to fully fund the grant amounts requested.

Grant Application Review Process

Applications are evaluated based on the model of our partner organization, the New York State Council on the Arts. An independent review panel scores applications on three criteria:

1. Historic Preservation and Project Excellence
 - architectural and historic significance of the building, landscape, or area
 - appropriateness of the project budget and consultant(s)
 - likelihood that significant restoration or planning work will result
2. Fiscal and Managerial Competence
 - applicant's ability to carry out the project within a stated schedule
 - applicant's ability to raise sufficient funds to complete the project
 - how this project fits with the applicant's long-term or strategic plan
3. Service to the Public
 - arts and cultural public programming
 - public programs meeting a community need
 - local project support

In 2023, the Preservation League especially encourages projects that:

- Identify and preserve architecture and landscapes associated with underrepresented communities or that address issues of social justice, diversity, equity, and inclusion.
- Advance the preservation of neighborhoods and downtowns that qualify for the New York State Rehabilitation Tax Credit programs.
- Continue the use of historic buildings such as museums, opera houses, theaters, and libraries for cultural, interpretive, and artistic purposes.
- Respond to challenges created by climate change.

For information about serving on the Preservation League's grant review panels, please visit <https://www.preservenys.org/call-for-grant-reviewers>.

Application Process and Deadlines

The application process is entirely online. Prospective applicants must first complete a pre-application at <https://www.preservenys.org/preserve-new-york> to determine eligibility and receive the full application link. The pre-application is available until 5 PM on **Friday, March 24, 2023** and the deadline to submit final applications is **Friday, March 31, 2023 at 5 PM**. Applicants will be notified by email approximately 12 weeks after the application deadline.

Applicant Responsibilities and Final Report

The successful applicant must:

1. Complete a contract with the Preservation League.
2. Provide a signed contract with the consultant before grant funds can be released.
3. Complete their project within one year of the contract date.
4. Submission of an electronic copy of the final product to the Preservation League of New York State at grants@preservenys.org is required to close the grant process.

Questions? Free grant webinars, workshops, and online help sessions will take place in the weeks leading up to the grant deadline. Register to attend at <https://www.preservenys.org/preserve-new-york>
For further questions, contact Janna Rudler, Grants and Technical Services Manager, (518) 462 – 5658 x10 or jrudler@preservenys.org.

For a list of previously awarded PNY projects, visit <https://www.preservenys.org/pny-recipients>

About the Preservation League of New York State

Founded in 1974, the [Preservation League of New York State](https://www.preservenys.org) empowers all New Yorkers to use historic preservation to revitalize their communities, protect their heritage, and build a sustainable future. Providing a united voice for historic preservation, the League champions the essential role of preservation in community revitalization, sustainable economic growth, and the protection of our historic buildings and landscapes in communities both large and small throughout New York State.

About the New York State Council on the Arts

[The New York State Council on the Arts](https://www.nyarts.org) (NYSCA) is dedicated to preserving and expanding the rich and diverse cultural resources that are and will become the heritage of New York's citizens.

About the Robert David Lion Gardiner Foundation

[The Robert David Lion Gardiner Foundation](https://www.rdlgf.org), established in 1987, primarily supports the study of Long Island history and its role in the American experience.

Village Board Meeting

Meeting Items
Agenda Item 3

Consideration of RFQ for Green Infrastructure

Village Board Meeting

Meeting Items Agenda Item 4

Consideration of RFP for Engineering for the DPW Bathroom
Engineering

Village Board Meeting

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Member Items