



**TOWN OF PITTSFORD  
DESIGN REVIEW AND HISTORIC PRESERVATION BOARD  
GUIDELINES FOR APPLICATIONS FOR LANDMARK DESIGNATION**

**General Information about the Design Review and Historic Preservation Board**

The Design Review and Historic Preservation Board generally meets on the second and fourth Thursdays of the month at 6:45PM at the Pittsford Town Hall, 11 South Main Street, Pittsford, New York. The Board adopts a schedule of meetings each year, which is available upon request.

The Board is made up of seven (7) volunteer resident members and is supported by the staff of the Town's Planning and Zoning Department. The Town's website has more information about the Board, together with a schedule of meetings and Minutes from prior meetings.

The Board is responsible for the following areas:

1. Residential projects, including new home construction and remodeling of existing homes that involves exterior elements.
2. Commercial projects, including new buildings and remodeling of existing buildings that involves exterior elements.
3. Permanent signage projects.
4. Landmark Designation of historic properties.
5. Certificates of Appropriateness for modifications to Designated Landmarks that involve exterior elements and/or interior elements of buildings open to the public.

**Procedures for Applications Requesting a Landmark Designation**

The following is a general outline of the steps that will be followed in preparing and the Board considering an application for a Landmark Designation:

- The applicant (either the property owner or a designated agent) will submit the completed "Application" to the Town's Planning and Zoning Department. The applicant should retain a copy of all items submitted.
- Upon receipt of a completed Application, Town staff will schedule the application for the Board's agenda. An Application needs to be received at least thirty (30) days prior to the Board meeting during which it will be reviewed.
- A "Public Hearing" is required by Town Code for all Applications for Landmark Designation. As a result, Town Staff will place formal "Legal Notice" of the Application in one of the Town's official newspapers, typically the Brighton Pittsford Post.

- In addition to the Legal Notice in a newspaper, Town Staff will also post a sign on the property, giving notice of the Application, approximately ten (10) days prior to the Public Hearing.
- The Board members will review the full Application and do a “drive-by” viewing of the property, prior to the Hearing date, so as to be fully familiar with the property.
- During the Public Hearing, the Board will give the applicant an opportunity to make a verbal presentation, if desired, to supplement the Application materials. The Board will also ask any questions they might have of the Applicant. Members of the public who attend the Hearing will also be invited to make comments, if they wish.
- Once the Board is satisfied that they have all the information they need to make a decision, the Public Hearing will be closed.
- The Board will discuss the matter and make a written decision, in the form of a Resolution. Although this will typically occur immediately after the close of the Public Hearing, if the Board feels it needs time to consider the matter it may be held to the next meeting, for decision.

### **Application Materials to be Submitted**

The goal of the Application and supporting materials is to give the Board a full understanding of the structure that is proposed to be designated as a Landmark, as well as the parcel on which the structure is located.

In light of the above goal, the applicant is to submit the following materials, as appropriate:

- Submit a fully completed Application form, which should include concise but complete statements as to all of the areas referred to on the application form. Attach additional sheets as necessary.
- Attach photographs, together with captions, to the application illustrating all sides of the proposed Landmark and the site on which the proposed Landmark is located and showing all features, which justify its designation.
- Attach a map or site plan indicating the size of the parcel and the approximate location of all structures.
- Attach a copy of any professionally prepared documentation (e.g., National Register of Historic Places nomination form, historic resource survey, Historic American Building Survey nomination form, and Historic American Engineering Survey nomination form).
- A copy of the application and all documentation should be kept for your records.

### **Town Code Provisions**

The Design Review and Historic Preservation Board is required to review each Application for Landmark Designation against the relevant provisions of the Town Code. In summary, the Board is justified in designating a structure as a Landmark if it:

- Possesses special character or historic or aesthetic interest or value as part of the cultural, political, economic or social history of the locality, region, state or nation; or
- Is identified with historic personages; or
- Embodies the distinguishing characteristics of an architectural style; or
- Is the work of a designer whose work has significantly influenced an age; or

- Because of a unique location or singular physical characteristic, the structure represents an established and familiar visual feature of the neighborhood.

The following are the relevant Town Code provisions that relate to Applications for a Landmark Designation:

**TOWN CODE**  
**TOWN OF PITTSFORD**  
**ARTICLE XXX, Landmarks, Historic Districts and Certificates of Appropriateness**

**§ 185-195.1 Purpose; intent.**

It is hereby declared as a matter of public policy that the protection, enhancement and perpetuation of historic landmarks is necessary to promote the economic, cultural, educational and general welfare of the public. Inasmuch as the identity of a people is founded on its past and inasmuch as the Town of Pittsford has many significant historic, architectural and cultural resources which constitute its heritage, this article is intended to:

- A. Protect and enhance the historic landmarks which represent distinctive elements of Pittsford's historic, architectural and cultural heritage.
- B. Foster civic pride in the accomplishments of the past.
- C. Protect and enhance Pittsford's attractiveness to visitors and the support and stimulus to the economy thereby provided.
- D. Ensure the harmonious, orderly and efficient growth and development of the Town.
- E. Stabilize and improve property values in the Town.

**§ 185-195.2 Designation of landmarks.**

- A. The Design Review and Historic Preservation Board may designate a structure as a landmark if it:
  - (1) Possesses special character or historic or aesthetic interest or value as part of the cultural, political, economic or social history of the locality, region, state or nation;
  - (2) Is identified with historic personages;
  - (3) Embodies the distinguishing characteristics of an architectural style;
  - (4) Is the work of a designer whose work has significantly influenced an age; or
  - (5) Because of a unique location or singular physical characteristic, represents an established and familiar visual feature of the neighborhood.
- B. The Board may, in designating landmark structures, include a reasonable amount of land surrounding the structure, including any nearby outbuildings, so as to protect the structure or structures from undue encroachment.
- C. Notice of a proposed designation shall be sent by certified mail to the owner of the structure proposed for designation, describing the structure proposed and announcing a public hearing by the Board to consider the designation. Notice of such hearing shall be published at least once in a newspaper of general circulation at least 10 days and not more than 20 days prior to the date of the public hearing. Once the Board has issued notice of a proposed designation, no building or demolition permits shall be issued by the Code Enforcement Officer until the Board has made its decision.
- D. The Board shall hold a public hearing prior to designation of any historic landmark. The Board, owners and any interested parties may present testimony or documentary evidence at the hearing which will become part of a record regarding the historic, architectural or cultural importance of the proposed landmark. The record may also contain staff reports, public comments, or other evidence offered outside of the hearing.

E. The Board shall file with the Town Clerk the record of its proceedings and its resolution of designation which shall describe the boundaries of the land, if any, surrounding the structure. The Board shall file in the Monroe County Clerk's Office a notice of each designated structure, including surrounding land, if any, referencing it by street name and number and/or tax account number, and referring any interested person to the Town Clerk's Office and the Town Municipal Code for more detailed information.