DESIGN REVIEW & HISTORIC PRESERVATION BOARD
MINUTES
APRIL 24, 2025

Minutes of the Town of Pittsford Design Review and Historic Preservation Board meeting held on Thursday, April 24, 2025, at 6:00 PM local time. The meeting took place in the Lower-Level Meeting Room of Pittsford Town Hall, 11 S. Main Street.

PRESENT: Dirk Schneider, Dave Wigg, Paul Whitbeck, Kathleen Cristman, John Mitchell, Jim Vekasy

ABSENT: Bonnie Salem

ALSO PRESENT: Bill Zink, Building Inspector; Anna Piazza, Building Department Assistant; Robert Koegel, Town Attorney, Cathy Koshykar, Town Board Liaison

ATTENDANCE: There were 9 members of the public present.

Design Review and Historic Preservation Board (DRHPB) Chairman Dirk Schneider called the meeting to order at 6:03PM.

HISTORIC PRESERVATION DISCUSSION

There are no updates at this time.

OVERSIZED ACCESSORY STRUCTURES

2 Skytop Lane
Applicant is requesting design review to replace existing screened-in porch openings with glass windows.

Marissa Bauman, of Jay P. Tovey Co., introduced the application. Ms. Bauman is requesting design review to replace existing screened-in porch openings with glass windows. Chairman Schneider asked the applicant if the windows were fixed and the applicant stated that the windows were awnings and casements. The siding will match the existing house and will extend around the screened-in porch. Board Member Wigg asked the applicant to explain the panel detail and the applicant stated that it will match the existing panel detail. Ms. Bauman stated that the windows will have casements that match the existing and will be the same size and width as the existing as well. Chairman Schneider stated that the panel-look on all six locations would be best, except the doors and awnings.

Board Member Vekasy motioned to approve the application for the infill of an existing screen porch with the condition that the infill paneling shown on the rear elevation is also used under the side elevation. This motion was seconded by Vice Chairman Wigg. Following a unanimous voice vote, the application was approved, none opposed.

48 Turning Leaf Drive
Applicant is requesting design review for a 360 Sq Ft. addition of a 3 season Room.

Steve Walsh, of UnderCover Systems of NY, introduced the application. Mr. Walsh is requesting design review for a 360 square-foot addition of a 3-season room. The exterior finishes of the addition will match the existing home.

Board Member Cristman motioned to approve the 360 square-foot addition of a 3-season room, as submitted. This motion was seconded by Board Member Whitbeck. Following a unanimous voice vote, the application was approved, none opposed.

81 Coventry Ridge
Applicant is requesting design review for a 650 sq. ft. covered patio

Melissa Faeth, of 81 Coventry Ridge, introduced the application. Ms. Faeth is requesting design review for the construction of a 650 square-foot covered patio. She stated that there will be an overhang on each side of the patio. Ms. Faeth stated that the fireplace will be gas-lit and free-standing, with stone around it.

Chairman Schneider motioned to approve the construction of a 650 square-foot covered patio, as submitted. This motion was seconded by Board Member Cristman. Following a unanimous voice vote, the application was approved, none opposed.

230 Kilbourn Road
Applicant is requesting design review for window changes.

Kevin Morton, of Renovations by The Morton Group, introduced the application. Mr. Morton is requesting design review to change existing sliding glass doors into windows. He pointed out that a wall-cap for a vent will go between the two windows on the South side elevation. Mr. Morton additionally stated that the windows will be casements to match the existing casements on the home. The siding, windows, and trim will match the existing.

Vice Chairman Wigg motioned to approve the window changes with the condition of a vent and the siding, windows, and trim, will match the existing. This motion was seconded by Chairman Schneider. Following a unanimous voice vote, the application was approved, none opposed.

33 Parker Drive
Applicant is requesting design review for a 640 Sq Ft. addition and renovation.

Chuck Smith, of Design Works Architecture P.C., introduced the application. Mr. Smith is requesting design review for a 640 square-foot addition and renovation. The siding and roofing of the two-story addition will match the existing home. Two windows will be replaced with a triple window and the chimney coming up through the center of the house will be removed.

Board Member Whitbeck motioned to approve the 640 square-foot addition, as submitted. This motion was seconded by Vice Chairman Wigg. Following a unanimous voice vote, the application was approved, none opposed.

RESIDENTIAL APPLICATIONS: NEW HOMES

4000 East Avenue
Applicant is requesting design review for the construction of a new 1 bedroom, 2 story guest house. The house will be approximately 1501 square feet. Includes a courtyard and garden shed.

Chuck Smith, of Design Works Architecture P.C., introduced the application. Mr. Smith is requesting design review for the construction of a two-story guest house. He stated that this project has previously appeared before the Board and has additional changes. Mr. Smith stated that due to the house being in a flood zone, he will add an access door underneath the raised stair. Instead of stone veneer material, the garden wall will be an EIFS stucco material. Additionally, he will add a stair that goes from the patio up to the house.

Chairman Schneider motioned to approve the application for the presented changes to the guest house, as submitted. This motion was seconded by Board Member Vekasy. Following a unanimous voice vote, the application was approved, none opposed.

COMMERCIAL APPLICATIONS

3330 Monroe Avenue
Applicant is requesting design review for the exterior change of a commercial buildout that was previously approved 1/25/24. This property is zoned Commercial (C).

Paul Colucci, of DiMarco Constructors, introduced the application. Mr. Colucci is requesting design review for exterior changes to a previously approved commercial buildout. He stated that the project has been under construction since December of 2024 and has an active building permit with the Town. Mr. Colucci stated that once the project got through the demolition process he realized that the building had large trusses and had to come up with a modified elevation for the East side which faces the parking lot. He stated that the building will maintain similar materials and a similar look. He noted that he needed to reproportion the Aluminum Composite Material (ACM) and the glass on the right side of the building. The applicant confirmed that it will have the same palette as before.

Board Member Cristman motioned to approve the exterior changes previously approved January 25, 2024, as submitted. This motion was seconded by Vice Chairman Wigg. Following a unanimous voice vote, the application was approved, none opposed.

MEETING MINUTES REVIEW

The minutes of April 10, 2025 were approved following a motion by Board Member Vekasy. This motion was seconded by Board Member Cristman Following a unanimous voice vote, the minutes were approved, none opposed.

Chairman Schneider closed the meeting at 6:43PM.

Respectfully submitted,

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Anna Piazza
Building Department Assistant

OFFICIAL MINUTES ARE ON FILE IN THE OFFICE OF THE BUILDING DEPARTMENT