

Town of New Paltz Historic Preservation Commission Meeting

Wednesday February 26th 2014 7:30PM - 9:30PM at the Town Hall

Commissioners attending: John Orfitelli (Chair, via phone), Helen Christie (Vice Chair), Caryn Sobel, Steve Warren, along with Town Board Liaison, Dan Torres.

Also attending were Richard Rowley and George Sifre to present a Certificate of Appropriateness application.

Agenda

1. Public Comment
2. Rowley Residence Barn Addition: CoA
3. Review/Approve Minutes from January
4. Landmark Initiative Grant
 - RFP Status
 - List of Candidate Properties
5. HPC Code of Ethics
6. Use of Social Media for Outreach
7. Preservation League Nomination: Status
8. Town Historian Job Description

Minutes

Meeting was called to order at 7:30pm by motion from Helen Christie, seconded by Caryn Sobel. Motion carried. Note: Original meeting scheduled for February 19th was rescheduled to February 26th.

1. **Public Comment:** No public comments were received.
2. **Rowley Residence Barn Addition: CoA:** Property owner Richard Rowley presented a Certificate of Appropriateness application for an additional to their barn located on 181 Libertyville Road. Contractor George Sifre, of Seakill Builders, submitted the CoA along with detailed plan drawings to the Building Department on behalf of Mr. Rowley earlier in the month. The property was once known as the Josiah Dubois/Blake house and is designated as a local landmark.

The Commission reviewed the CoA application and design for the barn addition which utilizes similar materials and is consistent with the style of barns from that era. John Orfitelli suggested that care be taken during the excavation of the foundation to prevent damage to artifacts that may be exposed. John Orfitelli agreed to take photos of the barn to document the change.

John Orfitelli explained that pursuant to Zoning Article XIV 140-11 of the New Paltz Town Code a public hearing is required to complete the CoA process. Accordingly, a legal notice must be published in the New Paltz Times and notifications must be sent to abutting property owners regarding a public hearing to take place at our next meeting on March 19th. The names and addresses of the neighboring property owners will be provided by the Town Assessor's office. The owner of the property is responsible for the mailing and must provide a notarized affidavit certifying that notifications were sent.

John Orfitelli pointed out that according to the Town Code, public hearing notification using signs posted on the property was optional based on relative impact and cost. John suggested that in this particular case, the cost for posting signs on the property outweighed the benefit given the timing and

other forms of notification that were planned. John Orfitelli submitted a motion to waive the signage requirement. Motion was seconded by Steve Warren, All were in favor, motion carried.

The Commission will vote to approve, reject, or approve with conditions the CoA application at the next meeting scheduled for March 19th.

3. **Review/Approve Minutes from January:** A motion to approve meeting minutes from January 22nd, 2014 was made by Helen Christie and seconded by Steve Warren. Motion Carried.

4. **Landmark Initiative Grant**

- **RFP Status:** John Orfitelli distributed the RFP to ten qualified consultants on February 7th. A letter of introduction, customized for each consultant, accompanied the RFP. As of the meeting, two responses had been received and one proposal (from Neil Larson and Associates). Deadline for submissions was Friday, 2/21. Caryn Sobel suggested allowing additional time for any late submissions.
- **List of Candidate Properties:** Steven Warren provided an Excel spreadsheet summary of the candidates under consideration. The list includes barns which are considered most in danger, multifamily buildings, and a barn converted to a single family residence.

5. **HPC Code of Ethics:** John Orfitelli provided a copy of the Code of Ethics to Alan Stout for review by the New Paltz Ethics Board. The Board was very supportive and endorsed our effort to establish a Code of Ethics for the Historic Preservation Commission. A motion to adopt the CoE was made by Steve Warren and seconded by Caryn Sobel. All were in favor, motion carried. A copy of the CoE, once signed by the Commissioners, will be posted on our website.

6. **Use of Social Media for Outreach:** The Commission was planning to learn about the Town's plan for utilizing social media from Dan Torres. Since Dan was not available for this agenda item, a motion was made by Steve Warren to table discussion for our next meeting on 3/19. Motion was seconded by Helen Christie. Motion carried.

7. **Preservation League Nomination: Status:** Dave Gilmour submitted the nomination package on February 13th to the Preservation League of New York. A copy of the completed nomination package will be made available to the Commission.

8. **Town Historian Job Description:** Dan Torres requested that the draft job description of Town Historian be accepted by the Commission for consideration by the Town Board. A motion to accept the job description as a draft for review and acceptance by the Town Board was made by Helen Christie and seconded by Steve Warren. All were in favor. Motion carried.

The draft is expected to be modified based on the research by Maggie Pankowski on how other neighboring towns describe the job of Town Historian along with related materials for use in creating roles and responsibilities of a Town Historian.

Motion to adjourn was made by Steve Warren and seconded by Caryn Sobel. Motion carried. Meeting adjourned at 8:20pm.