



# City of North Tonawanda

## Historic Preservation Commission

City Hall  
216 Payne Ave.  
North Tonawanda, NY 14120

Regular Meeting Minutes April 20, 2026

### Minutes

Present: Kristin Derby, Kelley Culp-Burton, Dennis Garland, Matt Bille  
Excused: Erin Robinson, Chuck Weaver

Meeting called to order 6:03pm.

New Business

COA 9 Goundry St – New signage (Downtown Local District)

COA received for new signage at business: 3-ply aluminum and plastic material. 2x3’ and 3x8’ signs to be installed on façade. Applicant previously received temporary signage approval in 2025. Signage locations walked through in presentation where the 2 blue gradient letter signs will be installed on the façade of building facing Manhattan Street and on façade facing Goundry Street, above garage and above the doors. These signs are flat and will be mounted, no illumination. Applicant showed image of sign location on google maps digitally. K. Culp-Burton requested a building site image of site location to be submitted prior to vote. HPC will expedite vote through email following receipt of this image.

Motion to approve as submitted (recorded through email)

1<sup>st</sup> Kristin Derby      2<sup>nd</sup> Chuck Weaver  
All in favor  
\_5\_ Aye      \_0\_ Nay    \_1\_ Abstained

COA 98 Niagara St – Repair in-kind front porch (Sweeney Estate Local and NR District)

COA received for in-kind repair to tongue and groove wood floor of front porch. When constructed, interior fasteners were used and have since rusted causing the boards to separate, at the ends boards have been exposed to elements and need to be replaced. Windkanter Construction LLC will be supporting the porch, pulling out the columns, repairing in-kind with new boards, and re-installing columns. Property owner is Kristin Derby, recusing self from vote.

No quorum available to vote with recusal, will carry over.

## Minutes

### Approval of March minutes

1<sup>st</sup> Dennis Garland    2<sup>nd</sup> Kristin Derby

All in favor

  4   Aye          0   Nay

### Bylaw/zoning update discussion

May will be a working session to determine final wording recommendation for Commission appointment requirements and any additional bylaw updates. Final vote on wording and submission of recommendation will be July meeting. Areas to discuss: requirements of Commission members/eligibility, removing language about filing landmarks/districts with Niagara County (this service is no longer offered). Additional discussion about disclosure if Artificial Intelligence generated content, and reference citations on landmarking applications.

Discussion of consideration towards what is meaningful to City/Commission, finding the balance between Preservation and the perception of threat to progress. The relationship with the HPC and Code Enforcement could be evaluated – administrative approvals, additional training, advocates at the City level.

### New discussion

K. Derby will be sending an invite to attend an HPC meeting to the new 2<sup>nd</sup> Ward Alderman, William Schulmeister. The 2<sup>nd</sup> Ward has most of the City landmarks and both historic districts. It is important to advocate what the HPC is responsible for and the historic resources that exist in the City/Ward.

Meeting close 6:54 pm.