



City of North Tonawanda

Historic Preservation Commission

City Hall

216 Payne Ave.

North Tonawanda, NY 14120

Regular Meeting Minutes October 19, 2026

Minutes

Present: Kristin Derby, Chuck Weaver, Matt Bille, Courtney Vona

Excused: Dennis Garland

Meeting called to order 6:01pm.

Minutes

Approval of September minutes

1st Courtney Vona 2nd Chuck Weaver

All in favor

 4 Aye 0 Nay

New Business

COA received for 70 Webster Street

Applicant is not present, COA is incomplete and missing final designs, materials, and plans.

HPC discussed application and additional paragraph provided to the building inspector's office on 9/27/26 is missing:

Exterior signage – cut sheet/materials, placement on exterior

Window signage – called out to mention the percentage of transparency must conform with the Code.

Exterior lighting – cut sheet/materials, placement on exterior

LED signage in windows – cut sheet/materials, placement on exterior. Generally LED signs are not permitted and this information is needed to determine if a variance should be issued.

Exterior fixtures – repair/replacement method, cut sheet/materials, placement on exterior

Promotional signage – temporary signage is generally not permitted, further information about material, duration, and location are needed to determine if a variance should be issued.

Minor cosmetic repairs – what does this refer to and which repair/replacement methods are being proposed? Final materials and location on building is needed.

Improvements – what does this refer to and which repair/replacement methods are being proposed? Final materials and location on building is needed.

HPC discussed owner signature line is typed, is owner aware of proposed changes and local review process?

Application is incomplete without final plans. HPC cannot move forward with review until received.

Motion to table review of COA for 70 Webster Street until final plans, materials, and cut sheets are received for review at the next scheduled HPC meeting

1st Kristin Derby 2nd Courtney Vona

All in favor

 4 Aye 0 Nay

New discussion

Temporary signage (changeable letter board) is at the corner of Goundry and Main Street for 105 Main Street (Ascend Physical Therapy). HPC members unsure when this appeared, after discussion members agreed to wait until the next meeting to evaluate if a violation letter should be sent if the signage is still up.

191 Main Street – Cladding is exposed, Tyvek is failing. Building is generally in a state of disrepair. This is in violation with past letters sent. HPC discussed exposure time for Tyvek, general threat to building before winter.

Motion to issue a violation letter for 191 Main Street as the building is in a state of disrepair with failing weatherproofing compromising the integrity of the building envelope.

1st Kristin Derby 2nd Matt Bille

All in favor

 4 Aye 0 Nay

NYSHPO annual report is due by December, draft will be sent to HPC members to review before final submission.

Meeting close 6:58 pm.