



# City of North Tonawanda

## Historic Preservation Commission

City Hall  
216 Payne Ave.  
North Tonawanda, NY 14120

Regular Meeting Minutes March 16, 2026

### Minutes

Present: Kristin Derby, Chuck Weaver, Kelley Kulp-Burton, Dennis Garland

Excused: Erin Robinson, Scott Kuebler

Absent: Matt Bille

Meeting called to order 6:10pm.

New Business

COA 44 Webster St – New signage and in-kind replacement

COA not received prior to meeting. Amended minutes: COA received through email and expedited vote approved on 4/14/26 to approve signage as submitted. Existing material and sizing retained for in-kind replacements and additional business sizing. Decision letter and evaluation checklist issued to Building Inspector’s office for notification.

Motion to approve as submitted (recorded through email)

1<sup>st</sup> Kristin Derby      2<sup>nd</sup> Dennis Garland  
All in favor  
  5   Aye        0   Nay

Minutes

Approval of January minutes

1<sup>st</sup> Dennis Garland      2<sup>nd</sup> Chuck Weaver  
All in favor  
  4   Aye        0   Nay

Bylaw/zoning update discussion

SHPO advised main requirements of bylaws for Commission appointments should reflect the best interest of the historic district and a demonstrated track record relating to preservation.

Additionally, members who can engage in primary responsibilities of HPC's (surveying, research, documentation, design review, etc.).

HPC discussed additional points to develop language on definitions/references for what constitutes as track record, licensure, interests in historic districts. Final language for any updates to be voted on by June 2026.

Additional research on WNY HPC's bylaws and National Association of Preservation Commission's listserv archives to be done and distributed prior to April meeting.

Meeting close 6:54 pm.