

**HISTORIC PRESERVATION
COMMISSION**

Wednesday, November 15, 2017

5:00 pm

Council Boardroom

City Hall, One Batavia City Centre, Batavia NY

AGENDA

- I. Call to Order**
- II. Approval of Previous Meeting Minutes – October 2017**
- III. Public Hearings: none**
- IV. Communications Sent and Received:**
- V. Old Business:**
 - A. HPC District Signs**
 - B. HPC Budget year to date**
 - C. Christmas Tree - ornaments**
- VI. New Business:**
- VII. Adjournment**

HISTORIC PRESERVATION COMMISSION

Unofficial Minutes

Wednesday October 25, 2017

5:00 pm

City Hall, One Batavia City Centre, Batavia New York

Members Present: *Sharon Burkel, Caroline Hosek, Paul Schulte, Ellen Schulte, Henry Emmans*

Others Present: Matt Worth – Director of Public Works, Janice Smith – Recording Secretary, Ron Panek—Code Enforcement Officer

I. Call to order:

The meeting was opened at 5:12 pm by Paul Schulte.

II. Approval of minutes

Motion by: Paul Schulte

Motion was made to approve the meeting minutes for July 25, 2017 as written.

Seconded by: Sharon Burkel

Vote for: 5

Abstained: 0

Vote against: 0

III. Public Hearings:

5 James Street – roof, painting and wrought iron hand rails. Jerry Mosher was present to explain the project. The homeowner would like to put new shingles on, paint the trim the same color and add a wrought iron hand rail. The shingles are the same color as before. They will be IKO shingles, black in color. Mr. Mosher will be cleaning up the trim around the windows and painting it white, which is the same color as before.

The homeowner would like to put up a hand railing on their front porch. Mr. Mosher looked at the other houses in the vicinity and recommended a wrought iron hand rail. Mr. Mosher will be making it himself. The design will be 1 ½" flat stock on the top and bottom, and the spindles will be 1" square.

Motion by: Sharon Burkel

Motion was made to approve the proposal as presented: replace the roof with black shingles, add wrought iron hand railings and paint the trim white.

Seconded by: Caroline Hosek

Vote for: 5

Abstained: 0

Vote against: 0

IV. Communications Sent and Received : none

V. Old Business:

Signs for Historical Districts. Mr. Worth was present to explain the Historic Preservations budget. He went over each of the budget lines and what they include. Ms. Hosek asked Mr. Worth if money could be moved between budget line items. Mr. Worth explained

that the best time to do that is in the planning stage of budgeting which takes place September/October of each year. Mr. Worth put in the budget for 2018-2019 the cost of the historic district signs. Mr. Worth said that there were letters sent out to the homeowners of where the historic signs would be placed and only one stated they would not like the historic sign. Ms. Hosek asked at what point the City would take the homeowners silence as consent. Mr. Worth answered that it would be up to City Council. Mr. Worth stated that he will bring it in front of the City Council at November Conference meeting.

VI. New Business:

Ornaments. Ms. Schulte showed the group new ornaments that she ordered for the tree at the Holland Land Office's Festival of Trees. Ms. Schulte stated that she will order more for next year's Festival of Trees. Ms. Smith said that she would work with Ms. Schulte so that the City is billed and can get the tax exempt status.

VII. Adjournment

Motion by: Ellen Schulte

Motion was made to close the meeting at 5:54 pm.

Seconded by: Sharon Burkel

Vote for: 5

Vote against: 0

Janice Smith

Administrative Assistant of Public Works



City of Batavia

Memorandum

To: Paul Schulte, Chairman Historic Preservation Commission

From: Matt Worth, Director of Public Works *mw*

Date: November 09, 2017

Subject: HPC District Signs, HPC Budget

Per the request of Ms. Burkel of the HPC, I have attached some of the documentation in regards to the HPC District signs. In addition, I have provided the budget status of the HPC per Nov 1, 2017 as well as the proposed HPC budget (FY 2018/19) that was submitted to the City Manager for consideration today.

As a follow up to the previous meeting, I would like to clarify a few items as far as purchasing. While there is some latitude to the HPC in purchasing items that fall within the responsibilities of the HPC as set in the Municipal Code, all purchasing has to be in accordance with the City of Batavia Purchasing Policy. As an example, the discussion on the Christmas ornaments to be used for the Holland Land Office tree need to be purchased through a City account, authorized by City staff which ensures that purchasing guidelines were met, and no taxes were paid. Generally, purchases under \$1000 can be completed without obtaining multiple quotes for pricing.

As the HPC discusses various initiatives, the City staff is here to support you and assist with purchasing as is appropriate.

Date Prepared: 11/01/2017 11:09 AM

Report Date: 11/01/2017

Account Table: DIRPW

Alt. Sort Table:

CITY OF BATAVIA

Revenue / Expense Control Report

Fiscal Year: 2017 Period From: 10 To: 10

GLR0130 1.0

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Prepared By: LISA

Account No.	Description	Curr. Month Total Rev / Exp	Original Budget	YTD Adjusted Budget	YTD Actual Rev / Exp	YTD Budget Balance	YTD Encumbered	YTD Available Balance	Percent Rev/Exp Balance
Type E	Expense								
Fund 001	GENERAL FUND								
Dept 7510	HISTORIC PRESERVATION								
001.7510.0400	OTHER EXPENSES	0.00	500.00	1,936.00	0.00	1,936.00	1,436.00	500.00	0.00
001.7510.0423	CONTRACT SERVICES	0.00	500.00	500.00	0.00	500.00	0.00	500.00	0.00
001.7510.0430	OFFICE SUPPLIES	0.07	400.00	400.00	41.77	358.23	0.00	358.23	10.44
001.7510.0434	PUBLICITY AND PRINTING	0.00	300.00	300.00	53.53	246.47	0.00	246.47	17.84
001.7510.0435	TRAVEL & TRAINING	0.00	400.00	400.00	50.00	350.00	0.00	350.00	12.50
Total Dept 7510	HISTORIC PRESERVATION	0.07	2,100.00	3,536.00	145.30	3,390.70	1,436.00	1,954.70	4.11

EXISTING BUDGET AS OF 11/1/2017

NOT AVAILABLE

Date Prepared: 11/09/2017 10:23 AM
 Report Date: 11/09/2017
 Account Table: DIRPW
 Alt. Sort Table:

CITY OF BATAVIA

Budget Preparation Report

Fiscal Year: 2018 Period From: 4 To: 3

BUD4010 1.0
 Page 35 of 81
 Prepared By: JANICE

Account	Description	Original	Adjusted	2017	2018	Variance To
2015	2016	2017	2017	Actual	DEPARTMEN	DEPARTMEN
Actual	Actual	Budget	Budget	Per 4-3	Stage	Stage
Type E	Expense					
Fund 001	GENERAL FUND					
Dept 7510	HISTORIC PRESERVATION					
001.7510.0400	GENERAL FUND.HISTORIC PRESERVATION.OTHER EXPENSES					
Rank	Item Type Sub					
1	HISTORIC DISTRICT DESIGNATION SIGNS				4,000.00	
	50.00 0.00 500.00 1,936.00			10.00	4,000.00	700.00%
001.7510.0423	GENERAL FUND.HISTORIC PRESERVATION.CONTRACT SERVICES					
	0.00 0.00 500.00 500.00			0.00	500.00	0.00%
001.7510.0430	GENERAL FUND.HISTORIC PRESERVATION.OFFICE SUPPLIES					
	300.48 52.51 400.00 400.00			41.84	350.00	-12.50%
001.7510.0434	GENERAL FUND.HISTORIC PRESERVATION.PUBLICITY AND PRINTING					
	189.20 158.00 300.00 300.00			53.53	300.00	0.00%
001.7510.0435	GENERAL FUND.HISTORIC PRESERVATION.TRAVEL & TRAINING					
	100.00 15.00 400.00 400.00			50.00	300.00	-25.00%
Total Dept 7510						
HISTORIC PRESERVATION						
	639.68 225.51 2,100.00 3,536.00			155.37	5,450.00	159.52%

PROPOSED
 TO CITY MANAGER
 FY 18/19 BUDGET

Memo

To: Batavia City Council
From: Historic Preservation Commission
Cc: Jason Molino, City Manager
Date: April 13, 2017
Re: Historic District Signs

To raise community awareness of the Ross Street and James Street Historic Districts, the City of Batavia Historic Preservation Commission has voted to place signage in the parkway at both ends of the districts. The Ross Street District, designated in 1996, runs from 20 to 41 Ross Street and the James Street District, designated in 1999, runs from 5 to 13 James Street.

Each carved, high-density urethane sign will be a 1x2 foot oval, attached with stationary brackets to an 8 foot steel post with scroll bracket. They will be painted with black gloss enamel and gold leaf lettering and will read:

City of Batavia (in top curve)

Ross Street /James Street (2 of each)

Historic District

Historic Preservation Commission (in bottom curve).

Please see attached drawing.


This project will not incur any additional cost to the city as the funds are in the budget line for the commission.



City of Batavia

Memorandum

To: Jason Molino, City Manager

From: Matt Worth, Director of Public Works 

Date: May 5, 2017

Subject: Historic District Signs

The Historic Preservation Commission has forwarded an effort to install signs that designate two specific Historic Districts. This activity would appear to be consistent with the purpose identified for the commission as described in Sections 100-1, 100-2 D (6), 100-2 D (7), and 100-2 D (8) of the City of Batavia Municipal Code.

The sign installations would be located at #20 and #41 Ross St and #5 and #13 James St. Upon a site visit with the Superintendent of Maintenance, with a member of the HPC, it appears that there is sufficient room to install these signs within the parkway area between the curb and sidewalk.

Letters have been sent to the owners of these properties to receive comment on the proposed installation. I will report on any comments once received.

Supporting Documentation
Memo from HPC
Sign Proof

Memo

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City of Batavia (in top curve)

Ross Street /James Street (2 of each)

Historic District

Historic Preservation Commission (in bottom curve).

Please see attached drawing.

This project will not incur any additional cost to the city as the funds are in the budget line for the commission.



City of Batavia

May 10, 2017

Mr. Robert Swinarski
41 Ross St
Batavia, NY 14020

Re: Historic District Sign @ 41 Ross St

Dear: Mr. Swinarski

Your property, located at #41 Ross St in the City of Batavia, is the border of a designated historic district. The City of Batavia Historic Preservation commission has proposed the installation of signs indicating the boundary of this district which would place one of the signs in the parkway area (between the curb and sidewalk) of your property.

I have included an image of the sign shape and the wording would be similar to:

City of Batavia
Ross St
Historic District
Historic Preservation Commission

This proposal is scheduled to be presented to the City Council for their consideration on May 22nd at 7:00pm and you are welcome to attend the meeting to comment. Please feel free to contact me by mail, phone, or email at mworth@batavianewyork.com and I will be sure to inform the council of your thoughts on this proposal if that is more convenient.

Sincerely,

Matt Worth
Director of Public Works

Department of Public Works
One Batavia City Centre
Batavia, New York 14020

Phone: 585-345-6325
Fax: 585-343-1385
www.batavianewyork.com

SAMPLE OR
LETTER SENT TO
4 PROPERTIES



BUFFALO NY 142

17 MAY 2017 PM 1 L

MTT WORTH
Director of Public Works
One Batavia City Centre
Batavia, NY 14020

14020-205001

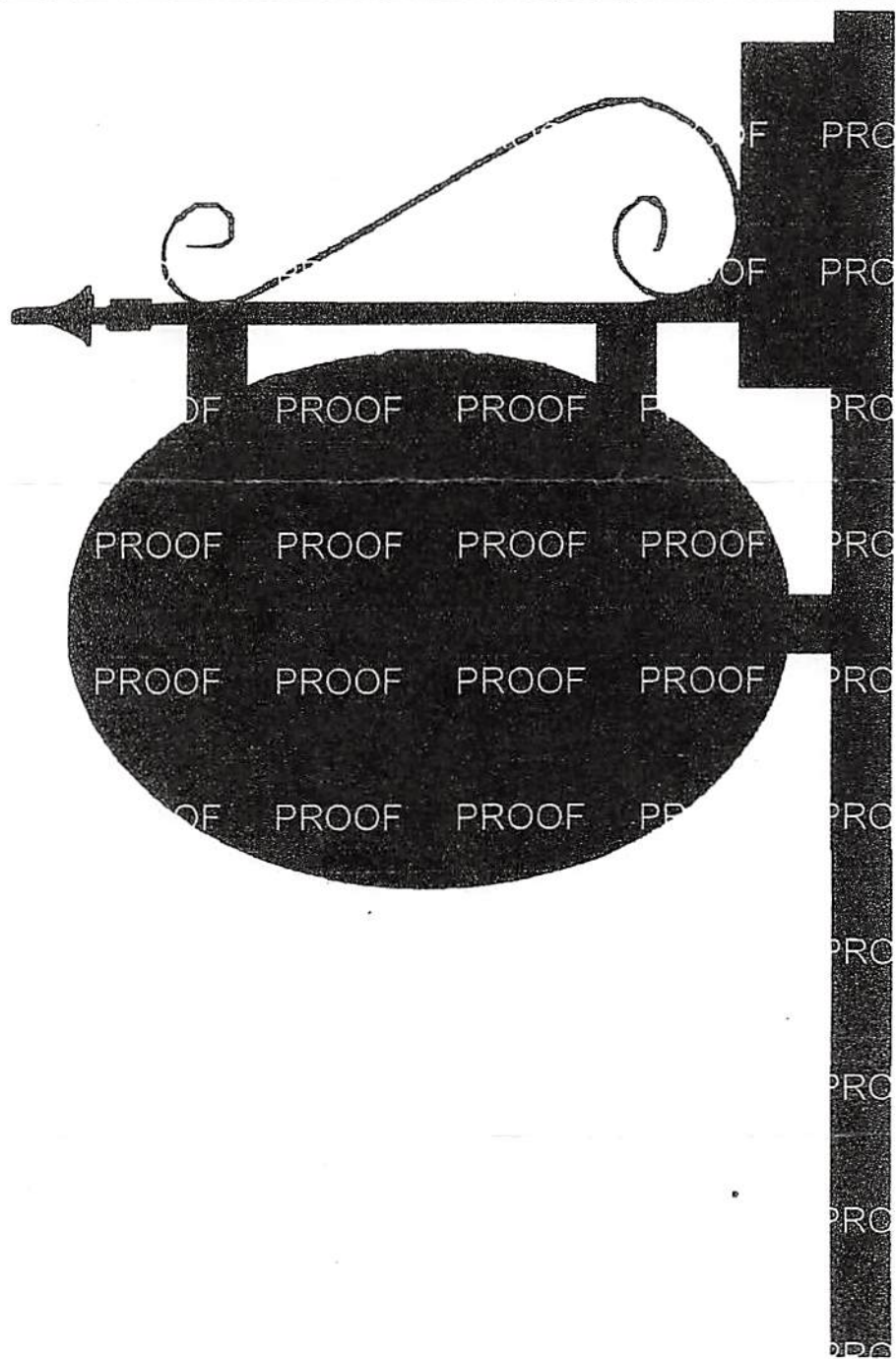


RECEIVED
MAY 19 2017
CITY OF BATAVIA
PUBLIC WORKS ADMINISTRATION
Estimate #1496 - B



Russ @ WMS, R
Russ @ MAM
James St.

12/22/2016



12" x 24"

This artwork is Copyright (c) 2016
Use of this artwork by any party other than for any purpose whatever is prohibited without a signed release from
I accept the artwork above for this project.

NOT INTERESTED.

Signed by

Please do not post @ my property.
(20 Ross St.)

Date

Amt. Paid Today

Thank you!

**Estimate #1496****5/23/2017****Prepared For:**Historic Preservation Commission
Don Burkel**Prepared By:**Marcy
Batavia Sign Company
5264 Clinton Street Rd.
Batavia, NY 14020 USA**Phone:****Fax:****Alt. Phone:****Email:** doneburkel@aol.com**Phone:** 5853441234**Fax:** 5853441234**Alt. Phone:****Email:** bataviasign@yahoo.com**Description:** Sign with Brackets**Estimated Time For Production:** 15 working days

Quantity	Description	Each	Total	Taxable
4	12.00 in x 24.00 in Carved/Routed HDU (1 1/2") Oval Shape City of Batavia James St. (2) Ross St. (2) Historic District Historic Preservation Commission	160.00	\$640.00	
2	One Shot Gloss Enamel (Quart) Black and Gold	35.00	\$70.00	
4	Aluminum break-a-way Post with Scroll Bracket & stationary brackets to secure to posts	547.75	\$2,191.00	
2	Painting of Panels & Posts (Hours) - Paint sign (2 coats) paint post (2 coats)	90.00	\$180.00	
4	Gold Leaf KTS 24 For all lettering	126.72	\$506.88	
		Subtotal	\$3,587.88	
		Total	\$3,587.88	

Terms: Deposit of 50% required at the time of order. Balance due upon job completion. Sign layout and design will be created once a deposit or corporate PO# has been issued. Deposit may be paid via credit card, cash or check. This estimate is good for 30 days from the above printed date. Labor hours are an estimation only and may be subject to change upon job completion depending on actual job requirements, this includes layout & design work.

By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

Signed by**Date****Amt. Paid Today**