

VILLAGE BOARD MEETING MINUTES
NOVEMBER 26, 2013
7:30 P.M.

PRESENT: Mayor Hubbard, Trustees Angelillo, Jones, Lanning and Sennett, Director of Municipal Operations (DMO) Lotkowitz, Codes Enforcement Officer (CEO) D'Amico, Police Chief Perkins, Village Attorney Byrne

Others:

Carrie Chantler	Skaneateles JOURNAL
Joe Genco	Skaneateles PRESS
Chad Rogers*	HLPC Chair
Bob Naas	8 West Elizabeth Street

Minutes – **Resolution #2013-184:** On the motion of Trustee Sennett, seconded by Trustee Jones, it was resolved and carried (3-0 in favor with Trustees Angelillo and Lanning abstaining from the vote as they were not present at the meetings) to approve the minutes of the Regular Meeting of October 24, 2013 and the Round Table Discussion Minutes of November 12, 2013, as presented. It was additionally resolved and unanimously carried (5-0 in favor) to approve the minutes of the Regular Meeting of November 14, 2013, as presented.

Correspondence & Announcements - Mayor Hubbard reviewed the following:

- Chamber of Commerce Holiday Party Wed., 12/11/13 6-9:00 p.m. at the Sherwood, \$26/ea. RSVP by 12/6
- Thank you note from the Skaneateles Girls Lacrosse Association for supporting Veterans Day Flags and tribute. The Board concurred that the Girls Lacrosse Association does a great job with the event that the community enjoys and embraces - it gets better every year.
- Chamber of Commerce letter asking for Red Kettle Volunteers
- CNY Business Advisors Draft Review of Back Office Financial Operations
- Invitation to Mackenzie Hughes Holiday Celebration Thurs., Dec. 5, 2013, 5-8 pm at The Century Club
- Invitation to MRB Group Annual Open House Tues., Dec. 3, 2013 5:30-8 pm at the Culver Rd. Armory, Rochester, NY. Mayor Hubbard indicated that he will attend this event.
- Meeting with Brown & Brown Empire State's Holly Rivizzigno on Wed., Dec. 4, 2013, 9:00 a.m. at the Village Office regarding the Excellus SimplyBlue+ Platinum 2 Health Insurance Plan for 2014. Trustee Angelillo said he will do his best to attend.
- Jimmy Aldrich's Christmas collection box for area children – Dec. 12 last day for collection
- Assemblyman Gary Finch "Help Your Neighbor" food drive collection box for Nov. 20 to Dec. 17
- Thank you email from Police Clerk-Typist 1 Cindy Jacobs relative to her recent appointment
- NYCOM's Local Leaders in Local Government Program
- Invitation to Cornell Cooperative Extension of Onon. Co. 2013 Annual Mtg. 12/19; 6:30-8:30 pm, Rosamond Gifford Zoo
- Skaneateles Lake Watershed Officials Meeting Wednesday, December 4, 6-8:00 pm at the First Presbyterian Church, RSVP by December 2, 2013

Historic District – Mayor Hubbard recognized HLPC Chair Chad Rogers and thanked him for attending. To facilitate his getting home earlier to his young children, Mayor Hubbard moved this topic up inviting Mr. Rogers to present the HLPC draft of the Village of Skaneateles Historic District Design Standards and Guidelines. Mayor Hubbard said the Village Board is very appreciative of the submission. Trustee Sennett added that when we reconstituted the HLPC a little kernel of an idea for a guidelines document to assist people within the historic district was mentioned. It is wonderful that the HLPC took the initiative to draft such a document. Chad said the draft was developed after several conversations with Trustee Sennett and others to provide guidelines and more consistency with the HLPC review process. We wanted to take the objectivity out with standards to review. Also included in the draft are frequently asked questions and pointers, a summary of the properties within the historic district, and several other sections of interior, exterior guidelines, and appropriate and discouraged materials. Many of the

guidelines were taken from the Secretary of Interior guidelines and some from Pittsford's Historic District guidelines. Trustee Jones commented that she thinks our HLPC is being more realistic about certain materials such as wooden windows. Trustee Sennett added that she noted that the draft is written in a congenial tone. It does not emphatically say that you can't use a certain material – there is no table pounding. Trustee Sennett said the tone is nicely done – kudos to Chad and the HLPC. She said she doesn't know what the plan is relative to moving forward, but when the document is complete every homeowner within the Historic District should have a copy as well as each of the Planning Board and ZBA members and all of the realtors. In response to Trustee Jones, Chad said they do plan to provide time and opportunity for review of the draft, comments, and further revision if needed. Mayor Hubbard said the HLPC did great work and is going in a new direction as we hoped. *Chad thanked the Board and left the meeting.

(Insert Draft Village of Skaneateles Historic District Design Standards and Guidelines)

Bob Naas – Mayor Hubbard recognized Bob Naas of 8 West Elizabeth Street and invited him to address the entire Board about his reason for calling earlier today. Mr. Naas said there are actually two situations. The first is village-wide; every year in the winter season, lawns get torn up by the sidewalk plow. The crews restore the lawns somewhat each spring, but property owners have to spend a lot of time, energy, and money on the repairs. Mr. Naas challenged the Board to walk in the Village and look at both sides of the sidewalks to see the amount of lawns torn up. The plow is wider than the sidewalk; it looks to be a foot wider than the 4' walks. He said it tears up lawns and a track is left. Mr. Naas said he researched suppliers of sidewalk plows and he'd be willing to help find the appropriate equipment. The other situation is more specific to his property that has a very steep driveway that is difficult to plow without slipping and sliding, especially the last 20-25' of driveway. The first plow of the season deposited snow in the corner of his driveway. Mr. Naas said he believes that the sidewalk plow turns around in his driveway and understands that may be for safety reasons. However, any relief from the snow being piled up on his property would be appreciated. Trustee Jones suggested that Mr. Naas talk to DMO Lotkowitz who can review the procedure with the snow plow operator and look at Mr. Naas' property. DMO Lotkowitz said we use a "V" plow that's 51" so the snow can be thrown to the side.

Director of Municipal Operations – DMO Lotkowitz reported that the DPW has been working on brush, leaves, and plowing (Trustee Jones recognized it as a trifecta) and Light/Water has been working on the Community Center. We had our annual water inspection and discussed the closure of the reservoirs which could be reused as holding tanks for fire department use. DMO Lotkowitz said there was a meeting at the tank farm site after the water inspection and the dry hydrant location there was discussed. The sub-committee talked about the 700,000 gallon water source at its meeting this afternoon and the Fire Department members indicated that it is now a higher priority than a tanker. DMO Lotkowitz said a few changes are needed such as a bubbler to prevent freezing and occasional treatment of the water. In response to Atty. Byrne, DMO Lotkowitz said design can be done in house and construction in conjunction with the Town. A simple agreement memorializing use of the reservoirs by both parties needing to access the site would be sufficient. Atty. Byrne said that currently there is essentially what is referred to as a ground lease between the Village and Town. When ground leases come to an end, the landowner owns any structures. Trustee Jones complimented the sub-committee for having the foresight to consider this now. She added that DMO Lotkowitz is too modest - he did the engineering. Trustee Sennett asked about a timeline. DMO Lotkowitz said the sooner the better - he'll submit a plan within the next couple of weeks to the Department of Health for approval. Trustee Jones said the sub-committee met twice and is a harmonious and good group. They came up with a three-prong plan: 1) use of reservoirs; 2) dry hydrants; and 3) a tanker (which has been put on the back burner). DMO Lotkowitz said the dry hydrants are important and we are looking at five locations – West Lake Street, in both parks, at the bridge, and Lakeview Circle. In response to Mayor Hubbard, DMO Lotkowitz said GHD has not looked at the five locations as they weren't yet identified when GHD was asked for a proposal. Mayor Hubbard noted that we'd be looking at out-sourcing the work. Atty. Byrne said dry hydrants in the parks are a big deal and expensive because it will be necessary to drill under the sea wall.

Trustee Jones said we are looking into it to see if it can be done. Trustee Lanning said the one dry hydrant at the tank site would be most efficient. Trustee Angelillo asked if there'd be signage for the non-potable water. DMO Lotkowitz said that in addition to a sign, the hydrant, that would be located outside the fence, would be black and that is the universal hydrant color for non-potable water.

OLD BUSINESS

Status of NYS LGE Grant/Elevated Water Tower Painting Project – Mayor Hubbard noted that a project update is due to the NYS Dept. of State on December 3, 2013 and today's submission by Clerk/Treasurer Couch for final reimbursement fulfills that deadline. Trustee Angelillo asked if we could include cost of the tank inspection. Mayor Hubbard replied that we already far exceeded the grant award and have ample costs to submit for the remainder of the grant reimbursement.

Status of new Village Hall Project – DMO Lotkowitz recognized that we received the \$30,000 check from the CNY Regional Planning and Development Board. Another meeting is planned for tomorrow morning to continue with the punch list. Tag Mechanical is not finished as they are waiting for a part. Mayor Hubbard said Chief Perkins put together a good list of remaining work. Chief Perkins said Tim Post does the video camera work and needs to repair the camera at the Water Plant and install the line to the back building for the fire siren. DMO Lotkowitz said the conduit is ready to go. Mayor Hubbard noted that the light at the base of the flag pole is working and asked the pleasure of the Board with regard to flying the flag. Trustee Jones suggested 24/7 as long as the flag is illuminated. Trustee Lanning acknowledged that the flag can fly if illuminated, but advised that there has been a change of thinking about night sky compliance and up beaming lights are discouraged. The Board concurred that they'd like to put the flag up and leave it up 24/7. Mayor Hubbard and Trustee Jones noted that the flag will need to be changed every once and a while as the weather will age it.

Status of NYSERDA Grant – DMO Lotkowitz said there is a lot of work to do to.

Status of Additional Bench Locations – Mayor Hubbard noted that there is nothing further to report.

Status of Creek Walk Maintenance Plan – There was no report on this topic.

Status of Municipal Lease Purchase of a new Loader – DMO Lotkowitz said the loader has been ordered and delivery is anticipated in February. Clerk/Treasurer Couch submitted the paperwork to First Niagara Leasing.

Status of Use of Facilities Agreement – Mayor Hubbard noted that the Use of Facilities Agreement has been signed by the Chamber of Commerce and the Chamber of Commerce Foundation. **Resolution #2013-185:** On the motion of Trustee Sennett, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard to execute the Use of Facilities Agreement as recorded.

NEW BUSINESS

ZBA Appointments – Trustee Sennett said she was involved in the interviews along with ZBA Members John Crompt and Craig Phinney and these are two outstanding young men, both of whom will be an asset. **Resolution #2013-186:** On the motion of Trustee Sennett, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to appoint Mike Balestra to the ZBA to fill the term of Lisa Banuski to 2015 and David Badami to the ZBA to fill the term of Stephen Hartnett to 2018. It was further resolved to appoint Craig Phinney as ZBA Chair. Mayor Hubbard thanked Trustee Sennett for a job well done.

Red House Arts Center – Trustee Jones said that in her opinion we'd miss the bus not to take advantage

of this as it is a great event. Trustee Sennett said we are fortunate that they are interested in performing in our park. **Resolution #2013- 187:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to approve the Red House Arts Center request to perform **As You Like It** in Clift Park on June 15, 2014 at 2:00 p.m.

Authorize Publication – Mayor Hubbard explained that a temporary appointment will be made to fill the Trustee position that Trustee Sennett will vacate when she becomes Town Supervisor. The temporary appointment will be through the end of March, so a Special Election on March 18, 2014 will be necessary to fill the balance of the three-year term. **Resolution #2013-188:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize publication of Notice of Office to be filled in a Special Election March 18, 2014.

Phone Lines – DMO Lotkowitz said that he, Clerk Dundon, and Clerk/Treasurer Couch looked to see how we can save money on our phone service that is rather expensive. Earthlink will provide the best cost savings and a consolidated bill, their reliability is good, and they use the Verizon infrastructure. DMO Lotkowitz said just the land line phones will be with Earthlink, we will still have Vios. **Resolution #2013-189:** On the motion of Trustee Sennett, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to authorize switching phone lines from Verizon to Earthlink.

Employment Separation Agreement – Trustee Angelillo advised that we received a letter of resignation from Light/Water Line Worker Helper Bill Perkins. **Resolution #2013-190:** On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to accept Bill Perkins' resignation and authorize Mayor Hubbard to execute the Separation Agreement between the Village of Skaneateles and William Perkins of 3770 Highland Avenue, Skaneateles, NY 13152. The effective date is November 26, 2013.

Code Section 225-22 (“Home Occupations”) – CEO D’Amico said that Atty. Byrne has been working on revisions to Code Section 225-22 “Home Occupations”. Atty. Byrne said this item is on the agenda to give the Village Board an opportunity to give him direction. Ultimately, a local law would be drafted to amend this section. Trustee Sennett said this is a good thing and she is glad that Atty. Byrne and CEO D’Amico are talking about it. Trustee Jones agreed that it is an appropriate time for the discussion. Atty. Byrne advised that the current code requires anyone, with any kind of business in the home, to go through the permitting process for a home occupation permit at a \$300 fee. Now days, with changes in technology, there are many home businesses and it may be time to relax the code. Atty. Byrne said the proposed revisions break down home occupations which are permitted into three categories as follows: 1) Permitted by right – there’d be no deliveries, no visitors, no involvement by anyone other than the owners; 2) Permitted upon review by the Code Enforcement Officer –may involve on-premises activity by others but with no negative impact on the surrounding neighborhood; and 3) Permitted only with a Special Use Permit – home occupations which are determined by the CEO as potentially having a negative impact on the surrounding neighborhood. Atty. Byrne said the revisions would provide for a code that is sensible, workable, and a lot fairer. Trustee Lanning asked if the code addresses the signage issue. Atty. Byrne said not in this section of the code. Trustee Sennett pointed out that the applicant wouldn’t be enlarging or altering the home for a home occupation. In response to Trustee Angelillo, Atty. Byrne said discretion would probably fall to the ZBA. CEO D’Amico noted that currently there are numerous home occupations going on throughout the community. Atty. Byrne added that CEO D’Amico has been receiving inquiries. Trustee Jones commented that the review makes sense; Trustees Angelillo, Lanning and Sennett said they want to move forward with revisions. Atty. Byrne said the Board could, at a meeting in December, set a date for a Public Hearing in January.

2014 Fire Contract – Atty. Byrne advised that the 2014 Fire Contract was forwarded to the Town of Skaneateles and they scheduled their Public Hearing for Thursday, December 5, 2013. **Resolution #2013-191:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard to execute the 2014 Fire Service

Contract. In discussing the resolution, Atty. Byrne noted that SFD President Buff will sign the agreement after the December 5 Town Public Hearing and approval by SVFD Inc. membership. Mayor Hubbard commented that it is a matter of timing.

Five Minute recess at 8:30 p.m. prior to Approval of Bills- Abstract #12

Approval of Bills – Resolution #2013-192: On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #12 be audited and paid as follows:

General Fund	Vouchers #522-562	Checks 15510-15549	\$134,700.70
Sewer Fund	Vouchers #140-148	Checks 4537-4544	\$ 26,669.04
Electric Fund	Vouchers #153-168	Checks 5163-5178	\$124,757.45
Water Fund	Vouchers # 99-104	Checks 3639-3644	\$ 9,424.63

Sidewalk Plowing – The Board further discussed sidewalk plowing. Mayor Hubbard suggested walking before we run by trying to first get something that works at the parks, in particular.

Executive Session – Resolution #2013-193: On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to move into Executive Session at 8:48 p.m. for a discussion of a Police Investigation. **Resolution #2013-194:** On the motion of Trustee Angelillo, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to move out of Executive Session and adjourn the meeting at 9:20 p.m.


Patty Couch, Village Clerk/Treasurer

Draft, Revised 11/02/13

Village of Skaneateles Historic District Design Standards and Guidelines

Frequently Asked Questions and Historic District Design Approval Summary

Is my property within the Historic District?

Refer to the following page showing list of properties and Skaneateles Zoning Map.

What changes do not need Historic Landmarks Preservation Committee approval?

Ordinary maintenance and repair of any exterior architectural feature of a historical landmark that does not involve a change in the design, material, color or outward appearance thereof does not require an approval hearing. In addition, construction, reconstruction, alteration or demolition of any exterior architectural feature of a historical landmark, which the Code Enforcement Officer shall certify is required by public safety because of dangerous or unsafe conditions does not require an approval hearing.

What changes do need Historic Landmarks Preservation Committee approval?

All changes in any exterior architectural feature of a historical landmark, including but not limited to construction, reconstruction, alteration, restoration, removal, demolition, or painting.

Can I review my project informally with the Historic Landmarks Preservation Committee?

Yes, the Committee is willing to provide an informational review or discussion of any proposed change. The Committee generally meets one time per month but may also schedule an additional meeting as required. Whether or not an informational review occurs, a hearing is required for approval of any other changes that meet the descriptions above.

Why did Skaneateles establish a Historic District?

The Village of Skaneateles Board of Trustees developed the Historical Landmarks Preservation Committee to protect, enhance, perpetuate and preserve historical landmarks including buildings and permanent structures to promote the education, pleasure and general welfare of the citizens of the Village. The Committee takes into account the fact that the high quality of life enjoyed by Village residents is in large measure, a result of the physical design, historic character and appearance of the village center. This traditional "Main Street" development pattern is characterized by an inviting and attractive street environment that encourages informal interaction among residents, merchants, and visitors. This interaction is enlivened by the closely interwoven combination of residential, retail, service, office and other nonresidential uses. The lively street environment is a valuable public space that attracts tourists who support local merchants and provide an important economic stimulus to the community. The economic and social vitality of the Village and Town of Skaneateles is dependent on maintaining the attractiveness of this street environment, the economic viability of Village businesses and the hospitable ambiance residential occupants appreciate.

Who may I contact with questions related to my changes to my property?

Please contact the Village Code Enforcement Officer at 315-685-3440.

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Properties currently in the Skaneateles Historic District (as of 11/02/13). Please note that Skaneateles Village Code Chapter 127 contains the official list of properties – the summary below is provided for information only and Zoning Code shall take precedence.

Jordan Street

1-7, 4, 6, 8, 10-14, 9-13, 15-17, 16, 19-21, 23-25

East Genesee Street

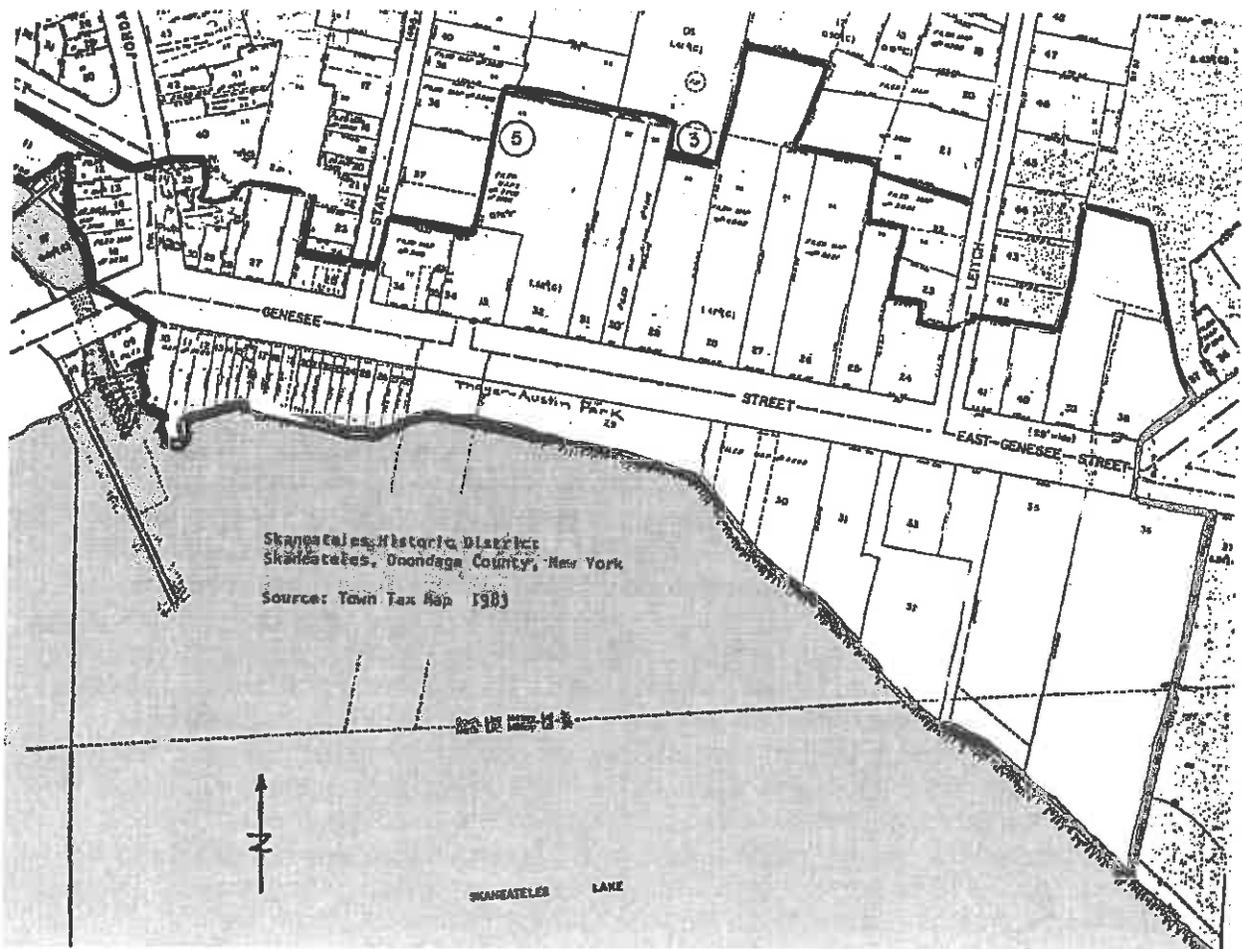
1, 2, 4-6, 9, 11, 12, 14, 18, 20, 24, 26, 28, 32, 33, 36, 38, 42, 44, 46, 47-49, 50, 56, 58, 59, 61, 62, 64, 66, 68, 74, 75, 76, 77, 78, 80, 81, 82, 83, 84, 85, 86, 88, 89, 90, 91, 92, 94, 96, 97, 100, 101, 102, 103, 104, 105, 108, 107-109, 112, 115, 116, Thayer Park

West Genesee Street

12

Fennell Street

3



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- I. Standards and Guidelines: The Skaneateles Historical Landmarks Preservation Committee has developed this set of standards and guidelines to assist an applicant in proposing alterations, renovations and/or construction to their properties within the Historic District.
- II. General:
 - a. In reviewing proposals for structures involving new construction, alterations and/or additions, the Historical Landmarks Preservation Committee shall consider the surrounding neighborhood context to determine what is appropriate for maintaining the character of the area.
 - b. When constructing an addition, exact replication of styles and elements is not required, or necessarily desired. In these cases, it is generally preferred that any addition be separate and distinct from the original structure so that the form and character of the original building is retained. Constructing an addition, which blurs the line between the old and new is discouraged. New additions should instead seek to closely compliment the original design, and may even present a sensitive modern-day interpretation.
 - c. When renovating or repairing a structure, exact replication of design and materials is not necessarily required. Where possible, existing design elements should be repaired, in lieu of replacement. If replacement is necessary, the scale and character of the replacement materials should closely resemble the original.
 - d. Alterations to structures should be consistent with the character and spirit of their style.
 - e. Historic photos, if available, should be used whenever possible to determine the original design of the structure when exterior changes are contemplated.
- III. Building Orientation: Building orientation describes how a building relates to the street and its neighbors.
 - a. New structures and additions should be compatible with the site arrangement, setback distance and orientation of neighboring houses to reinforce the existing character of the street.
 - b. Front entry walks are encouraged to connect to existing sidewalks, if present.
- IV. Massing: Scale is the relative size of the building to its elements (such as individual windows or materials) compared to other structures around it. Massing is the overall volumetric size of the structure and its parts compared to other structures around it.
 - a. The scale of new elements should be generally similar to the scale of the original structure's elements (doors, window, trim, details).
 - b. The massing of a new addition should generally be subordinate in size and placement to the original structure. Additions should not overwhelm or detract from the original structure.
 - c. New additions should be distinct from the original structure, so that the boundaries of the addition are readily discernable from the shape of the original structure.

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- d. The height of a structure or addition should minimize the visual impact on neighboring back yards and limit the loss of privacy of residents of neighboring lots.
- e. The effective visible width of a structure, as viewed from the street, should be maintained whenever possible. New additions to the original massing should ideally be located toward the rear or less visible areas of the structure.

V. Roof Design: Covers the overall style, slope and shape of individual roof elements.

- a. New roof areas as part of an addition should be distinct in form and massing from the original roof.
- b. Additions should match the roof style and roof pitch of the original structure.
- c. Original roof areas should be kept in character without adding new elements such as dormers, skylights or solar panels that are readily visible from the street or modifying the roof slope.
- d. Additions should match the roofing materials of the original structure, except in cases where the new roof is a very minor element to the overall design, such as roofing over a new bay window or entry vestibule.
- e. If replacement-in-kind of the original roof materials is not feasible, care should be taken to select substitute materials, which convey the same character and scale. Every effort should be made however to use similar materials (i.e. real slate tiles, not asphalt) whenever possible.

VI. Fenestration: Includes openings in the facade for windows and doors.

- a. The removal, infill or concealment of original windows or doorways is strongly discouraged. Windows or doorways that were previously in-filled or concealed, especially along the front and readily visible sides of the structure, should be opened up and returned to their original state when possible and practical.
- b. Original windows and doors should be repaired in lieu of replacement when possible. If replacing, replace with elements, which are similar in design type, style, profile, size and materials to the original.
- c. The alteration of the size, shape or proportion of an existing window or door opening is discouraged.
- d. New windows added as part of an addition should match the general style of those on the original structure. (e.g., 6/6 divided lite double hung vs. casement, etc.)
- e. In some cases, simulated divided lite windows may be an acceptable substitute for matching the general style of divided lite windows on the original structure or additions, provided that they include muntins on the exterior of the glass.
- f. New or replacement windows should match or maintain the window trim found on the other existing windows.
- g. The proportion of any new windows should match the general proportion of windows on the original structure wherever possible, particularly along the front and publically visible facades of the house.
- h. Larger window openings should be broken down into smaller windows clustered together if needed to match the scale and proportion of existing windows.

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- i. Window shutters should not be removed from a structure which originally had them, or added to a structure which did not originally have such elements.
- j. Window shutters, if used, should be mounted consistently and correctly. Avoid placing shutters on either side of a wide window that would not be able to cover the opening width when closed. Also avoid using shutters that are too tall or too short for the window.
- k. Window shutters should be mounted on the window trim, and not attached flat against the siding. If window shutters are installed on an addition to a structure that also uses them, a similar shutter style and mounting method should be used.
- l. New or replacement windows should use clear glass, except in cases attempting to match a specialty window such as stained glass. Opaque, darkly tinted, mirrored or reflective glass is strongly discouraged.
- m. New windows should not be installed flush with the exterior wall, but should be recessed slightly and framed with trim to match the style and depth of existing windows.

VII. Front Porches and Entries:

- a. Porch and stair railings should be provided in an openwork of individual railings, columns and balusters in a regular-spaced rhythm that is in keeping with the style of the structure. Railings constructed of solid panels or walls are strongly discouraged, except in cases of appropriate construction. Unarticulated railings or balusters are discouraged.
- b. The enclosure or removal of an existing porch is strongly discouraged. The conversion of an existing open-air porch into a screened porch may be permitted, provided that the style and character of the original structure will not be substantially compromised. If approved, the new screened enclosure shall be erected behind the original columns and railings so as to preserve the original design and keep it visible. This new screened enclosure should be designed to minimize its visual appearance and to leave the original design elements visible.
- a. The addition of a new front porch on a structure may not always be appropriate, especially if the original architecture was not designed to accommodate one. The addition of a new front porch in a neighborhood where they are uncommon may also be inappropriate.
- a. Reconstruction or renovation of existing porches should utilize the same or similar materials and designs used on the original structure while keeping original woodwork and trim wherever possible. Any new or modern elements introduced should be sympathetic to the original design and materials.
- b. Renovations or alterations to an existing porch should maintain as much of the original design as possible. Alterations that may be required to bring the structure up to code should be designed in a sympathetic manner that works with the original design instead of replacing it.

VIII. Exterior Materials: Includes the proper use of exterior materials on a structure.

- a. All exterior materials should attempt to match the materials and/or character found on the original structure whenever possible, based on the specific recommendations listed below.

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- b. The concealment or removal of existing exterior materials, trim or ornamentation is discouraged.
- c. The removal of any imitation or synthetic siding and trim that had previously concealed the original construction underneath is highly encouraged.
- d. When replacing siding, it is recommended to replace in-kind to match the design and appearance of the original. Replacements that significantly alter the siding (i.e. changing clapboard to shingle or changing brick to wood) are discouraged.
- e. Samples of all proposed exterior materials and colors shall be submitted to the Historic Landmark Preservation Committee for consideration.
- f. The materials generally recommended for use, and those that are generally discouraged, are outlined in the following table as a guide. The Historic Landmark Preservation Committee should approve or disapprove any proposed materials, colors or applications based on the specific project conditions.
- g. Some materials may be appropriate on one building, but not another due to age and style.
- h. Material transitions at outside corners are discouraged (e.g. wood clapboard turning the corner and changing into masonry). The transition from one material to the next should occur at a logical step or massing change in the facade, such as in inside corner.
- i. **Appropriate Materials** (subject to appropriateness of specific structure):
 - i. Façade and Trim:
 1. Common Red Brick or Multi-toned brick
 2. Natural Stone with appropriate coursing pattern
 3. Wood clapboard or shingle
 4. Wood board and batten
 5. Finish grade wood trim
 6. Fiber reinforced cement siding/Hardi-Plank
 - ii. Windows and Doors:
 1. Wood windows
 2. Wood or steel doors with copper or colored metal flashing
 3. True divided lites
 4. Simulated divided lites with exposed wood exterior muntins
 5. Expressed lintels over masonry openings (brick, limestone, granite, precast concrete)
 - iii. Roof:
 1. Natural wood shingle or shake
 2. Asphalt architectural shingle
 3. Natural or imitation shake
 4. Natural or imitation clay/terracotta tile
 5. Standing seam metal, small seam width
 6. Aluminum or copper flashing or eave guard
 7. Parapet & chimney caps (stone, limestone, precast concrete)
 8. Brick or natural stone chimney
 9. Slate
 - iv. Miscellaneous:
 1. Front walkway areas and paths: Poured concrete, stamped concrete, brick pavers, cast pavers, stone pavers, gravel,

- pea stone
- 2. Awnings: Canvas and fabric
- 3. Fences and walls: Natural wood, aluminum, wrought iron
- 4. Porches, railings or ramps: Natural wood, synthetic wood products on horizontal walking surfaces only, masonry
- v. Lighting:
 - 1. Incandescent or "soft light" fluorescent/led fixtures
 - 2. Shielded, downward facing fixtures to minimize glare and light trespass onto neighboring properties
- j. **Discouraged Materials** (subject to appropriateness of specific structure):
 - i. Façade and Trim:
 - 1. Multi-colored brick, imitation brick, asphalt or asbestos siding
 - 2. Concrete masonry units (CMU)
 - 3. Precast concrete panels
 - 4. Stamped or textured concrete
 - 5. Imitation stone on primary facades
 - 6. Imitation/synthetic wood clapboard or trim (vinyl, aluminum, PVC)
 - 7. Wood paneling (Plywood or T-111, MDO, Unfinished lumber)
 - 8. Corrugated metal
 - 9. Mirrored or highly reflective siding or panels
 - 10. EIFS (Exterior Insulation Finish System)
 - ii. Windows and Doors:
 - 1. Vinyl clad, PVC, aluminum or metal frame
 - 2. Other than clear glass
 - 3. Glass block
 - 4. Interior snap-in simulated divided lites or artificial divided lites sandwiched between glass panes
 - 5. Concealed lintels over openings which is not reflected on the outside of façade
 - 6. Brick mold trim on a wood frame structure
 - iii. Roof:
 - 1. Light colored or otherwise highly reflective materials
 - 2. Corrugated or unfinished metal
 - 3. Chimney made of concrete block, or enclosed in exterior siding
 - iv. Miscellaneous:
 - 1. Front walkway areas and paths: Asphalt or stamped asphalt
 - 2. Awnings: Plastic, vinyl or similar synthetic materials
 - 3. Fences and walls: Chain link fence, PVC/vinyl fence,
 - 4. Porches, railings and ramps: Synthetic wood products on vertical non-walking surfaces, unfinished lumber
 - 5. Trim: Preservative treated wood used for finished trim
 - v. Lighting:
 - 1. Commercial floodlights or wall packs
 - 2. High intensity fixtures: High pressure sodium or metal halide

IX. Single Family Residential Garages:

Draft, Revised 11/02/13

- a. Garage doors, unless appropriate to the architectural period of the structure, should not be used on the original structure. Such doors, if used on an addition, should attempt to use materials and designs which complement the original architecture. Stamped metal raised panel doors or similar designs are highly discouraged.
- b. If garage doors are permitted to be included as part of an addition to a structure that does not historically have them, such doors should be oriented so that they are not visible from the street.
- c. Side yard facing garages may be required to provide adequate landscaping or screening from the neighboring property.
- d. Detached garages should be located behind the house and set back from the road so as to appear secondary to the primary structure.