The regular meeting of the Historic Preservation and Architectural Review Board (HPARB) of the Village of Cooperstown was held in the Village Office Building, 22 Main Street, Cooperstown, New York on Tuesday, May 9, 2017.

**In attendance:**

* **Members Present**: Chair – Liz Callahan / Mark Mershon / David Sanford / Roger MacMillan / Alternate – Gary Kiss
* **Members Absent**: Brian Alexander
* **Others**: Zoning Enforcement Officer-Jane Gentile / Village Clerk – Mikal Sky-Shrewsberry /  
  23 members of the public including: Cynthia Falk, trustee / SHPO auditor

**Liz Callahan called the meeting to order at 5:00 pm**

**Liz Callahan read (out loud) the rules for public comments**

**Note:  Meeting was audited by Linda ​Mackey (Historic Preservation Specialist and CLG Representative, New York State Parks, Recreation and Historic Preservation)**

**Public Hearing (4 Items)**

1. **45 Delaware Street (Josh Edmunds, Simple Integrity/owner)**Public hearing for hardship case for demolition of house structure
   * **Public Comments / Discussion**
     + No public comments
     + The comment period during the May meeting ended at 5:50 PM
     + The hardship appeal hearing REMAINS OPEN & will be CONTINUED at the NEXT HPARB MEETING (currently scheduled for June 13, 2017)
2. **16 Susquehanna Avenue (Peter and Kristin French and Altonview Architects)**Proposed removal of rear 1/3 of structure
   * **Public Comments / Discussion**
     + Pam Washburn (42 Elm Street)
       - Requested clarification about the demolition
       - Response
         * Given the folder so she could look over the relevant drawings
         * The architect, Teresa Drerup, spoke with Ms. Washburn in private to explain the project
         * Ms. Washburn did not request any additional info
       - Closed at 5:50 PM
3. **26 Delaware Street (Michael Swatling and Jon McManus, McManus Engineering)**Proposed removal of rear porch Public Comments / Discussion
   * **Public Comments / Discussion**
     + No public comments
     + Closed at 5:50 PM
4. **71 Chestnut Street (Charles and Barbara Lamb (current owners), Bank of Cooperstown (applicant))**Proposed demolition of existing C. 1979 structure, listed as non-contributing in Glimmerglass Historic District Nomination
   * **Public Comments / Discussion**
     + No public comments
     + Closed at 5:50 PM

**Regular Agenda (13 Items)**

1. **45 Delaware Street (Josh Edmunds, Simple Integrity/owner)**a) Hardship Appeal
   * **Note:** HPARB review tabled to later in the meeting to keep the public hearing open for additional comments
   * **Present/Participating**: Josh Edmunds, contractor & owner
     + **Description**:
       - Josh Edmunds obtained and submitted materials to further document hardship appeal
         * 2 appraisals of the house in 2 different states of repair (done by the same appraiser)
         1. 45 Delaware, as is condition (no repairs of any kind) = $102,000
         2. 45 Delaware, after minimal repairs made to bring the house to basic move-in condition = $240,000

Repairs taken into consideration in this estimate are

electric / plumbing / heat / porch / roof / sheetrock

everything else is left as is

minimal repairs needed were identified through meetings with Jane Gentile, Zoning Enforcement Officer and Tony Gentile, Otsego County Code Enforcement Officer

Josh Edmunds stated the apx cost of the repairs = $90,000

* + - * + Josh Edmunds submitted additional financial documentation at the beginning of this meeting
        + Liz Callahan stated documentation provided could not be take into consideration during this meeting because HPARB members needed time outside the meeting to review them
    - **Discussion:** 
      * **Continuation of discussion from April meeting/hearing**(see April 11, 2017 minutes)
      * **Josh Edmunds stated**
        + He does not feel the appraised value of the remodeled house ($220,000) leaves room for the cost of remodeling ($90,000)
        + Continuation of hardship appeal hearing is costing him money
        + He is not trying to prove hardship in relation to building a new house only in relation to renovating the existing one

Feels building a new house is an entirely separate matter

* + - * + Does not believe he would find someone willing to buy/move into the existing house, especially since he thinks a new owner might not be able to obtain a mortgage
      * **HPARB members: Liz Callahan (HPARB Chair), Mark Mershon stated**they need more time to review the numbers and information Josh has provided in order to make as informed and fair a decision as possible
      * **Liz Callahan (HPARB Chair) stated**
        + Josh Edmunds knew the conditions driving his appeal for hardship before purchasing the house
        + HPARB told Josh Edmunds they had grave reservations about demolishing the house before he purchased it
        + By continuing the public hearing HPARB is trying to give Josh Edmunds the opportunity to make a strong case for a hardship appeal
        + If HPARB were to vote now she does not think that the vote will give Josh Edmunds the result he wants
      * **Dave Sanford (HPARB)** 
        + **addressed the possibility of renting instead of selling to get a reasonable return on investment**

Inquired: Why wouldn’t the return on using the property as a rental justify investing $100,000?

The house was purchased from a business perspective

Renting and selling are both potential ways to profit from the purchase

Even if the original intention did not include being a landlord it is a reasonable option and should be considered as an alternative to demolition

Setting up a rent-to-buy situation may provide a good solution

* + - **MOTION**
      * No motion was made
    - **NEXT STEPS**
      * New info provided by Josh Edmunds will be considered
      * The Public Hearing will be continued and 45 Delaware Street will be put on the agenda of the next meeting (currently scheduled for June 13, 2017)

1. **16 Susquehanna Avenue (Peter and Kristin French and Altonview Architects)**a) Proposed removal of rear 1/3 of structure
   * HPARB review tabled to later in the meeting to keep the public hearing open for additional comments
     + **Description**:
       - HPARB approved the rest of the project (addition /garage) during the March 15, 2017 meeting contingent upon the demolition hearing
         * For full scope of project see HPARB minutes: March 15,2017
     + **Discussion**:
       - No discussion during current meeting
   * **MOTION**
     + *Made by* **Mark Mershon** */**Seconded* **David Sanford**
     + *action* by the Village of Cooperstown, Historic Preservation and Architectural Review Board
     + *resolution date:* **May 9, 2017**

* + - *a resolution to approve* the proposed **demolition of the rear 1/3 of the house** located at **16 Susquehanna Ave**, Cooperstown, NY as follows:

*WHEREAS the Historic Preservation and Architectural Review Board has made the following findings of fact concerning the proposed application:*

* *A* ***public hearing is required***
* *Requirements of* ***SEQRA******have been met*** *for this action****;***
* *The structure* ***is listed as contributing*** *in the Glimmerglass Historic Nomination Form;*

*NOW THEREFORE BE IT RESOLVED, that we, the duly appointed members of the Historic Preservation and Architectural Review Board of the Village of Cooperstown do this* ***9th day of May, 2017****, determine that the work for* **16 Susquehanna Ave***, Cooperstown, NY meets the criteria for work within the Historic and Architectural Control Overlay District as set forth in the Zoning Law of the Village of Cooperstown.*

* + - *The Board took a vote with the following results:* 
      * *Ayes* (**5**): **Sanford / Callahan / Mershon / MacMillan / Kiss**
      * *Nays* (**0**)
      * **MOTION CARRIED**
    - *The Board determined this to be a major**alteration for reporting purposes*
  + **ADDITIONAL ACTION**
    - The applicant signed the application after Liz Callahan (HPARB Chair) noted it was not signed

1. **26 Delaware Street (Michael Swatling and Jon McManus, McManus Engineering)**A) Proposed removal of rear porch   
   B) Proposed replacement of doors (no ZBA review needed)
   * Tabled to later in the meeting to keep the public hearing open for additional comments
   * **26 Delaware - Part A \_ Demolition**
     + **Description (Part A)**
       - Demolition of small shed on the back of the house between the barn/garage and the house
     + **Discussion (Part A)**
       - There was no discussion
   * **MOTION (Part A)**
   * *Made by* **David Sanford**  */ Seconded* **Roger MacMillan**
     + *action* by the Village of Cooperstown, Historic Preservation and Architectural Review Board
     + *resolution date:* **May 9, 2017**

* + - *a resolution to approve* the proposed **demolition of the rear shed/porch structure** at **26 Delaware Street** , Cooperstown, NY **as submitted**
    - *The Board took a vote with the following results:*
* *Ayes* (**5**): **Sanford / Callahan / Mershon / MacMillan / Kiss**
* *Nays* (**0**)
* **MOTION CARRIED**
  + - *The Board determined this to be a minor alteration for reporting purposes*
  + **26 Delaware - Part B ­- Field Changes**
    - **Description (Part B)**
      * Addition of window (as per email sent out May 9, 2017) to match other Marvin windows already approved by HPARB in area where shed will be removed & new landing is to be constructed
        + Will be the same size as the other windows
        + Trim around window will be the salvaged from the window removed from second floor
        + Applicant provided detail on the ​replacement of door in area where shed will be removed, ​the new landing to be constructed, ​and the specs for ​2 other doors which were approved to be replaced
        + Doors will be the same as the door currently on the front of the house:   
          fiberglass / paintable /double panel / no divided light /  
          Therma-Tru S206 (H1, H2, LE)
        + Standard size doors (2) 36” and (1) 30”
        + New landing overhang will match existing roof
        + Stair spindles will be 2” square stock to match those on the house’s other porch
    - **Discussion (Part B)**
      * There was no discussion
  + **MOTION (Part B)**
  + *Made by* **Roger MacMillan** */**Seconded* **Gary Kiss**
    - *action* by the Village of Cooperstown, Historic Preservation and Architectural Review Board
* *resolution date:* **May 9, 2017**
* *a resolution to approve* the proposed **field changes** at **26 Delaware Street**, Cooperstown, NY as follows:
  + - * 1. **Window will be added on west side ~~as~~ per submitted west elevation drawings**
        2. **Doors will meet proposed specs as submitted**
        3. **All materials used will be the same as detailed on drawing submitted today   
           (May 9, 2017) and marked “file copy”**
* *The Board took a vote with the following results:*
* *Ayes* (**5**): **Sanford / Callahan / Mershon / MacMillan / Kiss**
* *Nays* (**0**)
* **MOTION CARRIED**
* *The Board determined this to be a minor alteration for reporting purposes*

1. **71 Chestnut Street (Charles and Barbara Lamb (current owners), Bank of Cooperstown (applicant))**a) Proposed demolition of existing C. 1979 structure, listed as non-contributing in Glimmerglass Historic District Nomination. (no ZBA review needed)
   * HPARB review tabled to later in the meeting to keep the public hearing open for additional comments
     + **Description**:
       - Structure to be demolished and replaced with a parking lot
       - No new lighting will be added in the lot itself
       - Juniper trees and grass will be used as screening/buffer between neighboring property
       - Stone wall planned along length (apx 50’ long, 3’ tall, dry lay)
       - Lot will be sunken
     + **Discussion**:
       - **HPARB discussed contingencies for approval** 
         * **Liz Callahan (HPARB Chair) stated**

Any approval of demolition should be contingent on compliance with SEQRA and obtaining the necessary approval for the post-demolition plans to develop the site from other Village boards

* + - * + **Roger Macmillan stated**

Fully agrees with Liz Callahan’s proposed contingencies for approval

It is a highly visible location

May affect property values, etc

* + - * **Signage**
        + **Liz Callahan (HPARB Chair) stated**that, because of proximity to an important intersection, the project could include welcoming and wayfinding signage
      * **Need for coordinated efforts between the various Village Boards**
        + **Jane Gentile (ZEO) stated**

This is not a permitted use / currently under a non-conforming variance

This project will probably need to go before the trustees next

Can be addressed by obtaining a variance or by being recognized as a PDD\* (planning development district)

\*Note: Planned Development Districts are part of the Village Code but, are not yet listed online

* + - * + **Cynthia Falk (Trustee) stated**

A meeting between various people is needed to lay out the necessary steps

* + - **MOTION**
  + *Made by* **David Sanford**  */ Seconded* **Roger MacMillan**
  + *action* by the Village of Cooperstown, Historic Preservation and Architectural Review Board
  + *resolution date:* **May 9, 2017**

* + *a resolution to approve* the proposed **demolition of the structure** at **71 Chestnut Street** , Cooperstown, NY **contingent on the following conditions:**
    - * 1. **Conditions of SEQRA be met**
        2. **Other Village boards give the necessary approval and permits for site development before demolition takes place**

*WHEREAS the Historic Preservation and Architectural Review Board has made the following findings of fact concerning the proposed application:*

* *A* ***public hearing is required***
* *Requirements of* ***SEQRA******need to be met*** *for this action* **(see conditions)*;***
* *The structure* ***is listed as non-contributing*** *in the Glimmerglass Historic Nomination Form;*

*NOW THEREFORE BE IT RESOLVED, that we, the duly appointed members of the Historic Preservation and Architectural Review Board of the Village of Cooperstown do this* ***9th day of May, 2017****, determine that the work for* **71 Chestnut Street***, Cooperstown, NY meets the criteria for work within the Historic and Architectural Control Overlay District as set forth in the Zoning Law of the Village of Cooperstown.*

* + - *The Board took a vote with the following results:*
* *Ayes* (**4**): **Sanford / Callahan / MacMillan / Kiss**
* *Nays* (**0**)
* *Abstentions* (**1**):**Mershon (works for competitor)**
* **MOTION CARRIED**
* *The Board determined this to be a major alteration for reporting purposes*
  + - **Next Steps:**
      * Jane Gentile (ZEO) will identify potential dates for a meeting
      * Demolition permit will be valid after applicant meets the conditions specified in this motion

1. **22 Lakeview Drive N (Christopher Taylor and Michael Dennis, MADesign Architects)**a) Field change for proposed garage/shop (non-contributing)
   * HPARB review tabled to later in the meeting because project reps were not present
     + **Present/Participating**
       - Applicants were NOT present
       - Jane Gentile (ZEO) spoke with the architect, explained the plans
       - All changes were detailed in memo and updated plans submitted by architect
     + **Description:** 
       - Columns will be encased in paintable composite PVC
       - Curved molding between garage doors will be removed  
         (original photos/elevations showed curved trim because it was existing)
       - Some door locations have been changed
       - Door will be Anderson rectangular arts and crafts
       - Windows will be Anderson 400 series, changes in window sizes noted
       - All trim will be MiraTEC (textured treated exterior composite)
       - Garage door height has changed from 9’ to 10’
     + **Discussion**:
       - No discussion during current meeting
   * **MOTION**
     + *Made by* **Roger MacMillan** */ Seconded* **David Sanford**
     + *action by the Village of Cooperstown, Historic Preservation and Architectural Review Board*
     + *resolution date* **May 9, 2017**
     + *a resolution to approve the* **11 proposed field changes as delineated in the plans dated April 7, 2017 & the memo dated April 20,2017 for 22 Lakeview Drive** *N*, *Cooperstown, NY   
       (Note: the original proposal being changed was submitted March 2017)*
     + *The Board took a vote with the following results* 
       - *Ayes* **(5): Sanford / Callahan / Mershon / MacMillan / Kiss**
       - *Nays* **(0)**
       - **MOTION CARRIED**
     + The Board determined this to be a minor alteration for reporting purposes
2. **31 Chestnut Street (Matthew Hazzard for Cooperstown Chamber of Commerce)**a) Proposed replacement of existing wood shingle roof with asphalt shingle roof (no ZBA review needed)   
   b) Proposed replacement of existing front entry stairs (no ZBA review needed)
   * **Present/Participating**
     + Hanna Bergene (Cooperstown Chamber of Commerce)
     + **Description**:
       - Presented the additional info requested by HPARB during April 2017 meeting
     + **Discussion**:
       - Submitted shingle sample:  
         Marathon Ultra AR IKO / 3 Tab Design Shingles / Color: Driftwood
       - Made sure all HPARB board members saw plans for steps/landing proposed for the front of the building (not shown at last meeting)
       - See minutes of previous discussion (April 2017 HPARB meeting)
   * **MOTION**
     + *made by* **Roger MacMillan****/** *seconded* **Mark Mershon**
     + *action by the Village of Cooperstown, Historic Preservation and Architectural Review Board*
     + *resolution date* ***May 9, 2017***
     + *a resolution to approve* the proposed work *at* **31 Chestnut Street**, *Cooperstown, NY* as follows:
       - **the replacement of wood shingles with asphalt shingles as per submitted sample,**
       - **the replacement of the existing front entry steps and landing with new steps/landing as per the submitted plans on file**

*WHEREAS the Historic Preservation and Architectural Review Board has made the following findings of fact concerning the proposed application:*

* *A public* ***hearing is not required***
* *Requirements of* ***SEQRA have been met*** *for this action****;***
* *The structure is* ***listed as contributing*** *in the Glimmerglass Historic Nomination Form;*
* *Proposed work meets the criteria for appropriateness under****Section 300-26.E.* (2)(b), (2)(c), (3)(a), (3)(b) and (3)(c***)*

*NOW THEREFORE BE IT RESOLVED, that we, the duly appointed members of the Historic Preservation and Architectural Review Board of the Village of Cooperstown do this* **9th day of May, 2017***, determine that the work for* **31 Chestnut Street***, Cooperstown, NY meets the criteria for work within the Historic and Architectural Control Overlay District as set forth in the Zoning Law of the Village of Cooperstown.*

* + - *The Board took a vote with the following results*
      * *Ayes***(5):Sanford / Callahan / Mershon / MacMillan / K***iss*
      * *Nays***(0)**
      * **MOTION CARRIED**
    - The Board determined this to be a minor alteration for reporting purposes

1. **28 Mill Street (Angus Mackie)**a) Proposed replacement of windows (no ZBA review needed)
   * + **Discussion**:
       - Angus Mackie stated
         * He is primarily interested in energy efficiency
         * He got an estimate for Anderson 1-over-1 and 6-over-6
         * 6-over-6 is much more expensive and he would like to use 1-over-1 if possible
         * 2 front windows are not a standard size and need be custom built, making the project costly
         * Looked into repairing the windows but felt that replacements would do a better job of eliminating drafts
       - HPARB stated
         * 6-over-6 is more appropriate to the style of the house
         * Suggested Mr. Mackie consider repairing the original windows

May be cost effective

May be just as energy efficient

This is HPARB’s most preferred solution

Would not require a permit from HPARB

Otsego 2000 can provide referrals for contractors who repair windows

* + - * + Suggested consideration of simulated divided lights if true divided lights are not affordable

May be more affordable

Noted that simulated divided lights were acceptable but grills between the panes of glass are not approved

* + - * + Suggested Mr. Mackie get a second estimate from a different source for 6-over-6 since his original estimate seemed quite high
      * Ms. Mackie Inquired if they would need to keep the outside, triple-track storms
        + HPARB response:   
          Storm window type is entirely up to the owner: can be Triple, Single or Indow Inserts
      * Mr. Mackie stated
        + He would like to get the permit now so the option to replace the windows is available to him
        + He will look further into the option of repairing the windows and then decide which option he will act on
  + **MOTION**
* *made by* **David Sanford****/** *seconded* ***Mark Mershon***
  + - *action by the Village of Cooperstown, Historic Preservation and Architectural Review Board*
    - *resolution date* ***May 9, 2017***
    - *a resolution to approve* **the replacement of existing windows with 6-over-6 wood divided light windows** *at* **28 Mill Street**, *Cooperstown, NY as specified in the file*

*WHEREAS the Historic Preservation and Architectural Review Board has made the following findings of fact concerning the proposed application:*

* *A public hearing is not required*
* ***SEQRA is* not *required*** *for this action****;***
* *The structure* **is listed as contributing** *in the Glimmerglass Historic Nomination Form;*
* *Proposed work meets the criteria for appropriateness under***Section 300-26.E.(2)(a), (2)(b), (3)(a) and (5)**

*NOW THEREFORE BE IT RESOLVED, that we, the duly appointed members of the Historic Preservation and Architectural Review Board of the Village of Cooperstown do this* ***9th day of May, 2017****, determine that the work for* ***28 Mill Street****, Cooperstown, NY meets the criteria for work within the Historic and Architectural Control Overlay District as set forth in the Zoning Law of the Village of Cooperstown.*

* + - *The Board took a vote with the following results*
      * *Ayes***(5): Sanford / Callahan / Mershon / MacMillan / Kiss**
      * *Nays***(0)**
      * **MOTION CARRIED**
    - The Board determined this to be a minor alteration for reporting purposes

1. **69/71 Fair Street (Michael Page for Christ Episcopal Church /Andrew Hage and Nicole Retzler )**a) Proposed fence along property line (30” high concrete wall with fence structure above)   
   (no ZBA review needed)
   * HPARB review tabled to later in the meeting to allow time for the applicants to arrive
   * **Present/ Participating:**
     + Michael Page (church) / Nicole Retzler
   * **Description**:
     + 2 part shared project between Christ Episcopal Church and its residential neighbors, Andrew Hage and Nicole Retzler
     + Church is building a poured concrete retaining wall between 24 inches to 30 inches tall along the entire side property line to address a water run-off problem that effects its neighbor’s (the Retzler/Hage property)
       - The church will be responsible for maintaining the wall
       - The height was decided based on the height of vehicles that might nudge it
       - Wall will be finished concrete
       - Provisions will be made so that a decorative facing can be applied at a later date
     + Retzler/Hage are building a 3’6” fence on top of the retaining wall for privacy purposes making the final height of the fence aprx 6 feet
       - Since the height of the fence is greater than 4 feet a variance is required in the front yard setback area
       - Fence will be made of 6” vertical cedar boards with space between the slats (a photos of the fence that inspired the design was submitted for file)
       - The church is in favor of the fence
       - Retzler/Hage will be responsible for maintaining the fence
       - Post will face the Hage/Retzler property as mutually agreed with the church
       - The fence will be much more visible than the wall
     + A variance is required because they are asking for a 6’ high fence in a front yard setback where the standard max is a 4’ tall fence
       - The setback will be 12 feet 5 inches instead of the standard 20 feet
     + Both parties want to make sure that drivers can see pedestrians when pulling out
   * **Discussion**:
     + Liz Callahan inquired if drainage had been considered
       - Reassured that drainage has been considered
     + There was no additional discussion
   * **MOTION**
     + Made by **Roger MacMillan** **/** Seconded **Mark Mershon**

* + - *action by the Village of Cooperstown, Historic Preservation and Architectural Review Board*
    - *resolution date* ***May 9, 2017***
    - *a resolution to approve* **the proposed fence/wall between the property line of 69 and 71 Fair Street**

*WHEREAS the Historic Preservation and Architectural Review Board has made the following findings of fact concerning the proposed application:*

* *A public* ***hearing is not required***
* ***SEQRA is not required*** *for this action****;***
* *The structure* ***is listed as contributing*** *in the Glimmerglass Historic Nomination Form;*
* *Proposed work meets the criteria for appropriateness under****Section 300-26.E.(2)(c) and (3)(a****)*

*NOW THEREFORE BE IT RESOLVED, that we, the duly appointed members of the Historic Preservation and Architectural Review Board of the Village of Cooperstown do this* ***9th day of May, 2017****, determine that the work to take place* ***on the property line between* 69 and 71 Fair Street***, Cooperstown, NY meets the criteria for work within the Historic and Architectural Control Overlay District as set forth in the Zoning Law of the Village of Cooperstown.*

* + - *The Board took a vote with the following results* 
      * *Ayes* ***(5): Sanford / Callahan / Mershon / MacMillan / Kiss***
      * *Nays* ***(0)***
      * **MOTION CARRIED**
    - The Board determined this to be a minor alteration for reporting purposes

1. **8 Chestnut Street (David Dennin)**a) Proposed enclosed side porch (no ZBA review needed)
   * + **Description**:
       - Proposing to replace the previously demolished side porch as follows
         * 6-over-6 windows
         * use repurposed windows and storm door if appropriate ones can be obtained
         * seamed metal roof to be blended with the roof of the house
         * submitted photos of the front door and the roof
         * Liz Callahan asked it there are photos of original porch

no photos of the original porch (which has been demolished)   
are available

* + - **Discussion**:
      * David Sanford provided general feedback about the submitted project information
        + Expressed concern that the roof will essentially be flat, he believes this may prohibit Mr. Dennin from obtaining the necessary building permit because it will not meet snow load requirements
        + Stated that in order to grant approval HPARB needs to see plans and specs for the materials that will be used / the conceptual plans are not adequate for a permit
        + Stated that HPARB can give the applicant feedback on the concept tonight but will need to receive detailed plans for the project which meet architectural and safety standards
  + **MOTION**
    - **No motion was made at this meeting**
  + **NEXT STEPS**
    - Mr Dennin will submit additional detail to Jane Gentile (ZEO) as requested by HPARB
      * Materials, accurate construction measurements and details of the actual windows and doors to be used
      * Measurements, details and drawings about the roof construction and materials, including the pitch of the roof and how it will tie into the existing roof
      * Liz Callahan stated that the concept was fine based on drawing submitted
    - Will be put on agenda for next meeting (scheduled for Tues, June 13, 2017 @5PM)

1. **8 Grove Street (George Berrian)**a) Proposed enclosure and porch on existing front porch footprint   
   b) Proposed new masonry steps   
   c) Proposed new windows on second floor front elevation (no ZBA review needed)
   * **Description**:
     + Proposing sitting room for reading/Christmas tree
     + Goal is to make it an “eye-catcher for the neighborhood and restore a bit of dignity”
       - Plans to make it very traditional and will use the best materials
     + Footprint will remain the same
     + Windows will be Marvin Integrity
     + Foundation will be faced with natural stone (showed HPARB images on a computer)
       - Existing foundation in front is laid stone and is mostly NOT visible
     + Steps are to be blue stone slate wrapping around / landing will project out and steps will face the street
     + Green standing seam – the same as the roof on the back of the house
   * **Discussion**:
     + **Liz Callahan (HPARB Chair)** 
       - requested considering an alternate material for the foundation
         * Suggested something like field stone would blend in better
         * Sample should be submitted to Jane Gentile (ZEO)
       - Requested a drawing showing the configuration of the steps and landing
       - Stated that roof of the front addition should match the main roof that’s visible from the street
     + **George Berrian inquired**
       - Can existing vinyl be matched?
         * **Mark Mershon responded**

He prefers that things match rather than having some vinyl and some of a different material

* + - * Mr. Berrian noted that he hopes to eventually upgrade materials as funds allow
  + **MOTION**
    - No vote at this time (applicant is looking for conceptual approval as he does not have a contractor and has not finalized plans or materials).

1. **15 Chestnut Street - Cooper Inn (Bob Sutherland, Leatherstocking Corp)**   
   a) Proposed replacement of basement windows (total 8) with vinyl clad divided lite widows (no ZBA review needed
   * **Description**:
     + Correction: 9 windows are being replace (NOT 8) due to moisture problem
     + Believes existing wood windows were installed in 1998 – only lasted 18 years
     + Proposing to replace with Marvin clad/wood interior
     + Windows are at grade
     + Will install simulated-divided or simulated-divided with spacebar between glass
       - Spacebar option is supposed to look most like actual divided lites
       - Liz Callahan (HPARB Chair) stated HPARB does not weigh in on choosing between the 2 simulated lite options (applicant should check with distributor)
   * **Discussion**:
     + There was no discussion
   * **MOTION**

* *Made by:* **Roger MacMillan** */ Seconded:* **Mark Mershon**
  + - *action* by the Village of Cooperstown, Historic Preservation and Architectural Review Board
    - *resolution date:* **May 9, 2017**

* + - *a resolution to approve the* **replacement of 9 non-original windows with new windows** *at* **15 Chestnut Street**, Cooperstown, NY as submitted

*WHEREAS the Historic Preservation and Architectural Review Board has made the following findings of fact concerning the proposed application:*

* *A* ***public hearing is not required***
* *Requirements of* ***SEQRA******have been met*** *for this action****;***
* *The structure* ***is listed as contributing*** *in the Glimmerglass Historic Nomination Form;*
* *Proposed work meets the criteria for appropriateness under****Section 300-26.E.*(2)(a), (2)(b), (2)(c), (3)(a), (3)(b) and (5)**

*NOW THEREFORE BE IT RESOLVED, that we, the duly appointed members of the Historic Preservation and Architectural Review Board of the Village of Cooperstown do this* ***9th day of May, 2017****, determine that the work for* **15 Chestnut Street***, Cooperstown, NY meets the criteria for work within the Historic and Architectural Control Overlay District as set forth in the Zoning Law of the Village of Cooperstown.*

* + - *The Board took a vote with the following results:*
* *Ayes* (**4**): **Mershon / Callahan / MacMillan / Kiss**
* *Nays* (**0**)
* *Abstentions* (**1**):**Sanford**
* **MOTION CARRIED**
  + - *The Board determined this to be a* ***minor*** *alteration for reporting purposes*

1. **18 Chestnut Street - Glimmerglass Opera Ticket Office (Bob Sutherland, Leatherstocking Corp)**a) Proposed replacement of windows as indicated with vinyl clad divided lite widows (no ZBA review needed)
   * **Description**:
     + Replace existing window styles with one window style (as per Jane Clark’s request)
       - Replace casements in back with double hung
       - Structure has variety of window styles installed as replacements over the years
       - Installing clad windows
       - Replace current storm door on front with wood storm
     + Will gut from the inside
     + Hoping to start work in Fall 2017
   * **Discussion**:
     + Windows: Applicant inquiry re replacement of only 12-over-12 window?
       - HPARB agreed can replace with 6-over-6, 12-over-12 is not necessary
     + Windows: Casement Replacement
       - HPARB inquiry: Will applicant use 4-over-4 or 6-over-6 in 3 sections?
       - Applicant response: Plan to use 6-over-6 in 3 sections/ Opening size will be left as close to the same as possible
     + Window Materials
       - Application says replacement windows are to be vinyl clad
       - HPARB strongly discourages use of vinyl. Aluminum clad or wood is preferred
         * Vinyl not as durable, not as paintable
       - HPARB requested applicant gets an estimate for wood windows when they get a new estimate for aluminum clad
       - Jane stated that the windows on the application are Marvin Integrity
         * They are clad fiberglass (applicant identified them as vinyl by mistake)
         * Marvin Integrity windows have been approved by HPARB in other cases
         * Exterior of Marvin Integrity can be painted
       - Storm Door
         * Storm doors do not need approval
         * Original door remaining as is so no approval needed for door
     + Other Renovations (not relevant to decision being made tonight)
     + Landing area @ entrance
       - Proposing to replace concrete pad with larger, wooden pad that is more period appropriate pad
         * Will make access easier for people with mobility challenges
         * Will improve aesthetics and meets request of Jane Clark
         * Will most likely use wood rather than wood-simulated material like TREX because Jane Clark usually prefers wood
       - Considering installing a railing but not sure because only one step
         * Applicant is aware that installing a rail will require HPARB approval   
           but the replacement of the pad does not
         * Will decide/address at a later date
       - Liz Callahan stated
         * HPARB conceptually approves the wood platform
         * Requests applicant returns with drawings if decide to include handrail or any type of finishing, important to have plans and materials on file
     + Walkway
       - Walkway to be redone as stone dust path
         * Walkway to be removed because Jane Clark does not feel the existing material is appropriate to the style of the building
         * Similar to the material used on the paths at the Farmer’s Museum
         * Will allow handicap access, only open to the public during Opera Season
     + **MOTION**
     + *Made by:* **Mark Mershon**  */ Seconded:* **Gary Kiss**
   * *action* by the Village of Cooperstown, Historic Preservation and Architectural Review Board
   * *resolution date:* **May 9, 2017**

* + *a resolution to approve* the replacement of windows as proposed at **18 Chestnut Street** , Cooperstown, NY

*WHEREAS the Historic Preservation and Architectural Review Board has made the following findings of fact concerning the proposed application:*

* *A* ***public hearing is* not *required***
* ***SEQRA******is not required*** *for this action****;***
* *The structure* ***is listed as contributing*** *in the Glimmerglass Historic Nomination Form;*
* *Proposed work meets the criteria for appropriateness under****Section 300-26.E.*(2)(a), (2)(b), (3)(a), (3)(c) and (5)**

*NOW THEREFORE BE IT RESOLVED, that we, the duly appointed members of the Historic Preservation and Architectural Review Board of the Village of Cooperstown do this* ***9th day of May, 2017****, determine that the work for* **18 Chestnut Street***, Cooperstown, NY meets the criteria for work within the Historic and Architectural Control Overlay District as set forth in the Zoning Law of the Village of Cooperstown.*

* + - *The Board took a vote with the following results:*
* *Ayes* (**4**): **Mershon / Callahan / MacMillan / Kiss**
* *Nays* (**0**)
* *Abstentions* (**1**):**Sanford**
* **MOTION CARRIED**
* *The Board determined this to be a minor alteration for reporting purposes*
  + - **Next Steps**
      * **When ready, applicant will submit plans and info regarding materials for the landing area and handrails (if any)**

1. **17 Lake Street (Nicholas Preston)**a) Proposed copper awnings over front and side doors   
   b) Proposed gate to left of house (ZBA review needed)   
   c) Proposed gate and fence at end of paver path to right of house   
   d) Existing fence on west side of property
   * **Description**
     + Copper awnings over front and side doors
       - Standing seam
       - Hand wrought brackets
       - Will project 24 inches to cover the 2 steps
     + Security fence and gate
       - New fence will extend existing fence to front of driveway
       - Fence will be 5’ or 6’ tall  
         (similar to other fences on Lake Street)
       - Will match existing fence to appear continuous
         * Red cedar
         * Stained green using the exact same stain as on existing fence (stain was procured form contractor who built the original fence)
       - Gate will be recessed
   * **Discussion**
     + There was no discussion
   * **MOTION** 
     + *Made by* **David Sanford**  / *Seconded* **Roger MacMillan**
     + *action* by the Village of Cooperstown, Historic Preservation and Architectural Review Board
     + *resolution date* **May 9, 2017**

* + - *a resolution to approve a permit for* 
      * *(1) the installation of copper awnings above the front and side doors as submitted*
      * *(2) the installation of a fence and gate as submitted*

*on the property at* **17 Lake Street***, Cooperstown, NY*

*WHEREAS the Historic Preservation and Architectural Review Board has made the following findings of fact concerning the proposed application:*

* *A* ***public hearing is* not *required***
* ***SEQRA******is not required*** *for this action****;***
* *The structure* ***is listed as contributing*** *in the Glimmerglass Historic Nomination Form;*
* *Proposed work meets the criteria for appropriateness under****Section 300-26.E.*(2)(c), (3)(a),(3)(b), (3)(c) and (3)(d)**

*NOW THEREFORE BE IT RESOLVED, that we, the duly appointed members of the Historic Preservation and Architectural Review Board of the Village of Cooperstown do this* ***9th day of May, 2017****, determine that the work for* **17 Lake Street***, Cooperstown, NY meets the criteria for work within the Historic and Architectural Control Overlay District as set forth in the Zoning Law of the Village of Cooperstown.*

* + - *The Board took a vote with the following results:*
* *Ayes* (**5**): **Mershon** /**Sanford / Callahan / MacMillan / Kiss**
* *Nays* (**0**)
* **MOTION CARRIED**
  + - *The Board determined this to be a minor alteration for reporting purposes*

1. **12 Maple Street (Liz Callahan and William Francis)**a) Proposed replacement of materials for front steps (no ZBA review needed)
   * + **Present/Participating**: Liz Callahan
     + **Description**
       - *Liz Callahan stated she was removing her application from the agenda*
       - *She will be using all wood materials and replacing in kind*
2. **26 Walnut Street (Elizabeth Streek)**a) Proposed six foot high privacy fence and gate at perimeter of back yard (no ZBA review needed)
   * + **Present/Participating**
       - Applicants were NOT present
       - Jane Gentile(ZEO) presented on applicants’ behalf
     + **Description**:
       - Submitted plans were on file and reviewed by all ZBA board members
     + **Discussion**:
       - 2 letters from adjoining neighbors are on file:   
         one letter is from Nicole Clinton
       - Jane Gentile (ZEO) stated she would make sure all adjoining neighbors were approached for input
       - Roger MacMillan stated
         * Needs to make sure finished side of fence points towards the neighbors
       - There was no additional discussion

* **MOTION**
  + *made by* **Mark Mershon** */ Seconded* **Roger MacMillan**
    - * *action by the Village of Cooperstown, Historic Preservation and Architectural Review Board*
      * *resolution date* **May 9, 2017**
      * *a resolution to approve a permit for* **six foot high privacy fence and gate at perimeter of back yard at 26 Walnut Street***, Cooperstown, NY as submitted*

*WHEREAS the Historic Preservation and Architectural Review Board has made the following findings of fact concerning the proposed application:*

* *A public* **hearing is not required**
* **SEQRA is NOT required** *for this action****;***
* *The structure* **is listed as contributing** *in the Glimmerglass Historic Nomination Form;*
* *Proposed work meets the criteria for appropriateness under***Section 300-26.E. (2)(c) / (3)(a)(b)(c)**

*NOW THEREFORE BE IT RESOLVED, that we, the duly appointed members of the Historic Preservation and Architectural Review Board of the Village of Cooperstown do this* **9th day of May, 2017***, determine that the work for* **26 Walnut Street***, Cooperstown, NY meets the criteria for work within the Historic and Architectural Control Overlay District as set forth in the Zoning Law of the Village of Cooperstown.*

* + - * *the board took a vote with the following results*
* *Ayes* **(5):****Sanford / Callahan / Mershon / MacMillan / Kis**s
* *Nays* **(0)**
* **MOTION CARRIED**
  + - **Next Steps:**
      * Jane Gentile (ZEO) will
        + notify applicants that the finished side of the fence needs to point towards the neighbors
        + request input from all adjoining neighbors
    - The Board determined this to be a minor alteration for reporting purposes

1. **14 Pioneer Street (David and Celia Oxley) non-contributing in Glimmerglass Historic District**a) Proposed removal of first floor left side window   
   b) Proposed infill of opening with cedar siding to match existing (no ZBA review needed)
   * Description:
     + Window facing driveway on south side of the house
     + Opening will be filled with cedar siding to match existing
   * **Discussion**:
     + There was no discussion
   * **MOTION**
   * *Made by:* **Roger MacMillan** */**Seconded:* **Gary Kiss**
     + *action* by the Village of Cooperstown, Historic Preservation and Architectural Review Board
     + *resolution date:* **May 9, 2017**

* + - *a resolution to approve* the **removal of a window and the filling of the resulting hole with cedar siding** on the house at **14 Pioneer Street**, Cooperstown, NY **as submitted**

*WHEREAS the Historic Preservation and Architectural Review Board has made the following findings of fact concerning the proposed application:*

* *A* ***public hearing is NOT required***
* ***SEQRA******is NOT required*** *for this action****;***
* *The structure* ***is listed as non-contributing*** *in the Glimmerglass Historic Nomination Form;*
* *Proposed work meets the criteria for appropriateness under****Section 300-26.E:******(2)(a), (2)(c), (3)(a) and (3)(b)***

*NOW THEREFORE BE IT RESOLVED, that we, the duly appointed members of the Historic Preservation and Architectural Review Board of the Village of Cooperstown do this* ***9th day of May, 2017****, determine that the work for* **14 Pioneer Street***, Cooperstown, NY meets the criteria for work within the Historic and Architectural Control Overlay District as set forth in the Zoning Law of the Village of Cooperstown.*

* + - *The Board took a vote with the following results:* 
      * *Ayes* (**5**): **Sanford / Callahan / Mershon / MacMillan / Kiss**
      * *Nays* (**0**)
      * **MOTION CARRIED**
    - The Board determined this to be a minor alteration for reporting purposes

1. **Review CGP Student Input on Changes to Law**
   * **Present/Participating:** Cynthia Falk (Trustee, CGP Professor)
   * **Note:** CGP students presented the project being addressed at the April 11, 2017 HPARB meeting
   * **Discussion**
     + Cynthia Falk stated the purpose of this discussion was to get HPARB’s input on the next steps for this process
     + Cynthia Falk reviewed the 4 main components developed by the students project
       1. Meeting procedures
       2. FAQ for website
       3. PDF chart identifying HPARB material preferences etc  
          (to be viewed online or printed)
       4. Proposed update of law
          - Current law is based on the 2008 model law
          - Students are proposing to update to the 2014 model law
          - Transitioning between the 2008 and 2014 model laws is not simple
     + Cynthia Falk stated the students addressed 2 points that were relatively unique to Cooperstown
       1. Items currently not addressed by HPARB that they felt should be spelled out in the law
          - storm doors, swing sets, gutters, etc
       2. Demolitions
          - Cooperstown is unique because the whole village is the historic district
          - Suggestions made are based on existing law for another town
     + David Sanford Inquired
       - Can Cooperstown be divided into distinct historic districts based on time periods?
         * Historic Williamsburg is divided by time period
         * Addressing house styles, materials etc that belong to different periods might be helpful for the public
         * Looking at old maps would show how Cooperstown has developed
   * **Next Steps**
     + HPARB Workshop to discuss potential new law and student suggestions
       - Monday, June 5, 2017 @ 5PM

1. **Review of Minutes from April 11, 2017 Historic Preservation and Architectural Review Board meeting**

* No one had comments, changes or corrections
* **MOTION**
  + **Made by: David Sanford / 2nd: Roger MacMillan**
  + *The vote had the following results:*
    - *Ayes: (5): Callahan / MacMillan / Sanford / Mershon / Kiss*
    - *Nays (0):*
    - ***MOTION CARRIED***

1. **Other business**
   * Mon, June 5, 2017 @5PM: Workshop meeting to discuss the suggestions (including potential new law) made by Cooperstown Graduate Program Students (clerk not rqrd)
   * Tue, June 13, 2017 @5PM: Next HPARB Meeting

**Meeting Closed: 7:42pm** (2 hours, 42 min)

Respectfully Submitted,

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Mikal Sky-Shrewsberry, Clerk (PT)