

Historic and/or Architectural Advisory Board  
City of Cortland  
March 15, 2022

A special meeting of the Historic and/or Architectural Review Board was held on Tuesday March 15, 2022, located at 40 Main St at 8:00 am.

**Present:** Chairman Linda Kline, Commissioners, Christine Barnes, Richard Stock, Karina Murphy, Kate O’Connell-Historian

**Excused:** Commissioner Dan Dineen

**Staff Present:** Confidential Secretary Joanne Sweeney, ZEO Bob Rhea, Interim Director Roy Everett

**Item#1 - Election of Chair.** Motion made to elect Linda Kline chairperson.

**Motion by:** Comm. Kate O’Connell

**Seconded by:** Comm. Katrina Murphy

**Approved:** Unanimous

**Item#2 - Election of Vice-Chair.** Motion made to elect Richard Stock vice chairperson.

**Motion by:** Comm. Katrina Murphy

**Seconded by:** Comm. Kate O’Connell

**Approved:** Unanimous

**Item#3 - Appoint Joanne Sweeney as the Secretary for the Board**

**Motion by:** Comm. Karina Murphy

**Second by:** Comm. Richard Stock

**Approved:** Unanimous

**Item#4 - 29 Tompkins St. (Park Alumni House) Address #26 was typo in agenda**

Site changes-Removal of Shed and expansion of parking. Cody Sweet of the Park Alumni House was represent. The 12x22 shed 10 years old and one small tree will be removed. Remove some existing asphalt and replace with new to accommodate more parking. New stripping will be done. Question regarding demo of shed. It will require a permit along with paving.

**Motion made to accept application as proposed.**

**Motion by:** Comm. Richard Stock

**Second by:** Comm. Karina Murphy

**Approved:** Unanimous

**Items#5 – 24 Main Street (Owner-Pathos) Business-Goodthread**

Signage-Applicant not in attendance. Application was incomplete for signage. Chairperson Kline reached out to her for details. Signage on the door temporary. Has not made application for the large window. Applicant shared what was currently hanging inside the window behind a sheet not visible to the street. It was an LED warm light sign. It will remain warm white lite only.

**Motion made to table approvals until applicant attends meeting to discuss.**

**Motion by:** Comm. Richard Stock

**Second by:** Comm. Kate O’Connell

**Approved:** Unanimous

**Approval for minutes for December 14, 2021:** Minutes were not approved as written. They did not fully describe what was being motioned and approved. Minutes to be updated with information given from the December Meeting. That supporting documentation will be added to the minutes addressing.

**Motion was made to table acceptance of minutes until they were properly updated to reflect what was voted on.**

**Motion by:** Comm. Richard Stock

**Second by:** Comm. Kate O'Connell

**Approved:** Unanimous

**New/Old Business:**

Discussions were reopened regarding the rope or string lighting in the windows-“window lighting”. The code does not directly establish a standard for warm/cool/colored, including the candle power. We need to establish a metered/non-adjustable candle power standard or number. Monitoring adjustable lighting is difficult. The code needs to be addressed. Also color changing with seasons or holidays. Need to research other communities and their policies. Historic to set the standard. Purchase a meter thru code or an app to measure. Table discussion until Bob Rhea gathers information to make decisions.

New schedule and commissioner contract info distributed to members to place in their booklets.

We don't use a certificate of compliance-which infers a review afterwards. We have an acceptance of historic decision agreement. It is for the applicant to sign. Discussion of title on the agreement form, Mr Rhea is looking into appropriate title for the form.

Tattoo Place-letters on entry door are back up without permission. Letter from VanDonsel in the past addressing procedures and putting him on notice that he needs to go through the Historical Committee before taking any actions with regards to the exterior. Needs to come to meetings. The letters need to come down. Issue a violation. Carlos Falso is the tattoo owner.

Coming next month Cross Fit will be coming back before us with a revised store front which also includes a wall mural on the back of the building. Murals are something new to address. Beach house will have some changes to their front. Other good things coming.

Meeting was adjourned at 9:30 am

**I, LINDA KLINE, CHAIRMAN OF THE HISTORIC AND/OR ARCHITECTURAL BOARD OF THE CITY OF CORTLAND, NY, DO HEREBY CERTIFY THAT SAID RESOLUTION(S) WERE ADOPTED AT A MEETING OF THE HISTORIC AND/OR ARCHITECTURAL BOARD OF THE CITY OF CORTLAND, NY, HELD ON THE 14<sup>th</sup> DAY OF DECEMBER, 2021.**

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**LINDA KLINE (CHAIR)**