

**Village of Pittsford
Architectural and Preservation Review Board
Monday July 11, 2016 at 6:00 PM**

PRESENT:

Chairperson: Maria Huot
Members: William McBride
Cristina Lanahan
Erin Daniele
Scott Latshaw

Village Attorney: Jeff Turner
Building Inspector: Floyd Kofahl
Recording Secretary: Linda Habeeb

Chairperson Huot called the meeting to order at 6:00 pm.

Conflict of Interest Disclosure

Chairperson Huot asked if anyone had a conflict of interest with any of the applications before them, and no one had a conflict of interest to report.

Sheila Caton, 19 State Street ~ Sign

Present: Sheila Caton, Business owner

Application: Submitted, date-stamped, and Building Inspector reviewed on 6/22/16.

Discussion: The applicant is proposing installing a sign on the business located at 19 State Street. The material for the new sign is an aluminum composite material with a flat, carved, vinyl flower graphic. The sign will be approximately 3 inches in thickness. The sign will be installed in the same location as the previous sign. She submitted documentation with the dimensions of the sign and photographs of the sign indicating the location on the building where the sign will be installed.

Findings of Fact:

1. The applicant is proposing installing a sign on the business located at 19 State Street.
2. The proposed sign will be installed in the same location on the building as the previous sign.
3. The sign will be made of an aluminum composite material with a carved vinyl graphic.
4. The sign will be approximately 3 inches in thickness.
5. The sign will be centered below the middle second-floor window and aligned to the axis that aligns the middle window, the peak of the gable, and the window of the gable.
6. The installation of the sign will not damage any architectural features of the building.

Motion: Chairperson Huot made a motion, seconded by Member McBride, to approve the application for installation of a sign, as submitted.

Vote: McBride – yes; Huot – yes; Latshaw – yes; Daniele - yes. Motion carried. This decision was filed in the Office of the Village Clerk on July 11, 2016.

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**Lisa Hoover, 40 State Street ~ Sign**

**Present:** Lisa Hoover; Adam Ellis

**Application: Submitted, date-stamped, and Building Inspector reviewed on 6/24/16.**

**Discussion:** The applicant is proposing installing a sign in the apex of the structural canopy of the building located at 40 State Street. The sign will be installed under the vent in the same location as the previous sign. Chairperson Huot recommended that the sign be installed a couple of inches lower on the building than proposed in the application. They are also proposing removal of two recessed lights and installation of four gooseneck lights over the sign. A nonfunctional light on the east side of the building over the door will be replaced with a standard shoebox style light. The applicants submitted documentation and photographs with the specifications for the lights and the sign.

***Findings of Fact:***

1. The applicants are proposing installing a sign on the business located at 40 State Street.
2. The proposed sign will be installed in the same location on the building as the previous sign.
3. The sign will be located on the bottom center of the pediment (triangular face of a gable roof) using the central vertical axis of the building as the reference for the installation.
4. The bottom of the sign will be approximately 8 inches from the fascia and 8 inches from the circular vent below the apex.
5. The sign is a printed decal mounted to 1/8" OmegaBond aluminum composite.
6. Four gooseneck lights will be installed over the sign.
7. A nonfunctional light on the east side of the building over the door will be replaced with a standard shoebox style light, which is a common style of light found in the Village.

**Motion:** Chairperson Huot made a motion, seconded by Member McBride, to approve the application for installation of a sign and lights, as modified.

**Vote: McBride – yes; Huot – yes; Latshaw – yes; Daniele - yes. Motion carried. This decision was filed in the Office of the Village Clerk on July 11, 2016.**

The applicants are also proposing installing glare coating on two front windows, for their patients' privacy purposes. Board members discussed that the coating is not permanent, and can be removed when the business vacates the building.

***Findings of Fact:***

1. Two windows on the ends will be tinted, but the middle windows will remain transparent.
2. The coating will be removed when the business leaves the building.

**Motion:** Chairperson Huot made a motion, seconded by Member McBride, to approve the application for installation of Healthy Glass glare coating on two windows, as submitted, with the condition that the coating will be removed when the business vacates the building.

**Vote: McBride – yes; Huot – yes; Lanahan – yes; Latshaw - no; Daniele - yes. Motion carried. This decision was filed in the Office of the Village Clerk on July 11, 2016.**

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Kim de Castro, 7 Elmbrook Drive ~ Fence

Present: Kim de Castro, Homeowner

Application: Submitted, date-stamped, and Building Inspector reviewed on 6/17/16.

Discussion: The applicant is proposing installing a wood picket fence to enclose the front and back yards of her house, which is located at 7 Elmbrook Drive. The fence will have an arbor between the pillar and the house. She is also proposing installing a six-foot-high privacy fence between the driveway and the neighbor's property. The fence will be a board-on-board fence with lattice on top. The fence will connect to an existing chain-link privacy fence located on the north and west side of the lot.

Findings of Fact:

1. The applicant is proposing installing a picket fence to enclose the front yard, which will connect to a pillar, owned by a neighbor, and located on the west side of the property.
2. There will be an arbor in the rear between the pillar and the house.
3. There will be two picket fences in the rear in diagonal to enclose the backyard between the chain-link fence and the fence on the north side of the lot and between the west corner of the garage and the fence on the north side of the house. See drawing for specification on location.
4. The specifications for the fence, arbor, and gates have been submitted for the file.

Motion: Chairperson Huot made a motion, seconded by Member McBride, to approve the application for installation of the picket fences, with the modifications discussed at this meeting.

Vote: McBride – yes; Huot – yes; Lanahan – yes; Latshaw - yes; Daniele - yes. Motion carried. This decision was filed in the Office of the Village Clerk on July 11, 2016.

Findings of Fact:

1. The applicant is proposing installing a six-foot-high privacy fence on the east side of the property line starting from the front side corner of the garage closest to the east side neighboring property and running along the east side property line ending aligned as close as possible to the north corner of the house.
2. The proportion of the panels will determine the length of the fence, which will end aligned as close as possible to the north corner of the house.
3. The fence will be installed on or inside the property line.
4. There will be a gate with two 6x6 posts from the east corner of the garage to the privacy fence.
5. The specifications for the fence have been submitted for the file of record.

Motion: Chairperson Huot made a motion, seconded by Member McBride, to approve the application for installation of a privacy fence, with the modifications discussed at this meeting.

Vote: McBride – yes; Huot – yes; Lanahan – yes; Latshaw - yes; Daniele - yes. Motion carried. This decision was filed in the Office of the Village Clerk on July 11, 2016.

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**Shirley-Zimmer Kidd, 8 Green Hill Lane ~ Shed**

**Present:** Shirley-Zimmer Kidd, Homeowner

**Application: Submitted, date-stamped, and Building Inspector reviewed on 7/8/16.**

**Discussion:** The applicant is proposing installing a wooden shed in the rear corner of her backyard, which is located at 8 Green Hill Lane. The material for the shed is Dura Temp T1-11 siding, and it will be painted dark sage green. She submitted photographs and documentation with the specifications of the shed.

***Findings of Fact:***

1. The applicant is proposing installing a shed in the rear corner of her backyard.
2. The roof will have 30-year black architectural roof shingles.
3. The material for the shed is Dura Temp T1-11 siding, and it will be painted dark sage green.
4. The window on the side of the shed will be made of wood and will be aligned with the height of the shed's door.
5. The proposed door hinges will be replaced with standard hinges to eliminate the carriage style look, which is not appropriate for the period style of the house.

**Motion:** Chairperson Huot made a motion, seconded by Member McBride, to approve the application for installation of a shed, with the modifications as discussed at this meeting.

**Vote: McBride – yes; Huot – yes; Lanahan – yes; Latshaw - yes; Daniele - yes. Motion carried. This decision was filed in the Office of the Village Clerk on July 11, 2016.**

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Susan Buck, 94 South Main Street ~ Retaining wall

Present: Susan Buck, Homeowner

Application: Submitted, date-stamped, and Building Inspector reviewed on 6/8/16.

Discussion: The applicant is proposing replacing a deteriorating wood retaining wall with a split-face masonry block wall. She submitted photographs and documentation with the specifications for the retaining wall.

Findings of Fact:

1. The applicant is proposing replacing a deteriorated wood retaining wall with a split-face masonry block wall.
2. About a layer of the split-face masonry block will be installed above the driveway elevation.

Motion: Chairperson Huot made a motion, seconded by Member McBride, to approve the application for installation of a masonry block retaining wall, as submitted.

Vote: McBride – yes; Huot – yes; Lanahan – yes; Latshaw - yes; Daniele - yes. Motion carried. This decision was filed in the Office of the Village Clerk on July 11, 2016.

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**John Caven, 42 Lincoln Avenue ~ Garage**  
**Present:** John Caven, Homeowner

**Application: Submitted, date-stamped, and Building Inspector reviewed on 5/27/16.**

**Discussion:** The applicant is proposing constructing a two-car garage on the northwest corner of the property located at 42 Lincoln Avenue. He stated that the garage will be made of wood and painted the same color as the house. The siding will be the same style of the house or ship lap pine siding. The overhangs, brackets, roof pitch, roof fascia boards and rake, and other details of the garage will match the house. The proposed vinyl window will be changed to a wood window. The dimension from grade level to apex may change from 22'4" to match the proportion and the roof pitch of the house. The specifications for the proposed garage have been submitted for the file of record.

**Findings of Fact:**

1. The garage will be made of wood and painted the same color as the house.
2. The siding will be the same style of the house or ship lap pine siding.
3. The overhangs, brackets, roof pitch, roof fascia boards and rake, and other details of the garage will match the house.
4. The proposed vinyl window will be changed to a wood window.
5. The dimension from grade level to apex may change from 22'4" to match the proportion and the roof pitch of the house.
6. The specifications for the proposed garage have been submitted for the file of record.

**Motion:** Chairperson Huot made a motion, seconded by Member McBride, to approve the application for construction of a garage, with the modifications discussed at this meeting.

**Vote: McBride – yes; Huot – yes; Lanahan – yes; Latshaw - yes; Daniele - yes. Motion carried. This decision was filed in the Office of the Village Clerk on July 11, 2016.**

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Keith Povich, 17 Washington Rd ~ Bilco Door
Present: Keith Povich, Homeowner

Application: Submitted, date-stamped, and Building Inspector reviewed on 5/23/16.

Discussion: The applicant is proposing installation of a single bilco (cellar door) door to replace existing plywood at the house located at 17 Washington Road. The door must match the documentation submitted by the applicant with the details of the proposed door.

Motion: Chairperson Huot made a motion, seconded by Member McBride, to approve the application for installation of a bilco door, as submitted.

Vote: McBride – yes; Huot – yes; Lanahan – yes; Latshaw - yes; Daniele - yes. Motion carried. This decision was filed in the Office of the Village Clerk on July 11, 2016.

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**Peter Donnelly, 14 Green Hill Lane ~ Garage doors**

**Present:** Peter Donnelly, Homeowner

**Application: Submitted, date-stamped, and Building Inspector reviewed on 6/2/16.**

**Discussion:** The applicant is proposing replacing the garage doors on his garage with two raised panel steel garage doors. Board members explained that garage doors with recessed panels are a more appropriate style of garage door. The applicant agreed to amend the application to propose a steel garage door with recessed panels, no windows, and no faux wood grain appearance.

**Motion:** Chairperson Huot made a motion, seconded by Member McBride, to approve the amended application for installation of steel garage doors with recessed panels, no windows, and no faux wood grain appearance.

**Vote: McBride – yes; Huot – yes; Lanahan – yes; Latshaw - yes; Daniele - yes. Motion carried. This decision was filed in the Office of the Village Clerk on July 11, 2016.**

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Justin Vlietstra, 19 Boughton Avenue ~ Addition

Present: Justin Vlietstra, Homeowner

Application: Submitted, date-stamped, and Building Inspector reviewed on 6/22/16.

Discussion: The applicant is proposing modifications to the rear portion of his house, which is located at 19 Boughton Avenue. The proposal is to replace Masonite siding on the existing addition with wood clapboards. He stated that this application is a modification to an application for window replacement that was approved by the Board in 2014. This application also proposes construction of a 136 square foot addition on the rear portion of the house. This will add five feet to the first floor and eliminate the cantilevered second floor. The existing roof pitch will be maintained, and the frieze boards, eaves, eave returns, window trim, and corner boards will match the main house. One new door is proposed for the rear of the house. The proposed door is a wood door with a large insulated glass panel and painted exterior. The applicant submitted documentation indicating the specifications for mass, scale and proportion of the addition, plus details that match the existing details of the house. New fenestration proposal is appropriate to maintain the stylistic architectural character of the house, improving the details of the addition to match the architectural style of the original mass and details.

Findings of Fact:

1. The applicant is proposing construction of a 136 square foot addition on the rear portion of the house.
2. This will add five feet to the first floor and eliminate the cantilevered second floor.
3. The existing roof pitch will be maintained, and the frieze boards, eaves, eave returns, window trim, and corner boards will match the main house.
4. One new door is proposed for the rear of the house.
5. The proposed door is a wood door with a large insulated glass panel and painted exterior.
6. The applicant submitted documentation indicating the specifications for mass, scale and proportion of the addition, plus details that match the existing details of the house.

7. New fenestration proposal is appropriate to maintain the stylistic architectural character of the house, improving the details of the addition to match the architectural style of the original mass and details.

Motion: Chairperson Huot made a motion, seconded by Member McBride, to approve the application, dated 7/4/16, as submitted.

Vote: McBride – yes; Huot – yes; Lanahan – yes; Latshaw - yes; Daniele - yes. **Motion carried. This decision was filed in the Office of the Village Clerk on July 11, 2016.**

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**Michael Newcomb, 87 South Street ~ Demolition**

**Present:** Michael Newcomb, Homeowner

**Application:** Submitted, date-stamped, and Building Inspector reviewed on 6/21/16.

**Discussion:** The applicant is proposing removing a screened porch from the house located at 87 South Street. The porch is poorly constructed and is not original to the house. The proportion of the screened porch doesn't respect the original mass, scale and in essence the volumetric style of the house.

**Findings of Fact:**

1. The screened porch is not original to the house.
2. The porch is not proportional to the house.
3. The original door will be maintained.
4. The siding will be repaired and will match the siding on the house.

**Motion:** Chairperson Huot made a motion, seconded by Member McBride, to approve the application for removal of a screened porch, as submitted.

**Vote:** McBride – yes; Huot – yes; Lanahan – yes; Latshaw - yes; Daniele - yes. **Motion carried. This decision was filed in the Office of the Village Clerk on July 11, 2016.**

**Minutes:**

**Motion:** Chairperson Huot made a motion, seconded by Member McBride, to approve the 6/6/16 minutes, as drafted.

**Vote:** McBride – yes; Huot – yes; Lanahan – yes; Latshaw – yes; Daniele – abstain. **Motion carried.**

**ADJOURNMENT:** There being no further business, Chairperson Huot adjourned the meeting at 9:00 pm.

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Linda Habeeb, Recording Secretary

