

**Village of Brockport
Historic Preservation Board
Meeting
Minutes
Date: September 17, 2015**

Call to order: 7:20pm

Members Present: Kevin McCarthy, William Andrews, Sri Ram Bakshi, Jacqueline Morris, Pam Ketchum, Tiffany Rawlings, Lynda VandenBerg

Members Absent/Excused: Kory Hunsinger, Jason Dauenhauer

Approval of minutes: 7/16/15 dated minutes were approved. Motion by William Andrews, second by Sri Ram Bakshi. All in favor.

Old/New Business:

HPB folders – Kevin McCarthy distributed Historic Preservation Board folders prepared by Village Clerk Morelli to each member in attendance. He delivered the folders the next day to those not in attendance.

These folders contain HPB related materials worth saving and referring to as necessary.

Sign Permits in Downtown Commercial Historic District - Discussion took place as to delegating sign permit approval for signs in the Downtown Historic Commercial District to the Building Inspector/Code Enforcement Officer. This practice is done with success elsewhere, such as in the Village of Perry. Signs must meet the following conditions:

The purpose of these guidelines is to ensure that signage in Brockport's Historic Commercial District is compatible with the District's Victorian architecture. Therefore,

1. Signs identifying businesses may be placed flat against the front façade of the building above the display windows or hung perpendicular to the façade above the display windows.
2. Lettering on the signs should use historic Victorian-era typefaces. Examples of appropriate typefaces are available at the office of the Code Enforcement Officer.
3. Colors used on the signs should be those that were popular in the late Victorian era. Sherwin-Williams Paint Co. has published a palette of such colors that is available for consultation at the office of the Code Enforcement Office. Paint from any company may be used, but the colors should be similar to those on the Sherwin-Williams palette.
4. Signs should be made of historically-appropriate materials such as wood or metal or non-historic materials that appear to be historic.
5. Property and business owners having questions regarding these guidelines should consult the Village Code Enforcement Officer or the Historic Preservation Board.
6. Signs should be hung perpendicular to the building, if possible.

Motion by Bill Andrews, second by Sri Ram Bakshi. All in favor to delegate sign permit approval for signs in the Downtown Historic Commercial District to the Building Inspector/Code Enforcement Officer under the conditions above.

Consider undertaking a nomination for listing on the State/National Registers of Historic Places – an historic residential district – Main Street west side and/or Main Street east side -
Discussion took place as to the possibility of a CLG (Certified Local Government) grant to hire a consultant to prepare a nomination for listing on the state/national registers of historic places. Pam Ketchum will solicit further information from Virginia Bartos of SHPO.

Discontinue historic preservation website & transfer its photos to Village website – Discussion took place to discontinue the Historic Preservation Board website created a couple of years ago through a grant. It was difficult to update and navigate. The Village's website was re-created almost a year ago and is managed in-house by Deputy Clerk-Treasurer Erica Linden.

Motion by Kevin McCarthy, second by Bill Andrews. All in favor to discontinue the separate Historic Preservation Board website and authorize Deputy Clerk-Treasurer Erica Linden to upload any remaining historic information and photos from it to the appropriate section of the Village's new website.

Attendance policy for Boards/Committees – The attendance policy (part of the "Selection Process of Members to Boards and Committees" document confirmed by the Village Board 7/20/15) was reviewed.

Select an HPB Secretary -

Motion by Kevin McCarthy, second by Bill Andrews. All in favor that Jason Dauenhauer and Sri Ram Bakshi serve as Co-Secretary for the HPB.

Other historic preservation related items?

Bill Andrews reported on a conversation with Cynthia Howk of the Landmark Society as to revisions on the nomination for the High Street Cemetery.

Applications for historic landmark designation – HPB reviewed the applications for historic designation regarding 285 Main Street (Matthew & Rhonda Humby) and 288 Main Street (Ben and Sarah Burrell) prepared by Pam Ketchum and Carol Hannan.

Motion by Kevin McCarthy, second by Bill Andrews. All in favor to hold a public hearing as follows:

VILLAGE OF BROCKPORT NOTICE

Please take notice that the Historic Preservation Board of the Village of Brockport will hold a **Public Hearing beginning at 7:15pm on Thursday, October 15, 2015**, in the Conference Room of the Village Hall, 49 State Street, Brockport, New York to consider historic landmark designation for:

- 285 Main Street
- 288 Main Street

All interested parties will be given the opportunity to be heard.

Leslie Ann Morelli
Village Clerk

Village of Brockport

Adjourned: 8:20pm. Motion by Kevin McCarthy, second by Bill Andrews. All in favor.

Next meeting date: October 15, 2015 7:15pm

Minutes submitted by: Kevin McCarthy, Chair

