

**Village of Penn Yan Historic Preservation Commission  
Meeting Minutes January 9, 2018**

111 Elm Street  
5:30 pm EXECUTIVE SESSION ROOM

**Present:** Brenda Ingram-Chairperson, Fran Dumas, Christopher Wright, Rich Stewart-VB Liaison, Mayor MacKerchar, Lynn Duryea-Secy.

**Absent:** Marcia Kneeland, Shirley Owens, Jacky Olevnik.

**Public Present:** No one.

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**FIRST ITEM OF BUSINESS:** Create new guidelines and a revised application form

The Commissioners decided to wait until more members were present, so this agenda item was tabled.

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**NEXT ITEM OF BUSINESS:** Budget review.

Commissioner Wright recommended additional budget money for professionals since they may want another tutorial or workshop in the coming fiscal year. There was discussion about applying for grant money instead and who the commission would need to hire to do the grant writing. Mayor MacKerchar pointed out the results of the performance evaluation by SHPO representative James Finelli stated the commissioners needed more training. He recommended they factor that into their budget discussion. He asked if everyone had seen the evaluation Mr. Finelli had sent to him and to Chairman Ingram. Commissioners Wright and Dumas indicated they had not so he shared his copy which read;

*‘The CLG maintains proper records and has also held public workshops on historic window repair. The Historic Preservation Commission is below CLG programs standards. Commissioners need training in the Secretary of the Interior’s Standards and how to conduct Certificate of Appropriateness review. As it now stands, the Commission frequently approves replacement windows and allows inappropriate exterior changes such as the painting of previously unpainted brick. The Village has approved design guidelines which are intended to aid in CofA review. However, the Commission does not consult the design guidelines. Enforcement has been inconsistent which led to the demolition of 210 Clinton St. in the village historic district. The Village has recently amended the local law to strengthen enforcement which will hopefully help prevent demolition through neglect. The SHPO looks forward to working with the Village over the coming years to make improvements in the areas of enforcement and Certificate of Appropriateness review.’*

Commissioner Wright noted they were working on formulating a more condensed form of guidelines to be easier to reference during application review. He mentioned he also had a copy of a new application form he had created. The intention, he said, was to have the new guidelines be used as regulations that would be available, with the new application, on the website for anyone in the district to utilize. Commissioner Dumas debated the actual need for new guidelines. She said the village had always considered the information in The Inheritance of Time as the official guidelines for the village. Commissioner Wright said it was too lengthy to be used as a reference tool during meetings but conceded formulating new guidelines might conflict with the information already in The inheritance of Time.

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The Commissioners ultimately decided on the following budget recommendation;

Professional & Training budget increased from \$400.00 to \$700.00 with the justification that additional training was expected due to the results of their performance evaluation from the State Historic Preservation Office which required them to seek additional training.

Materials & Supplies budget increased from \$500.00 to \$750.00 with the justification they plan to strengthen their connection with property owners in the Historic Preservation District via;

- The website: by adding vital content designed to clarify the purpose of the Historic District and the role of the Commission.
- Postal mail: by periodically supplying property owners with important and relevant printed material.

A **MOTION** by Chris Wright and a **SECOND** from Fran Dumas to refer the requested budget to the treasurer. **Fran Dumas – aye. Christopher Wright – aye. Brenda Ingram – aye. Motion carried.**

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The Commissioners then reviewed each item of old business using the meeting minutes.

A **MOTION** by Chris Wright and a **SECOND** from Fran to approve the December 12, 2017 minutes. **Fran Dumas – aye. Christopher Wright – aye. Brenda Ingram – aye. Motion carried.**

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A **MOTION** by Chris Wright and a **SECOND** from Fran Dumas to adjourn the meeting at 7:00PM. **Fran Dumas – aye. Christopher Wright – aye. Brenda Ingram – aye. Motion carried.**

Submitted by Secretary:

Lynn Duryea