

**The City of Auburn**  
**Historic Resources Review Board**  
*c/o Office of Planning and Economic Development*  
*Memorial City Hall - 24 South Street*  
*Auburn, New York 13021*  
*(315) 255-4115 Fax 253-0282*

**Meeting Minutes**

February 11, 2014

7:00pm

Present: Michael Deming, Paul McDonald, Ed Onori, Richard Stankus, Jim Hutchinson

Absent: Betty Lewis

Staff Present: Christina Selvek

Meeting opened by Chair, Michael Deming.

Motion to approve the minutes of January 14, 2014 meeting made by Paul McDonald, seconded by Ed Onori. All members vote approval. Motion carried.

**Certificates of Appropriateness**

None at this time.

Cristina Selvek- We have had inquires and there may be a Certificate of Appropriateness application before the board in the near future for 102 South Street for a roof replacement and 3 Swift Street for siding and improvements.

**Other Matters:**

**24 Market Street Window Replacement**

Christina Selvek- 24 Market Street, Auburn Police Station, is seeking to replace the upper windows for energy efficiency. The upper 8 or 12 windows are grilled windows and at least 50 years old. They are triple track and are difficult to open/close. There are also lead paint issues. Staff requests replacement of the windows and is looking for recommendations for replacement.

Christina Selvek introduces guest Christine Cappella-Peters from the NY State Historic Preservation Office. Christine has been conducting an audit on Certified Local Government Program.

Christine Capella-Peters- Speaks to the request for recommendation on window replacement. There are really two charges for review when looking at windows: historic fabric preservation and replacement to match. When a window is looking to be replaced because of energy efficiency we generally recommend a storm unit. In this case if the window is not operable because it is painted shut; use a razor blade to release the paint and open the window. The sash cord can be replaced. For energy efficiency a triple track storm unit may be efficient.

The Historic Resources Review Board, under local law, has advisory to review and if the board is comfortable, offer advice on repairs rather than replacement.

Christina Selvek questions what contractors are to be used for repair.

Christine Capella-Peters- Local contractors in the area do good work. If windows need to be replaced use matching kind material. Vinyl units have a short warranty of about 15 years. Composite units that look like wood have been used. Contemporary manufactures will have options. You could probably get a decent match if a replacement is needed for 1 or 2 windows. Those that would warrant repair would have most of the wood components beyond repair due to moisture damage/ rotting. If more than 40% of the windows are in that condition than you may want to look at replacement of all.

Christina Selvek- A few do have glass panes that are broken. We will need to do an inventory.

Christine Cappella-Peters- It seems like repair rather than replacement would be an option with good caulking and good glazing.

Christina Selvek- Staff will prepare more information.

Richard Stankus- Questions how the City would bid the work.

Christina Selvek- Article 9 for main contractors. A scope of work needs to be prepared and then we can look at recommendations for local contractors.

Jim Hutchinson proposes the use of a wood storm unit.

Christina Selvek mentions that the exterior storm unit protects the original window.

Richard Stankus- Homes in the Historic District have to come before the Historic Resources Review Board and the procedure for designated properties or properties eligible for designation involves the State Historic Preservation Office.

Christine Cappella-Peters- Historic Resources Review Board should advise municipality owned structures and designated or potentially designated properties.

Richard Stankus- How about the renovation of a home?

Christine Cappella-Peters- Educate the public in what is subject to the Historic Resources Review Board's review. Send two letters a year to everyone who owns a designated home. The first letter in February or March and the second letter sent in August. It would be helpful to incorporate the information into a type of regular communication list either through a historic district's neighborhood association's list serve or a non-profit/advocate organization that discusses historic resource topics such as a local museum or local community preservation committee. Some communities have also been successful in communication with realtors regarding local preservation.

Informing people is important and then after informing comes enforcement. The local municipality is responsible for enforcement. If an action is reported that has not been approved by a Certificate of Appropriateness then work should be stopped.

Richard Stankus- Mentions that there is a local non-profit, Community Preservation Committee (CPC), and a Historic South Street Neighborhood Association and is interested in creating a framework for the bodies to work together with the Historic Resources Review Board.

Christine Capella-Peters- CPC began as an advocacy organization. If they are interested in being broader based they can be used to communicate Historic Resources Review Board regulatory information. Refers to the Landmark Association in Rochester NY; they act as instigators for new designations and provide informational workshops. Refers to PACNY in Syracuse NY; they organize historic resource surveys, walking tours and create brochures. CPC would be good for that type of collaborative work if they were a broader community organization and not property based. Reach out to CPC board members to gauge their interest in educating/informing the community.

The Certified Local Government (CLG) program does provide grant funds for historic resources surveys, walking tours etc. but it does not fund construction. It is a partnership application and it is competitive. No match is required but is encouraged. Match can be staff hours it does not need to be cash match. Christine suggests Historic Resources Review board members to brainstorm on priorities.

Christine also urges the board to collaborate with other CLG's (Rochester, Ithaca, and Syracuse) to hold trainings.

If the board has specific concerns, including technical assistance, contact Julian Andrews at the State Historic Preservation Office.

Christine continues regarding the neighborhood association. If there is particular interest or issues, the municipality can meet or gather information for the neighborhood association. Remember that the Historic Resources Review Board is parallel to a zoning or planning board. You are a regulatory body that may review applications for those entities. The State has legal authority on properties with covenants, and with SEQRA there may be interested or involved agencies that may comment on the action.

It is important to remember that this board is to look at the historic fabric and historic character.

Michael Deming refers to 108 South Street project and legal representation.

Christine Capella-Peters- If you requested legal advice than legal representation should have been provided and if legal representation was not present that item could have been tabled until representation was provided. For the future, if you feel that legal counsel is needed than do not present the application until represented. Sometimes the Zoning Board of Appeals will review an area variance application contingent on Historic Resources Review Board's recommendation. When looking at a use variance, if the historic character and fabric is intact it can be approved by the preservation entity. It is all about fabric and overall character.

Richard Stankus- With use variances four criteria must be met.

Christine Capell-Peters- Even if it comes to Historic Resources Review Board first, we are not going to look at the uses, look at the physical attributes and never review or act on an incomplete application. The application must have maps, written descriptions, photos, material choices, etc.

A staff person can tell the applicant that it is incomplete. The application and supplemental material needs to be submitted by the deadline for your file and record.

### **NY State Historic Preservation Office Audit for Auburn Certified Local Government Program**

Christine Capella-Peters- Stated that the audit on ordinance performance was in conformance with New York State Historic Parks Office. A report will be written with a summary and recommendations will be listed. The files were detailed but the minutes needed more detail. Case files may be noted in the letter regarding design review. Do not be afraid to ask applicants for match kind. Christine refers to an application on porch columns; make sure you are getting a good match with the same dimensions and details if you are going to allow replacement. You want the best quality and match. Christine refers to another project regarding lattice; look and make sure the design is appropriate. Remember only complete applications to be submitted and be consistent.

Richard Stankus- Concerned with deteriorating homes when homeowners do not have the resources. We do not have the resources to enforce maintenance.

Christine Cappella-Peters- Depending on the maintenance ordinance, if it is a Historic Home than they can refer it to the Historic Resources Review Board. Home owner tax credits can help homeowners. However, improvements have to be on the building it does not include site work.

Question regarding the benefits of being a Certified Local Government.

Christine Capella-Peters- The Certified Local Government title benefits you in grant opportunities, applications and technical advice.

### **2014 Certified Local Government Report**

Christina Selvek reviews the FY 2013 Certified Local Government Program Annual report (October 1, 2012-September 30, 2013) attached to Board member packet.

### **Board Vacancy**

Christina Selvek reminds members that there is a board vacancy which needs to be filled by a City resident.

### **Other Business:**

Jim Hutchinson states the need to do a mass mailing to residents owning historic homes at least once a year.

Michael Deming- The City website needs to have updates on the Franklin Street project.

Christina Selvek- There will be a presentation on the project's progress at City Council on Thursday.

Richard Stankus- Interested in discussion with NYSEG and tree trimming

Christina Selvek- We have had NYSEG meet with an arborist at the City and we can meet with them again.

Christina Selvek informs Board members of the City making upgrades to water meters in people's homes.

Motion to adjourn made by Jim Hutchinson and seconded by Paul McDonald. Motion carried.

Next meeting scheduled for **Tuesday, March 11, 2014** at 7:00 pm at Memorial City Hall- Council Caucus room.

*Respectively submitted by Renee Jensen*