



**Landmark Preservation Board  
Thursday, February 3, 2011**

Meeting Minutes

8:30 am Common Council Chambers

**CALL TO ORDER**

Vice chairman Bob Haley called the meeting to order at 8:30 a.m.

**ROLL CALL**

Members Present: Louise Birkhead, Tim Bonaparte, Fouad Dietz, Bob Haley, Dan Leary, Julia Marshall, Jeff Romano

Excused: Don Radke

Staff: Kate Auwaerter

**APPROVAL OF MINUTES**

F. Dietz made a motion to accept the minutes, which was seconded by J. Marshall. The minutes were approved with the following revisions:

**Quartier Building Demolition.** D. Leary mentioned ~~that he had been in a conversation with the property owner within the last two weeks~~ *he had been made aware of a conversation between the property owner and his representative* and that the owner had not ruled out the possibility of saving the façade. D. Radke recommended that Deputy Commissioner Walsh should be informed of this. F. Dietz stated that the board should make clear its desire to save the building. N. Larson informed the board that should it deny the application, it would end back in the same court that overturned the denial in the first place. The board agreed to await the demolition application.

**Interior Designations.** It was agreed that "open to the public" could be as simple as advertising and holding an open house once a year *or allowing access by appointment with the owner*. N. Larson agreed that this could be the policy of the board, but that the property owners would have to agree. She recommended that the board write a letter to the owners of the Skoler House and 309 Van Rensselaer to explain the situation and ask for their approval. Change in ownership would require the same agreement from the new owner.

**OLD BUSINESS**

**Steel Window Replacement Policy.** The board reviewed the steel window policy as revised based on the comments from January 20, 2011 meeting. It discussed briefly the alternate language of Step 4 in the process; the original language stated specifically that fiberglass as a modern material that could be considered by the board, and the revised language stated only that modern materials would be considered on a case-by-case basis. The board voted by show of hands for the alternate language. F. Dietz made a motion to accept the Steel Window Replacement Policy with the following language:

*Step 4: If replacement in-kind is not feasible as determined by the board, the board may consider replacement windows that are appropriate to the design, pattern and profiles of the original windows. Appropriate replacement materials for original steel windows may include traditional steel, bronze, lead, and wood. Modern materials may be considered on a case-by-case basis. Vinyl is not appropriate.*

The motion was seconded by J. Romano and approved unanimously. J. Marshall recommended posting the policy on the website.

CA-10-18: 1666 James Street (steel window replacement). This application was held open.

CA-10-20: 409 Sedgwick Drive (wood window replacement). This application was held open.

CA-11-01: 901 Rugby Road (steel window replacement). This application was held open.

## **NEW BUSINESS**

*No new business*

## **DISCUSSION**

Window Survey Form: The board made recommendations regarding the draft window survey presented by staff. Along with minor word-smithing and revision to the organizational structure, the board suggested including questions regarding the age of the property; total number of windows, in addition to the total number proposed for replacement; and language about storm windows. The board agreed that it would evaluate the condition of the windows based on the information provided rather than asking the property owner to make the evaluation. The board also discussed the images to be included with the form. The board approved the survey form as revised.

## **ADJOURN**

F. Dietz made a motion to adjourn which was seconded by T. Bonaparte. The meeting adjourned at 8:50 a.m.