

Village of Bath
Historic Preservation Commission
Minutes
September 12, 2016

Present: Becky Stranges, chair; Brad Benson, Terry Bilancio, Chet Wilcox, Mike Skelly, Bob Jeffrey, and Jeanne Glass, VB Liaison
Excused: Chad Faulkner

The meeting was preceded with an information –seeking meeting with Ralph Sense, Village Code Enforcer. The formal meeting of the Commission was called to order at 6:10pm by the chair.

Public Hearing: N/A

Minutes Approved/Amended: 7/11/16 Terry/Bob moved/seconded. Unanimous approval.

Jeanne interjected some information about the Village web site. Bob J. will phone Mayor Von Hagn to find out how to upload docs to the web site.

Certificates of Appropriateness Applications:

- **113 E. Steuben St** – This was to approve a new sign for a dentist office. The COA was approved on the condition that the overall shade of blue be muted so that it will be in keeping with historic colors and/or the posts supporting it be painted black. The design was fine. Approval with conditions: Brad/Chet moved/seconded. Passed.
- **215 Liberty St** – This was for a paint color scheme for this Victorian building that Arbor Development owns. It will receive minor repairs and then a whole new paint scheme. Approved as submitted: Terry/Bob. Unanimous.
- **101 Haverling** – This is for repairs and replication of porch railings for Victorian house owned by Mike Skelly. No changes, just repairs and painting. Approved: Brad/Terry. Unanimous.

Old Business:

Holiday House Tour. Becky and all tried to recreate a list of potential properties for the Dec. 17 tours: Confirmed: 15 W. Washington, Bath Presbyterian, St. Thomas Episcopal. After several months, still needing to be confirmed: Apartment at Masonic Temple, Chris Valkenberg's home(120 W.Washington St., 109 E. Steuben (Bob J. will confirm this). *Decided to firm this list up **by the end of this month***, or cancel the tours for this year.

New Business:

New responsibilities for HPC members

- **Take minutes, produce the minutes and send them to Chairperson.** Brad B. volunteered to be the perpetual secretary.
- **Collect COA's from Code Enforcer, copy, email or print for HPC members.** Bob J. agreed to do this from now on.
- **After monthly meetings sign COA's, copy and give to code enforcer to be mailed and filed.** Bob J. agreed to do this from now on. **Contact by phone the owners of the COA's so they don't have to wait to receive it in the mail.** As the historic properties are divided among the seven commissioners, whoever's property is involved will make the contact.
- **Send minutes to code enforcer after each meeting and to Village Clerk for website (if it gets set up!)** Brad B. will do this after the minutes are approved each time. This will include bringing a hard copy of the agenda and the minutes to the Code Enforcement office to go into the HPC file drawer for public access.
- **Remind HPC when an article is due, save a copy and forward it to the Courier.** Terry B. agreed to do this beginning immediately.

- **New filing system for SHPO-Print and file Monthly Agendas and minutes and file copies of all COA's by Street Address.** We decided that the agendas and minutes would be kept in the HPC file cabinet and that Ralph Senese would be keeping COA's by street address. Bob J. will help see that the latter takes place and will help Ralph as needed
- **Secure and submit names to VB for BHPC members (March).** Bob and Becky will collaborate on this annually.
- **Complete application for CLG Grant and do quarterly reports and final report-if we decide to apply.** Becky will continue to coordinate, but will need volunteers.

Updated Property Assignments for members

- Becky passed out sheets to each of the commissioners present. Brad explained that due to the lack-luster results of the January letter, that we all need to make personal, face-to-face visits to all the property owners (and in a few cases also the local manager) in order to (1) introduce the HPC, goals, COA process, etc. and (2) leave that person with a good impression and a face to contact, and (3) obtain contact info on the owner—email, phone.

CLG Audit Report and necessary actions

- Becky handed out the Audit Summary which enumerated three shortcomings: Legislation—it was decided to ask the VB to eliminate the amendment to Sec. 3, subparagraph F which created a list of locally designated properties based on the same list of National Register properties using their criteria. SHPO is recommending that we create our list using our own criteria. The VB will need to have a public hearing before striking this paragraph. The HPC will need to have a public hearing before recreating the local listings using our criteria. Reports & Records—much of the procedural adjustments recommended will be enacted with the division of labor explained above. The core of this was to have a public accessed file of minutes, COA's, etc. Overall Assessment—while we are doing well in providing public education on historic preservation via our newspaper column, we were admonished to take advantage of SHPO training on commission responsibilities and best practices. This is on our long-term goals list.

Changes in ownership of properties update procedure

- Becky reported that Susie Hale will communicate any changes of ownership/addresses for any historic properties monthly as she now receives monthly updates. Becky will contact Suzie monthly before the HPC meeting to make sure that changes are up to date. If there are any changes she will update our list and let the commission member who is in charge of that property know of the change.

Proposed visits to property owners by HPC

- See “Updated Property Assignments for members” above. It was felt that these visits need to be completed by the end of the year or sooner.

Proposed HPC Brochure and business cards

- Drafts of these were earlier emailed. No edits were suggested. Brad will have sufficient quantities printed by the next meeting. Printing cost to be taken out of our Tours funds. Brad will get the doc/pdf for the *Design Guidelines* from Becky for printing before the next meeting. We'll print 110 in black & white, and a few in color for our visits. A few copies can reside in the village office and with Ralph.

Annual correspondence to property owners

- We felt that if our visits to property owners was fruitful, that maybe we could wait some time before making a blanket mailing.

Articles for Courier-report on HPC meeting

- As noted above, Terry B. will keep us all informed as to who is up next for article submissions.

Correspondence: None

Expenses/Bills: None reported

Reports: None

Guests: None

Adjournment: 7:50pm

Next Meeting: October 17, 2015, 6:00pm
(Municipal Bldg)

Upcoming Meetings:

November 14; December 12; January 9; February 13; March 13; April 10; May 8; June 12; July 10-for
COA reviews only; August 14-for COA reviews only

Respectfully submitted: *J. Brad Benson*