

**MINUTES**  
**March 13, 2023**  
**Historic Preservation Commission**  
**City of Batavia**

Please **NOTE:** These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. They are intended to make an official record of the actions taken by the Commission/Committee/City Council, and to include some description of discussion points as understood by the minute-taker. They may not reference some of the individual attendee's comments, nor the complete comments if referenced.

**1. Meeting Called to Order**

Vice-Chair Barraza called the Historic Preservation Committee (HPC) meeting to order at 5:07pm.

**2. Roll Call**

**Members Present:** Vice-Chair Barraza; Commissioners Koc, Alderson and Saam

**Members Absent:** Chair Bus

**Also Present:** Jeff Albertson, Building Commissioner; Jennifer Austin-Smith, Recording Secretary

**3. Minutes:**

There were no minutes to approve at this time.

**4. Items to be Removed, Added or Changed**

None

**5. Matters From the Public (for items not on the agenda)**

None.

**6. COA Review: 130 South Batavia Avenue – Wall Signage (Aubrey Signs, Applicant)**

Paul Bandur, Aubrey Signs, addressed the Historic Preservation Commission (HPC). Bandur stated that the wall signs are a flat panel, contour cut as shown. The panels would be installed into the mortar joints.

Albertson announced that this is a non-contributing building and the signage does comply with the zoning.

**Motion:** To recommend approval of COA as submitted

**Maker:** Saam

**Second:** Barraza

**Roll Call Vote:** **Aye:** Saam, Barraza, Koc, Alderson

**Nay:** None

4-0 Vote, 1 Absent, Motion carried.

**7. Updates:**

**1. 7 East Wilson Street – Historic Inspection**

**2. Anderson Block Building – Masonry Maintenance**

- 3. Significant Historic Building Inspection Program**
- 4. 227 West Wilson Street – Historic Inspection**
- 5. 16 East Wilson Street – Historic Inspection**

Albertson stated that there are no updates at this time.

### **8. Other Business**

Saam requested that a discussion on what should be brought to the HPC and what could be bypassed be held at a future meeting. For example, signage that complies with zoning on non-contributing buildings could bypass the HPC. Saam stated that a three-step process could become a two-step process. Saam explained that she would like to make things more streamlined and less time consuming for applicants. Albertson stated that the HPC could make that decision. He continued that the HPC decided like-for-like replacements did not have to be reviewed by the Commission.

Saam asked that at a future HPC meeting this process discussion be placed as an agenda item. Koc noted that she would not be able to be in attendance until after April 6<sup>th</sup>. Saam asked for this to be placed on an HPC agenda on or after April 11<sup>th</sup>. Alderson asked if the HPC meetings could be hybrid to help with the quorum. Albertson answered that the HPC meetings could be hybrid if the HPC would prefer.

Albertson announced that he would place on an upcoming HPC agenda the discussion on COAs for non-contributing buildings and hybrid meetings.

### **9. Adjournment**

There being no other business to discuss, Vice-Chair Barraza asked for a motion to adjourn the meeting at 5:24pm; Made by Saam, seconded by Koc. All were in favor. Motion carried.

Minutes respectfully submitted by Jennifer Austin-Smith, Recording Secretary