

Auburn Historic Resources Review Board AGENDA



The Historic Resources Review Board Meeting will be held at 7:00 PM on July 14, 2026 at Memorial City Hall,
24 South Street, Auburn, NY 13021

Accommodations: Requests for accommodations for individuals with disabilities may be made with prior notice of at least three work days in advance of the meeting by calling (315) 255-4100 or e-mailing disabilityaccess@auburnny.gov. As much advance notice as possible is needed to assure that appropriate services can be acquired

July 14, 2026 7:00 PM

1. Approval of Meeting Minutes

1.A. HRRB Meeting Minutes April 14, 2026

2. Public To Be Heard

3. Certificate(s) of Appropriateness

3.A. COA Fence installation and porch renovation

4. Other Business

5. Adjournment

Historic Resources Review Board
Meeting Minutes April 14, 2026
c/o Office of Planning and Economic Development
Memorial City Hall-24 South St. Auburn, NY 13021

Present: Chair; Mike Deming, Tracy Verrier, Ed Onori, Jackie Guntow, & Mitch Maniccia, & Richard Stankus

Absent: Jim Hutchinson

Staff: Ashley Teucke, Senior Planner

Mike Deming: Opened the meeting at 7:00 pm

Agenda Item 1: Approval of Meeting Minutes:

November 12, 2025 meeting minutes –

Motion – Jackie Guntow Second – Mitch Maniccia

All in Favor. None opposed. Motion carried.

Public to be heard – None.

Agenda Item 2: Certificate of Appropriateness- South Street, Window replacement

Certificate of Appropriateness Application – *Reach out to ateucke@auburnny.gov for details regarding applicant*

Board action – Approved

Owner of the property gave a presentation that he needs to replace windows. He brought the window sales rep from Pella with him who went into detail regarding the size, color and look of window. The color will be the same as the existing windows.

Jackie asked if there will be storm windows?

The applicant said no.

Motion to accept the application as presented – Richard Stankus Second – Mitch Maniccia

All in Favor. None opposed. Motion carried.

Motion to adjourn

Motion by. Tracy Verrier

Second by Mitch Maniccia

All in Favor. Aye. Motion carried.

Adjourned at 7:26 pm

The next regularly scheduled meeting is Tuesday, May 12, 2026 at 7 pm

Minutes prepared by Ashley Teucke

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Return completed application and all required materials to:
Office of Planning and Economic Development, 24 South Street, Auburn, NY 13021

Date: 6/23/2026

Property Address: [REDACTED], Auburn, NY 13021

Name of Owner: Matthew [REDACTED] & Amanda [REDACTED]

Mailing Address (if different): (Same as Property Address)

Phone: (315) [REDACTED] E-mail address: [REDACTED]

Name of Business (if applicable): Not applicable

Name of Agent/Contractor (if applicable): Self

Address of Agent/Contractor (if applicable): (Same as Property Address)

Indicate type of Project: (Please check all that apply)

- | | | |
|--|---|-------------------------------------|
| ☐ New Construction | ☐ Window or Door Replacement | ☐ Sign |
| ☐ Addition to Structure | ☐ Roof | ☐ Demolition |
| ☒ General Exterior Renovation/Repair | ☐ Siding | ☐ Other |
| | ☒ Fence | |

Please provide a brief description of the project, noting any and all proposed changes to the exterior of the property (see check list of required materials on reverse and attached information to the application):

#1) Installation of six-foot-tall stokade privacy fence in the back yard, as depicted in the annotated survey, attached. This also includes removal/replacement of delapidated post-and-rail currently in rear of property, as well as removal of over-grown brush/trees.

#2) Re-decking of second-story side porch with removal of existing stairwell to provide fully usable second story and ample storage on ground level below. No other alterations will be made to the existing side porch structure.

This application cannot be processed for review unless all of the applicable items are submitted to the Office of Planning and Economic Development (OPED) by the **application deadline – 4:00 p.m. on the Tuesday two weeks** preceding the scheduled meeting. Unless otherwise notified, **Regular meetings of the Historic Resources Review Board (HRRB) occur at 7:00 PM on the second Tuesday** of each month at 24 South Street. Applicants are strongly encouraged to attend. Work on projects requiring HRRB approval shall not be started until the Owner or Agent/Contractor have obtained a Certificate of Appropriateness (C/A) and all required permits. It is the responsibility of the Owner to obtain all required permits. Changes to approved plans cannot be made without additional HRRB review. A request for changes to a previously approved C/A must be made in writing to the HRRB by the application deadline, along with any necessary plans. **BY SIGNING BELOW YOU ACKNOWLEDGE AND AGREE TO THESE CONDITIONS.**

Signature of Owner: Matthew [REDACTED]

For Office Use Only: **Certificate of Appropriateness**

- ☐ Approved as submitted
☐ Approved with changes/conditions
☐ Denied

Checklist of required information for projects before your application can be reviewed – **Please refer to your type of project and attach the required information to this application.** Applications are due no later than two weeks (4:00 p.m. on Tuesday) before the scheduled meeting. For assistance call (315) 255-4115

New Construction

- ☐ Map or survey of property indicating the location of the proposed structure
- ☐ Drawings, to scale, of all elevations; sizes and styles of windows and doors must be indicated on drawings
- ☐ Exterior specifications – list and described all visible materials, siding, roofing, etc.... on or attached to drawings
- ☐ Colors to be used w/ placement
- ☐ Lighting and signage details (if applicable)

Addition to a structure

- ☐ Map or survey of property indicating the location of the proposed addition
- ☐ Drawings, to scale, of addition including the existing building;
- ☐ Photographs of the building, all elevations affected by the addition
- ☐ Sizes and styles of windows and doors must be indicated on drawings; indicate which are proposed, original, and replacement
- ☐ Materials and colors to be used must be listed on drawings

General Exterior Renovations/Repairs

- ☐ Provide a detailed description of project with drawings and photographs of elevations
- ☐ List of any and all building elements affected
- ☐ Existing and proposed colors and material
- ☐ Include samples and/or manufacture's product information sheet where applicable

Replacement of Windows or Doors

- ☐ Size and style of existing and proposed window(s) or door(s); indicate width and height
- ☐ Scaled drawings or photographs of affected elevations
- ☐ Materials and colors; include the manufacture's product information sheet

Roof

- ☐ Existing roof type, materials and colors
- ☐ Proposed materials and colors, provide manufacture's product information sheet or sample
- ☐ Photographs of building
- ☐ If emergency situation, photographs of roof or evidence of damage

Siding

- ☐ Type of siding, smooth or textured, provide sample of siding
- ☐ Reveal of existing and proposed siding
- ☐ How will the building be prepared for siding? How will the trim be treated?
- ☐ Photographs of building

Fence

- ☐ Include map of property indicating existing fence, if any, and location of proposed fence
- ☐ Style (picket, board on board, etc.) – include drawing or picture of style with dimensions
- ☐ Height, material, and color
- ☐ Photographs of area showing where the fence is to be installed

Signs

- ☐ Detailed drawings of sign, drawn to scale – include dimensions, letter style and any graphics
- ☐ Include map of property indicating existing signage and placement of proposed signage
- ☐ Colors, materials, and any lighting to be used
- ☐ Photographs showing where the sign is to be placed

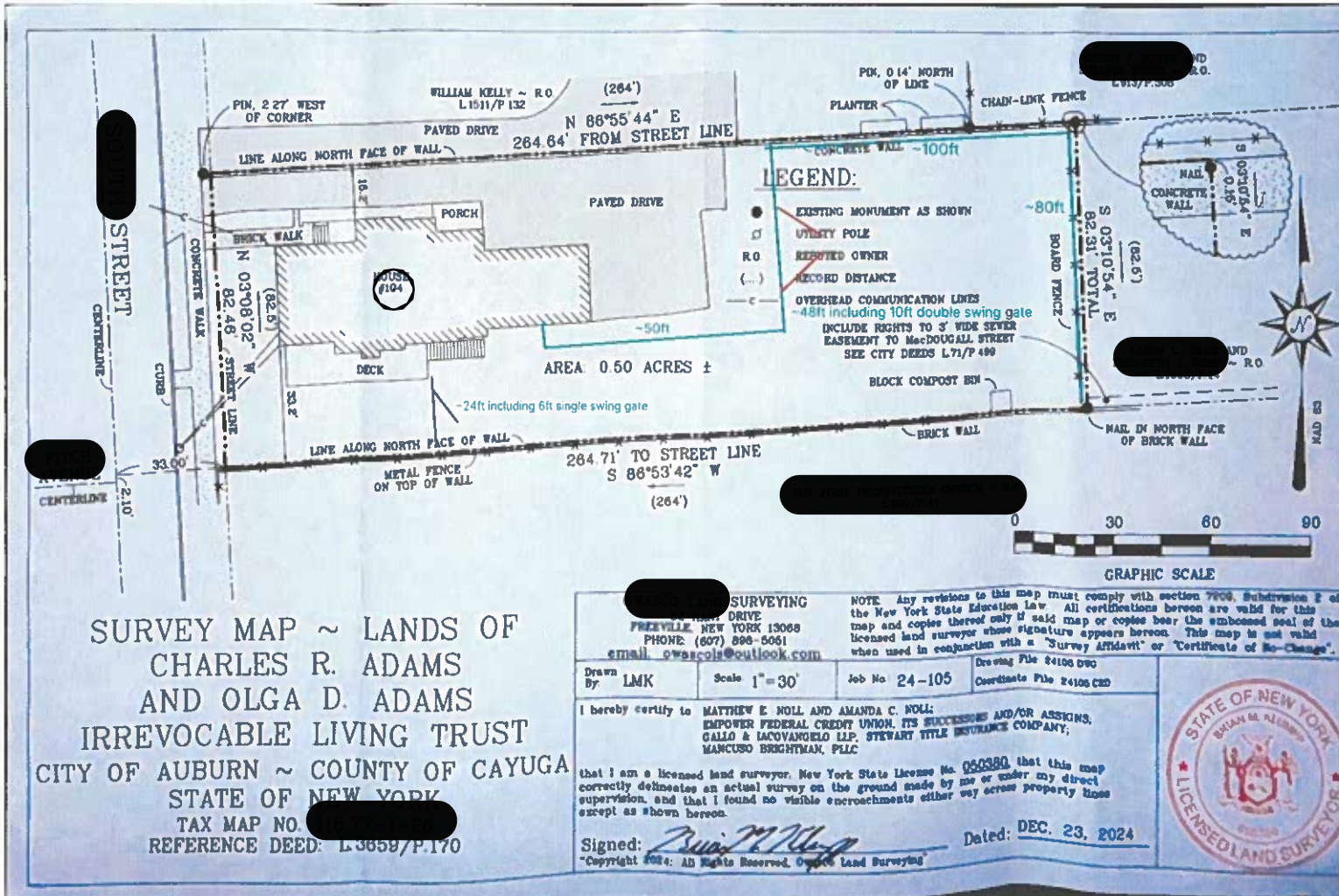
Demolition

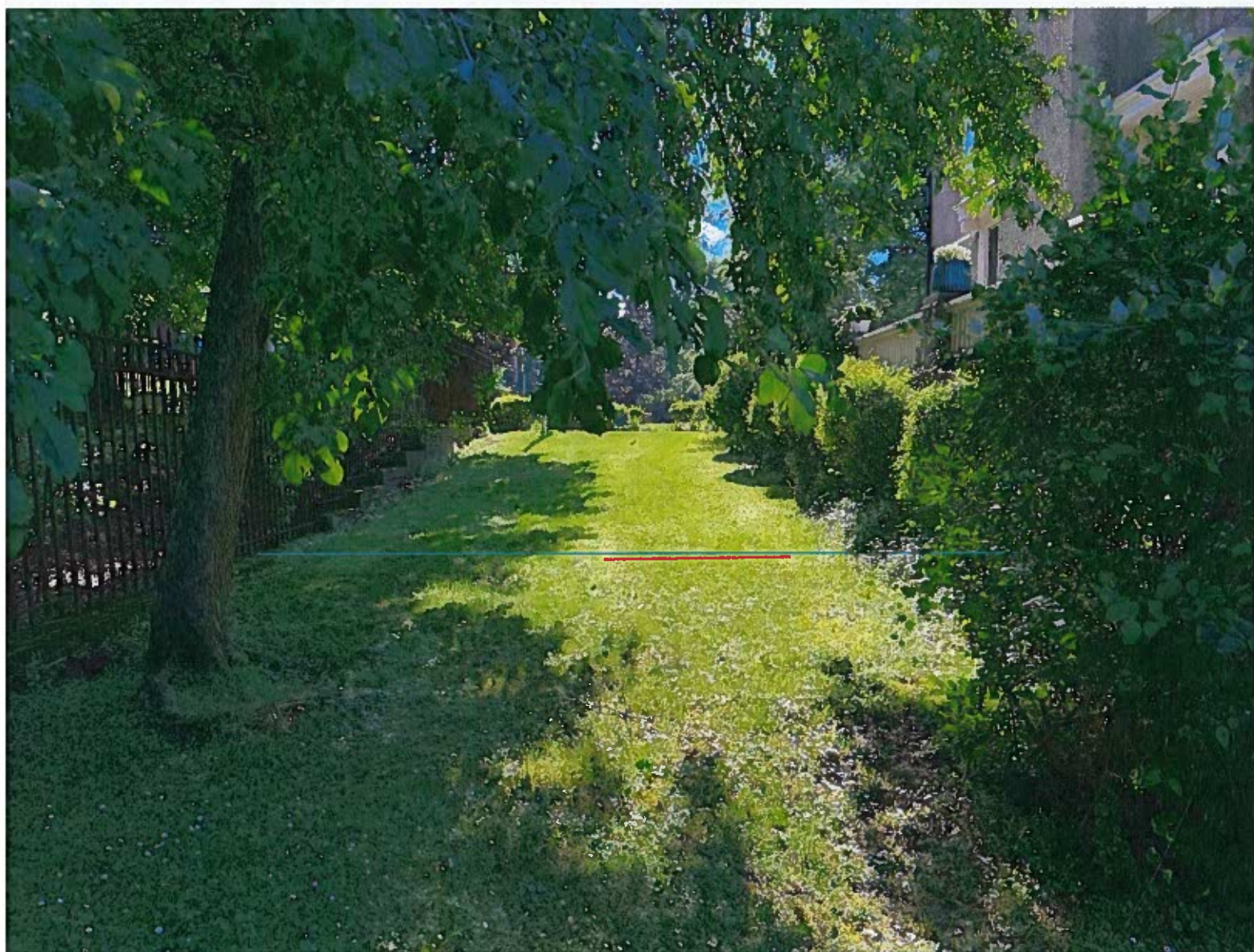
- ☐ Photographs of existing building; include all elevations and wide shots showing building relationship to neighboring structures
- ☐ Detailed description of what will replace demolished structure, in anything (see New Construction above)
- ☐ Reasons for demolition, including emergency/health/safety issues or court orders

Other

- ☐ Provide details of project (e.g., installation of pool, alterations to landscape/site, etc.) – call to ask which details will be required for individual projects

Proposed stokade wood fence in green with two gates in red.

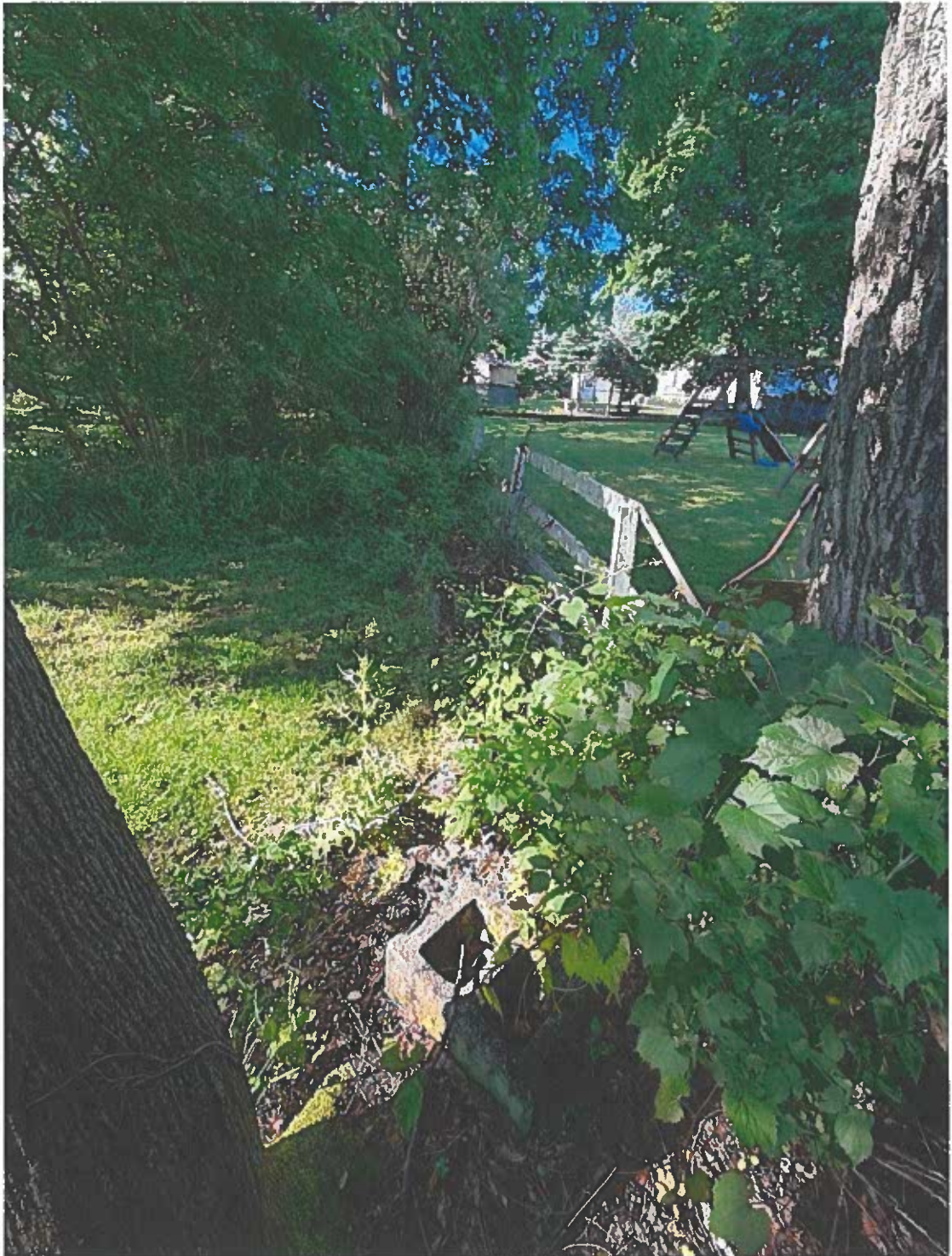








Delapidated post-and-rail fence and over-grown brush to be removed and replaced with new fence.



Chrome File Edit View History Bookmarks Profiles Tab Window Help

Home - Google Drive x Skinner fence - men3123@ x 6 ft. x 8 ft. Pressure-Treated x +

homedepot.com/p/6-ft-x-8-ft-Pressure-Treated-SPF-Privacy-Moulded-Flat-Top-Pointed... Relaunch to update

HHICU 2025 - Go... HHICU Published... Free Water Deficit... Sodium Correction... Maddrey's Discrim... Opioid (Oplate) Eq... Student Consult L... NetScaler AAA All Bookmarks



6'x8'x3" pressured-treated pine stockade fence. Natural wood color with clear protective coat

Hover Image to Zoom

Live Chat Feedback

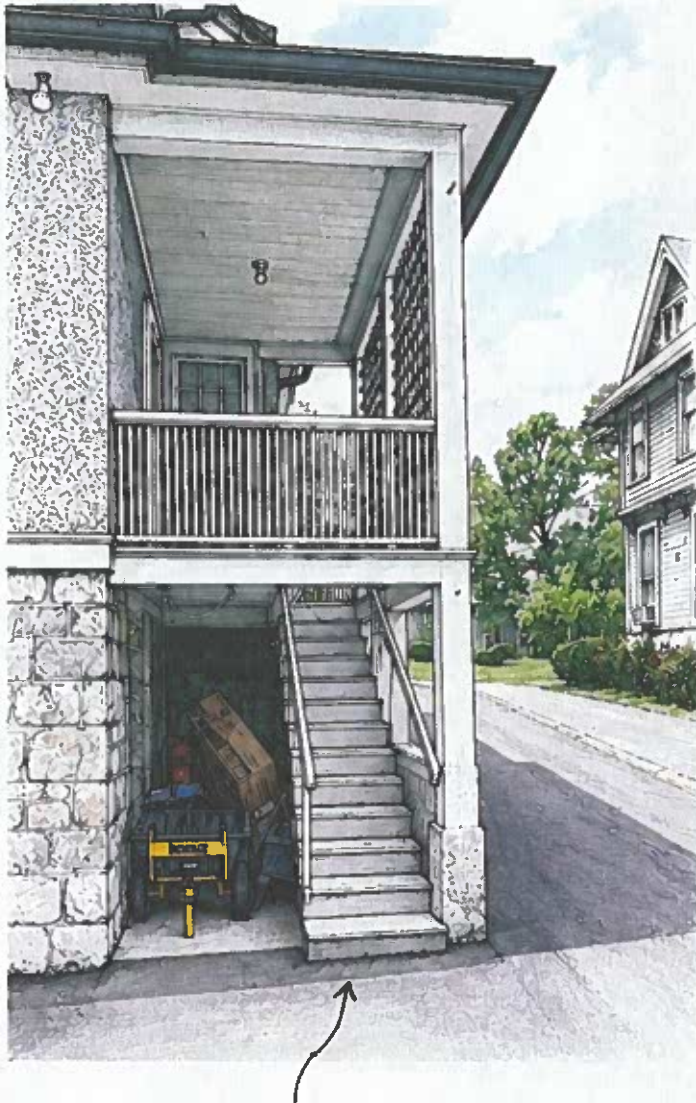
Mac OS dock with various application icons including Safari, Google Chrome, Mail, Photos, Calendar, and others.

STAIR REMOVAL PLAN

ADDRESS: _____

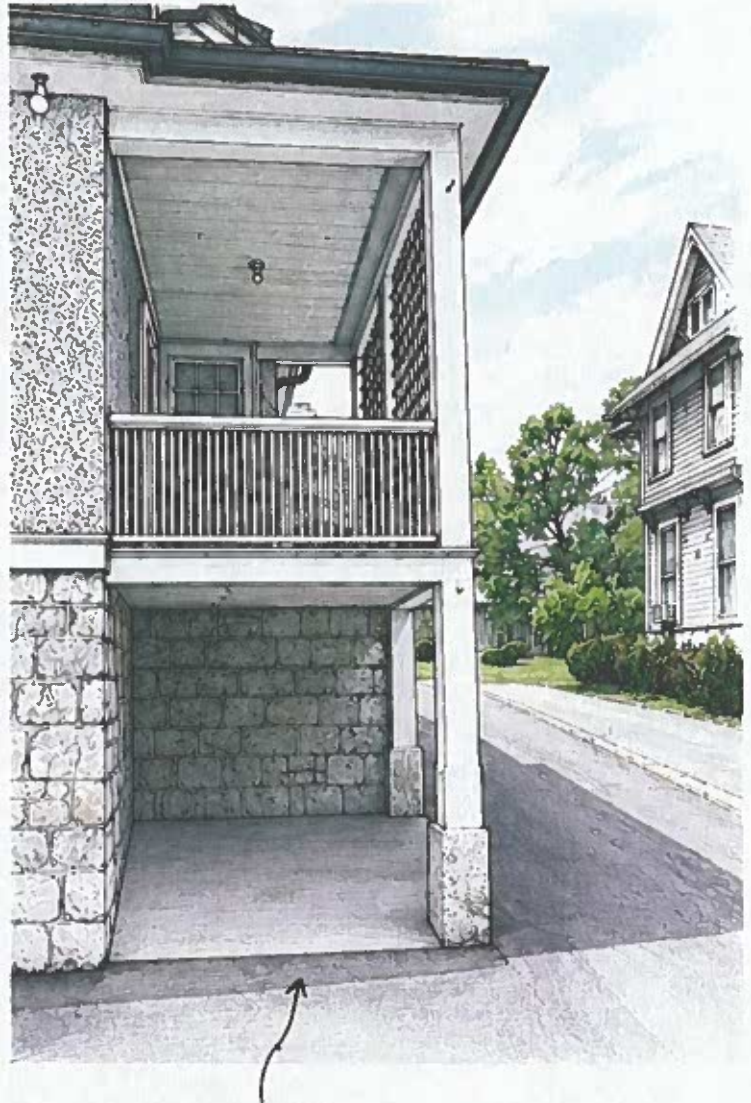
DATE: _____

EXISTING CONDITION



REMOVE EXISTING STAIRS.

PROPOSED CONDITION



STAIRS REMOVED.
OPENING CLOSED WITH FLOORING.

NOTES:

- ALL EXISTING STAIRS AND HANDRAIL TO BE REMOVED IN THEIR ENTIRETY.



Pressure-treated pine 1.25" thick decking to span full dimensions of second story balcony porch.

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Home - Google Drive x City of Auburn Historic Distr x Skinner fence - men3123 x WeatherShield 5/4 in. x 6 in. x 8 ft. Ground Contact Pressure-Treated Premium Southern Yellow Pine Decking Board

homedepot.com/p/WeatherShield-5-4-in-x-6-in-x-8-ft-Ground-Contact-Pressure-Treat... Relaunch to update

HHICU 2025 - Go... HHICU Published... Free Water Deficit... Sodium Correction... Maddrey's Discrim... Opioid (Opiate) Eq... Student Consult Li... NetScaler AAA All Bookma

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★★★★★ (2708) Questions & Answers (178)

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