

**HISTORIC PRESERVATION  
COMMISSION**

**Wednesday, January 24, 2018**

***5:00 pm***

Council Boardroom

City Hall, One Batavia City Centre, Batavia NY

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**AGENDA**

- I. Call to Order**
- II. Approval of Previous Meeting Minutes – December 2017**
- III. Public Hearings: 23 Jackson Street – Vinyl signs on the windows**
- IV. Communications Sent and Received:**
- V. Old Business: none**
- VI. New Business: none**
- VII. Adjournment: none**

# HISTORIC PRESERVATION COMMISSION

## *Unofficial Minutes*

Wednesday December 20, 2017

5:00 pm

City Hall, One Batavia City Centre, Batavia New York

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

**Others Present:** Janice Smith – Recording Secretary, Ron Panek—Code Enforcement Officer

### **I. Call to order:**

The meeting was opened at 5:11 pm by Paul Schulte.

### **II. Approval of minutes**

**Motion by: Ellen Schulte**

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

Seconded by: Sharon Burkel

Vote for: 4

Abstained: 0

Vote against: 0

### **III. Public Hearings: none**

### **IV. Communications Sent and Received : none**

### **V. Old Business:**

**Signs for Historical Districts.** The historical signs are currently in the budget proposal. The Council will be meeting in the next couple of months regarding the budget, and approving or disapproving items.

### **VI. New Business:**

**A. Redfield Pillars – Kathy Owen.** Ms. Owen came in front of the commission to see about designating the pillars that are partially on her property and partially on the City of Batavia's right of way. Ms. Owen gave the Commission a letter stating that she would like to donate the portion of the pillars that are on her property to the City, and have them designated. Ms. Burkel asked Ms. Smith if she had the letters that had been sent in the past. Ms. Smith stated that the Chair has done the letters in the past.

**B. Meeting Dates 2018.** The meeting dates were approved for the New Year. (see attached)

**C. New member – Connie Boyd.** Ms. Smith announced to the Commission that there was a new member approved by Council.

### **VII. Adjournment**

**Motion by: Caroline Hosek**

Motion was made to close the meeting at 6:00 pm.

Seconded by: Sharon Burkel

Vote for: 4

Vote against: 0

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Janice Smith

Administrative Assistant of Public Works



City of Batavia  
Application to the Historic Preservation Commission

Date: 1/9/18

Historic Address: 23 Jackson St.

Owner: NYSDA Veterans Defense Program 585-219-4862  
Name 23 Jackson St. Phone Batavia 14020  
Street Address 585-219-4862 City/Town GHorton@NYSDA.org Zip  
Phone Email

If not Owner: ☒ Contractor ☐ Agent for Owner  
Applicant: Vinyl Sticks / Adam Lowder 585-300-4307 ALowder@VinylSticks.com  
Name Phone

Detailed Description of Request: The NYSDA would like to apply their seal ~~to~~ and name to both ground level windows. The seal would be made of printed vinyl, applied to the outside of glass. Black and white.

Requirement Checklist:

Building Requirements: ☐ Building Permit Application  
☐ Photographs of Property  
☐ Detailed Drawings  
☐ Samples of Colors  
☐ Description of Materials and/or Samples of Materials  
Sign Requirements: ☒ Sign Permit Application  
☒ Illustration of Sign and Location on Building  
☒ Type of Lettering  
☒ Dimensions of Sign  
☒ Colors  
☒ Description of Materials  
☒ Type of Illumination  
☒ Method of Attachment  
Painting Requirements: ☐ Samples of Colors

Signature of Applicant: [Signature] Date: 1/9/18

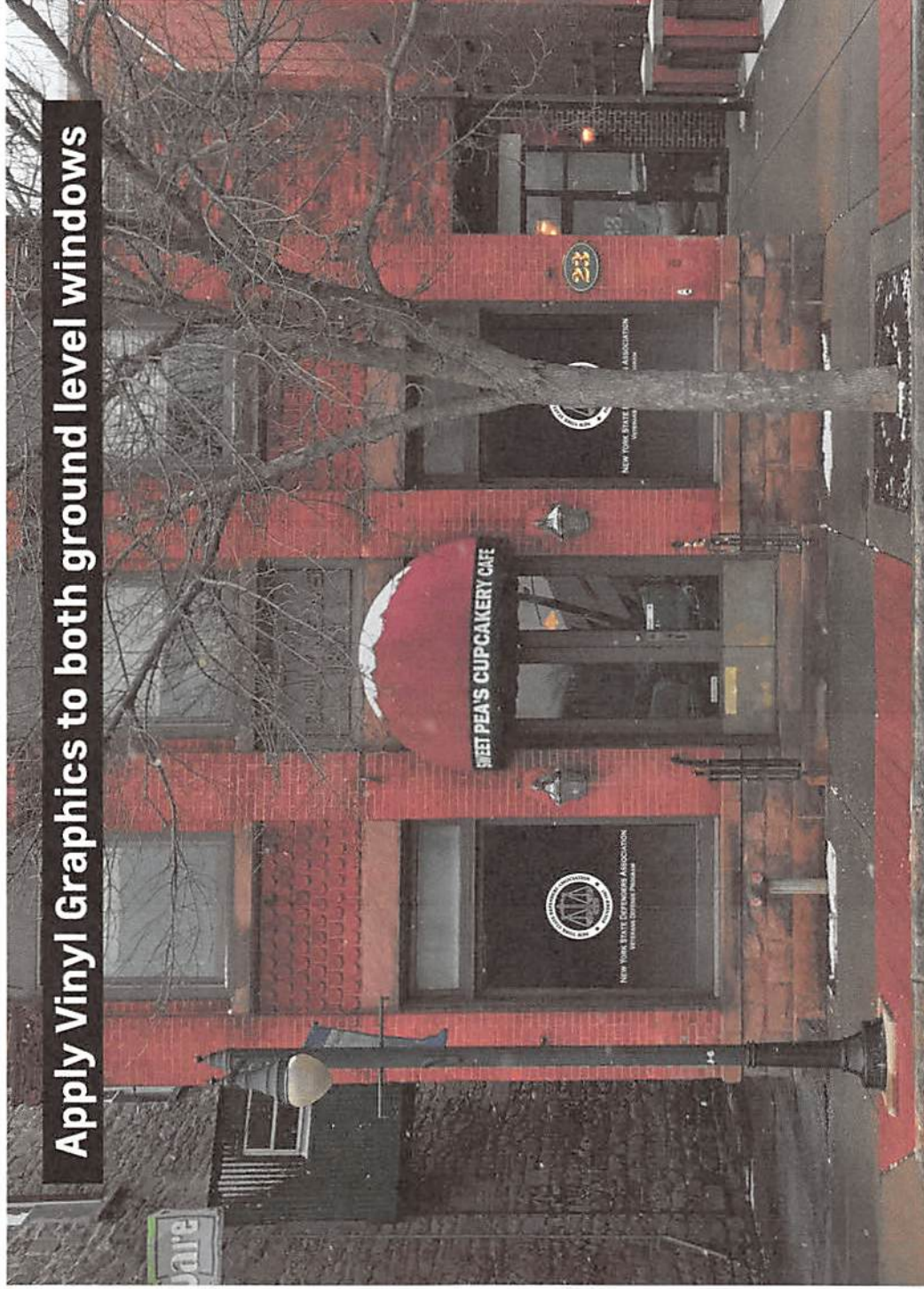
For Office Use Only

Reviewed by Code Enforcement Officer: Ronald G. Pamel Date: 1-9-18

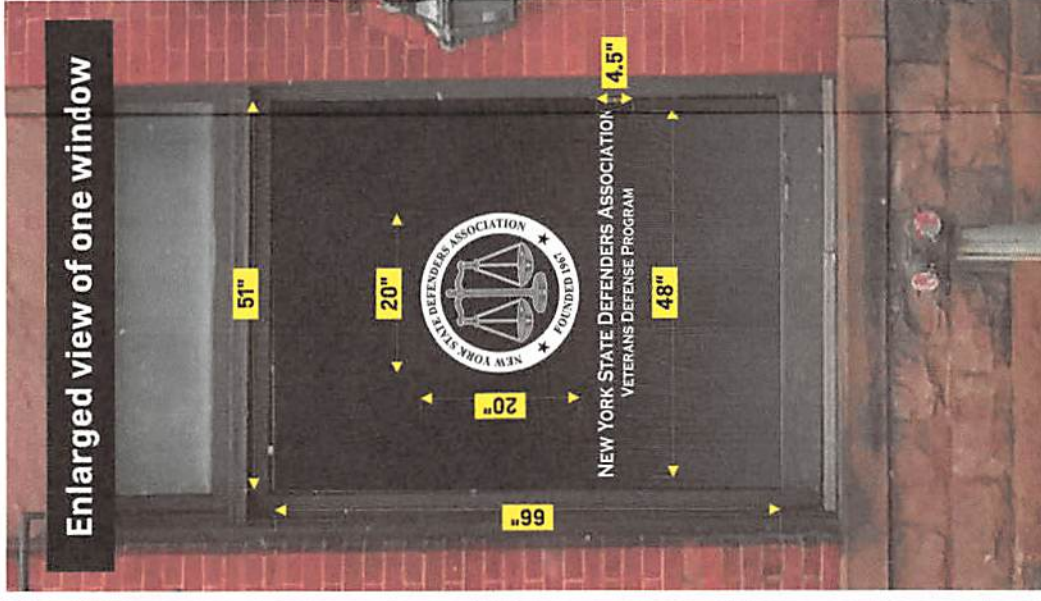
☒ Referred to HPC ☐ Referral to HPC not needed



## Apply Vinyl Graphics to both ground level windows



## Enlarged view of one window





## SIGN PERMIT APPLICATION

### CITY OF BATAVIA

10 West Main Street, Batavia, NY, 14020  
Phone: (716) 343-8180 • Fax (716) 343-9221

Permit No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Zone: \_\_\_\_\_  
Special Sign: \_\_\_\_\_

APPLICANT:

Vinyl Sticks / Adam Lowder ALowder@VinylSticks.com  
Name E-mail Address  
23 Carson Ave. 585-300-4307 N/A  
Street Address Phone Fax  
Batavia, NY 14020  
City, State, Zip Code

OWNER:

NYSOA Veterans Defense Program GHorton@nysda.org  
Name E-mail Address  
23 Jackson St. Suite 101 585/219-4862 585-219-4865  
Street Address Phone Fax  
Batavia, NY 14020  
City, State, Zip Code

ADDRESS OF SIGN: 23 Jackson St.

SIGN AREA: Length 20" Width 20" Area 2.8 sq.ft. ← Circle Logo

TYPE OF SIGN: Length 48" Width 4.5" Area 1.5 sq.ft. ← Text Below Circle Logo

1. All sign applications must have an illustration of the sign with its dimensions and copy.
2. Freestanding signs must have a Site Plan to show the sign's location on the property
3. All other signs must include an elevation plan to show the sign's placement on the building

4.3 sq.ft.  
per window

- ☐ Freestanding:  
☐ Wall  
☐ Projecting  
☐ Marquee  
☐ Awning/Canopy  
☒ Window  
☐ Portable

Set Back \_\_\_\_\_ Height \_\_\_\_\_  
Wall Length \_\_\_\_\_ Wall Height \_\_\_\_\_ Area \_\_\_\_\_

Length \_\_\_\_\_ Height \_\_\_\_\_ Area \_\_\_\_\_  
Window Length 51" Window Height 66" Area 23.4 sq.ft. each window

LIGHTING: ☐ Internal ☐ External

(x2 windows)

EXISTING SIGNS (Please list all existing signs with dimensions):

Windows were previously lettered with vinyl graphics for  
Sweet Peas Cafe. The graphics have been removed.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Issuing Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Planning Board Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

FEES: ☐ \$25 Sign Permit ☐ \$50 Special Sign Permit ☐ \$10 Portable Sign