



**Landmark Preservation Board
Thursday, September 21, 2023**

Meeting Minutes

Common Council Chambers

CALL TO ORDER

Chair pro-tem Julia Marshall called the meeting to order at 8:30 a.m.

ROLL CALL

Members Present: Cynthia Carter, Nicole Fragnito, Kyle Gregory, Julia Marshall, Jeff Romano, Patrona Rowser

Excused: Don Radke

Staff: Kate Auwaerter

APPROVAL OF MINUTES

J. Romano made a motion to approve the minutes of August 31, 2023 as submitted, which was seconded by P. Rowser. The minutes were approved unanimously.

PUBLIC HEARINGS

Project CA-23-23

Application Type	Certificate of Appropriateness
Property Address:	305 Sedgwick Drive
Owner:	Christopher and Renee Wiles
Request:	Window replacement and façade repair

Chris Haines (CH Construction & Renovation) was present on behalf of the owner. He presented a survey of the windows proposed for replacement, noting that the property owner was now seeking approval of the replacement of 9 windows on the second and attic stories of the house (4 additional windows than in the original proposal). The proposed full-frame replacements are 6-over-1, Marvin Elevate windows. Because the new frames will be inserted into the existing jams, the total glass area of each window will be reduced compared to the original windows (approximately 2” on every side of the frame). The board expressed concern regarding the loss of glass area and recommended that the muntin bars be narrower than the originals to help minimize the loss. However, it was noted that the muntins may not be flat grids but should retain the overall profile of the originals. In further discussion, C. Haines clarified that the replacement half-timbering trim on the house will be flush with the stucco and said that he will submit a revised drawing to indicate this.

Two people spoke in favor of the application; no one spoke in opposition to the application.

C. Carter made a motion to approve the revised application to replace 9 windows on the second and attic stories of the house with Marvin Elevate (fiberglass), full-frame inserts that will fit within the existing openings and will match the design, features and function of the original windows, including the 6-over-1 muntin pattern that will be replicated with exterior and interior applied, simulated divided-light muntin bars. In addition, the wood “half-timbering” trim will be replaced in-kind matching the dimensions and color of the original trim and will be flush with the stucco. P. Rowser seconded the motion, which passed on a majority vote; J. Romano abstained.

OLD BUSINESS

No Old Business

NEW BUSINESS

No New Business

DISCUSSION/CORRESPONDENCE

515 W. Onondaga Street (Gillett House): Emergency (selective) demolition and update
K. Auwaerter reported that the Gillett House, which is listed in the National Register of Historic Places, is continuing to deteriorate. The back portion of the house has collapsed leaving the house open to the elements. The Division of Code Enforcement has issued an emergency order for the selective demolition of the rear portion of the house with stabilization and enclosure of the remaining rear wall to protect against the elements and human/animal intrusion. The owners will be given the opportunity to hire a contractor to do the work or the city will hire a contractor and the cost will be applied to the property tax bill. K. Auwaerter noted that the owners were awarded a Downtown Revitalization Initiative grant for the conversion of the house into offices but have taken no steps to secure the building since taking ownership of the house in 2018.

ADJOURN

The meeting was adjourned at 9:25 AM upon the motion of C. Carter, seconded by J. Romano.