



# City of North Tonawanda

## Historic Preservation Commission

City Hall  
216 Payne Ave.  
North Tonawanda, NY 14120

Regular Meeting June 21, 2022 (Delayed due to observation of Juneteenth)

### Minutes

Present: Kristin Derby, Andrew Klettke, Erin Robinson, Jay Soemann, James Partsch  
Excused: Joe Fonzi, April Gamp

Meeting called to order 6:04pm.

New business

18 Webster Street – Signage

Owner intends to add flat signage and dimensional letters for new business in this retail space. Previously this style existed on the façade, HPC sees no issue with materials and placement.

Motion to accept C of A as submitted.

1<sup>st</sup> Jay Soemann      2<sup>nd</sup> Andrew Klettke

All in favor

  5   Aye        0   Nay

67 Webster Street – Owner intends to replace current box sign with in-kind materials and dimensions. The only change is the business logo design. any additional product information.

Motion to accept C of A as submitted.

1<sup>st</sup> Kristin Derby      2<sup>nd</sup> Andrew Klettke

All in favor

  5   Aye        0   Nay

May minutes

Motion to accept May 2022 minutes as submitted.

1<sup>st</sup> Jay Soemann      2<sup>nd</sup> Erin Robinson

All in favor

  5   Aye        0   Nay

Old business

CLG – NTHPC contract was signed and returned, process has begun.

Action items:

- RFP will need to be issues for the Bennett Kit Home survey.
- Website materials should be collected and site map formally approved.
- Ad should be purchased for Preservation Day in August.
- PBN Membership should be formalized, Commission training should be scheduled

Memorial Pool Local Landmarking Public Hearing scheduled for June 28, 6pm. Council Vote will be held July 5. HPC members should attend meetings if able to, please share letter of support templates.

City Clerk provided printed version of City Code describing Downtown District. This will be on hand for all future meetings.

Open Discussion

Violations list should be compiled, follow up with Building Inspector's office.

Motion to adjourn 6:41 pm

1<sup>st</sup> Kristin Derby      2<sup>nd</sup> Jay Soemann  
All in favor  
\_\_ 5 \_\_ Aye      \_\_ 0 \_\_ Nay

July 2022 meeting will be held at City Hall in the Conference Room on July 18, 6pm. If you are feeling unwell please ask Kristin for alternative call in arrangements.