

**Village of Penn Yan Historic Preservation Commission
Meeting Minutes April 9, 2019**

111 Elm Street

5:30 pm EXECUTIVE SESSION ROOM

Present: Christopher Wright-Acting Chair, Shirley Owens, Fran Dumas, Rich Stewart-VB Liaison,
Bruce Lyon-Code Officer, Ed Brockman-Village Attorney, Lynn Duryea-Secy.

Absent: Marcia Kneeland, Andy Baus, Brenda Ingram,

Public Present: Sabrina Miller, John Gilman

Commissioner Wright agreed to be Acting-chair for the proceedings in Chairperson Ingram's absence.

FIRST ITEM: Application from Sabrina Miller for window glass lettering at 146 Main Street.

Sabrina Miller was present. The commissioners briefly looked over her submittal and voiced no objections.

A **MOTION** by Fran Dumas and a **SECOND** from Chris Wright to approve the application for vinyl lettering on three (3) street-facing windows as depicted in photo mockup of storefront. Shirley Owens – aye. Fran Dumas – aye. Christopher Wright – aye. **Motion carried.**

NEXT ITEM: Follow up information from Ray Spencer for signage at 132-138 Water Street.

No one was in attendance to represent the application. Chairman Wright noted individually the handwritten responses by Ray Spencer to each of the commission's requirements from the previous meeting. Mr. Spencer depicted a single steel marquee sign that would hold multiple business signs hanging below. There was discussion about the maximum number of business signs. Three were depicted in photo-shopped page. Bruce Lyon pointed out there was a total of 6 businesses spaces in that location. The commissioners had no objections to Mr. Spencer's proposal that each business use their own logo and font on a 16"H X 48" W barn-wood finish sign panel. Chairman Wright pointed out the applicant wanted the approval to be for a design standard so each new business did not have to come before the commission for approval.

A **MOTION** by Shirley Owens and a **SECOND** from Fran Dumas to approve the application for one (1) 10' long X 3' tall (at the thickest part) black structural steel marquee sign to read "*the LANDING*" in silver-gray lettering with a total structure height of 15' from grade, to include chains below for hanging up to three (3) 16"H X 48"W DiBond business sign panels with a rustic barn-wood finish. Each of the three sign panels may have black graphics for official business names and logos.

Shirley Owens – aye. Fran Dumas – aye. Christopher Wright – aye. **Motion carried.**

NEXT ITEM: Application from Chris Wright for façade changes at 17 Main Street.

Chris Wright was present but once he recused himself from participating as a voting member there was not a quorum of members left. The application was postponed until the May meeting.

NEXT ITEM: Walk-in John Gilman with application (if necessary) to blacktop driveway at 115 Clinton St.

John Gilman was present. He explained he wanted to re-apply blacktop over the original surface that was badly deteriorated. Chairman Wright asked the Code Officer, Bruce Lyon, if it was his understanding that blacktop

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was already there and Mr. Gilman was just going to apply a new layer. Mr. Lyon said it was. The commissioners then indicated it was considered a repair and did not need their approval.

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The commissioners were unable to rule on the draft minutes since there was not a quorum of members present that had attended the prior meeting.
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OTHER BUSINESS:

- 158 Main Street- more columns needing restoration

Tracey and Marla Hedworth were previous applicants who had been approved for restoration of the front columns. They decided to restore all columns on the property using the same method. The commissioners agreed the Hedworths did not need to file an application for the additional columns and asked the secretary to revise the previous certificate to include all columns and send them a copy.

- Flow chart of village procedures

The commissioners asked to have the word *historical* replaced with *historic preservation* where it was used on the chart and to change *an* Overlay District to *another* Overlay District where used on the chart.

- Teresa Hoban's sign change

The commissioners noticed the sign they approved for her was larger than the sign she hung. Bruce Lyon explained the sign had the same materials, colors, font and was the same in every other way but was too large for village code. He explained Ms. Hoban made the decision to conform to the sign code rather than try to be approved for a sign variance. There was some conversation about changing village procedure to require another Historic Preservation review if there were changes after an approval.

- Review of procedures for work completed without approvals

Commissioner Dumas wanted to know what enforcement was in place to impact property owners after they did work with no Historic Commission approval. Attorney Brockman said the commission would notify the code officer who would send a notice of violation. He said they also had the authority to reject the changes and require the property owner to remove them. Trustee Stewart said the cases of unauthorized changes brought up an underlying problem. He said he thought new property owners didn't always know they were in a Historic Preservation District. There was discussion about the best way to learn of new property owners so a new-owner packet and blank application could be sent to them. Attorney Brockman state he would approach Clerk/Treasurer, Gary Meeks, to find out if there could be a link established from the Municipal Clerks to the Code Department when there was a utility customer name change. He suggested the code department could then forward new-owner information to the commission secretary for any in the Historic Preservation District.

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A **MOTION** by Shirley Owens and a **SECOND** from Fran Dumas to adjourn the meeting at 6:45PM.
Shirley Owens – aye. Fran Dumas – aye. Christopher Wright – aye. **Motion carried.**
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Submitted by Secretary:

Lynn Duryea