



**City of Poughkeepsie  
Historic District and Landmarks Preservation Commission  
Meeting Agenda**

Common Council Chambers  
Thursday, June 11, 2026  
6:00 PM

**I. ROLL CALL**

**II. APPROVAL OF MEETING MINUTES**

1. Approval of April 9, 2026 Minutes

**III. APPLICATIONS FOR CERTIFICATE OF APPROPRIATENESS**

1. 8 GARFIELD PLACE: Application for Certificate of Appropriateness for replacement of gutters and downspouts on the front (east) and rear (west) porches of the single family dwelling. Owner/Applicant: Kyle Neiswender; Grid #6161-21-004917; Zoning District: RNA; HDLPC #2026-007

**IV. COMMISSION BUSINESS**

**V. ADJOURNMENT**

1. Adjourn to July 9, 2026.



**City of Poughkeepsie  
Historic District and Landmarks Preservation Commission  
Meeting Agenda**

Common Council Chambers  
Thursday, April 9, 2026  
6:00 PM

**I. ROLL CALL**

Commission Members Timothy McQueen, John Bartlestone, Elisa Li, Athony LaRocca, Thomas Parise, Ashira King-Wilson  
Staff:  
Rebecca Valk, Corporation Counsel  
Judith Knauss, Deputy Zoning Administrator  
Lori Garcia, Administrative Assistant

**II. APPROVAL OF MEETING MINUTES**

**1. Approval of March 12, 2026 minutes**

A motion to Approve minutes was made by Member LaRocca and seconded by Member Bartlestone.

Minutes of April 9, 2026 - VOICE VOTE	
<b>Yes/Aye:</b>	Chair McQueen, Member Bartlestone, Member Li, Member Parise, Member LaRocca, King-Wilson
<b>No/Nay:</b>	None
<b>Abstain:</b>	None
<b>Absent:</b>	Member Neiswender
<b>Result:</b>	<b>Passed</b>

**III. APPLICATIONS FOR CERTIFICATE OF APPROPRIATENESS**

1. 10 S Clinton Street  
Applicant: Judith Green  
Project: Painting

Presenter: Judith Green, property owner

A motion to approve the painting as presented for the COA was made by King-Wilson and seconded by Member Li.

Minutes of April 9, 2026 - VOICE VOTE	
<b>Yes/Aye:</b>	Chair McQueen, Member Bartlestone, Member Li, Member Parise, Member LaRocca, King-Wilson
<b>No/Nay:</b>	None
<b>Abstain:</b>	None
<b>Absent:</b>	Member Neiswender
<b>Result:</b>	<b>Passed</b>

#### IV. COMMISSION BUSINESS

1. Vice-Chair Election

The vote for the vice-chair was tabled to May 14, 2026.

2. Review Draft Application for Economic Hardship

The draft application for economic hardship was approved.

#### V. ADJOURNMENT

1. Meeting Adjourned to May 14, 2026

A motion to adjourn meeting to May 14, 2026. was made by Member Li and seconded by Member LaRocca.

Minutes of April 9, 2026 - VOICE VOTE	
<b>Yes/Aye:</b>	Chair McQueen, Member Bartlestone, Member Li, Member Parise, Member LaRocca, King-Wilson

<b>No/Nay:</b>	None
<b>Abstain:</b>	None
<b>Absent:</b>	Member Neiswender
<b>Result:</b>	<b>Passed</b>

# 8 Garfield Place Porch Gutter Replacements

## Current State

The gutters on both the front and rear porches are white plastic that has gotten detached from the house or sun baked out of shape over the years. The gutters are currently 4 inch K-style plastic gutters and will be replaced with new 6 inch white aluminum. The gutter hangers are currently anywhere from 17 inches to 27 inches apart. The water is doing damage to the front porch columns and the rear of the house is barely hanging on at this point.

## Current state photos

### Front Porch





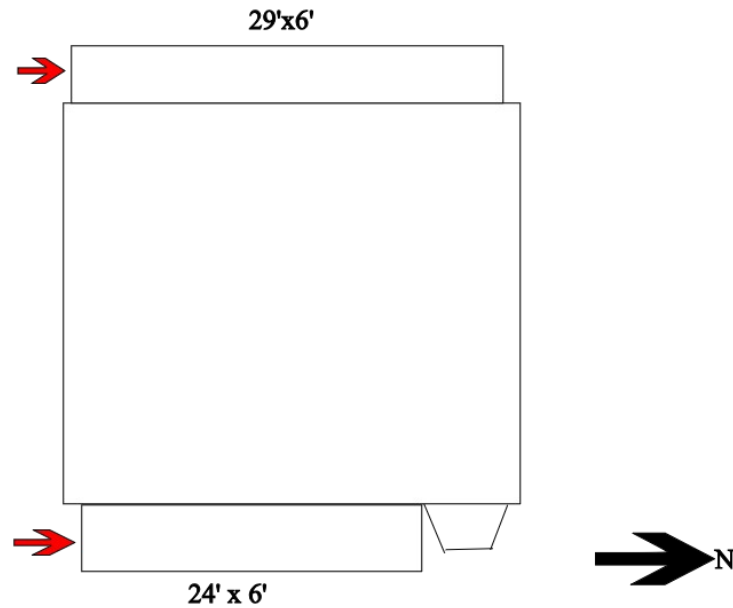
## Rear Porch



# Plot Plan



## Floorplan Style Drawing



**Requested**

## Repairs

K Style Gutter:

Contractor will be bending a gutter on site based off of a coil of aluminum from this manufacturer:  
<https://www.vorteqcoil.com/> - the finish will be applied via their vqore system

A similar finished product, 6in seamless gutter - <https://www.lpseamless.com/seamless-gutters/storm-king-6-commercial>



Hangers will be Speed Screw Hangers, spaced at an industry standard 24” which will rest inside of the gutter and attach to the fascia, hidden inside the gutter just as they are now:





Downspout will be sized up to 3x4 from 2x3, similar to photo above in the same white color as is currently on the house and will match the gutters

Contractor: Orsi Gutter Corp

Work: Layout, fabricate, and install K Style 6 in seamless gutters fabricated and secure to roof. Mounted on Hang Fast gutter hangers. Removal of old gutters and mounting hardware



**CITY OF POUGHKEEPSIE  
DEVELOPMENT DEPARTMENT  
HISTORIC DISTRICT & LANDMARKS PRESERVATION COMMISSION  
STAFF REVIEW OF APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
JUNE 11, 2026**

**Project Description: 8 GARFIELD PLACE**

Application for Certificate of Appropriateness for gutter and downspout replacement; Owner/Applicant: Kyle Neiswender: Grid #6161-21-004917; Zoning District: RNA File #HLDPC2026-007

**Staff:** Judith Knauss, Deputy Zoning Administrator

**Review Date(s):** May 12, 2026

**CERTIFICATE OF APPROPRIATENESS REQUIREMENTS**

Section 19-5.21(4) of the Zoning Code provides that no person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction, or moving of a landmark or property within an historic district, nor shall any person make any material change in the appearance of such property or landmark, its light fixtures, signs, sidewalks, fences, steps, paving, or other exterior elements which affect the appearance and cohesiveness of the landmark or historic district, without first obtaining a certificate of appropriateness (COA) from the Commission. The Building Department shall review all applications for building permits to determine if the work proposed is subject to review by the Commission, pursuant to the provisions of Section 19-5.21(12)(a).

In reviewing an application for a COA, the HDLPC's decision shall be guided by the Secretary of the Interior's Standards for Rehabilitation and based on the following principles: properties which contribute to the character of an historic district shall be retained, with historic features altered as little as possible; any alteration shall be compatible with the historic character and surrounding district; and new construction shall be compatible with the district in which it is located. Further, in applying the principle of compatibility, the HDLPC shall consider the following factors: the general design, character and appropriateness to the property of the proposed alteration or new construction; the scale of the proposed alteration or new construction in relation to the property itself, surrounding properties and the neighborhood; texture, materials, and color and their relation to similar features of other properties in the neighborhood; visual compatibility with surrounding properties, including proportion of the property's front facade, proportion and arrangement of windows and other openings within the facade, roof, shape, and the rhythm of spacing of properties on streets, including setback; and the importance of historic, architectural or other features to the significance of the property.

Any development that requires both approval from the Planning Board and a COA is required to first make application for and receive the COA. For developments that are subject to review under the State Environmental Quality Review Act (SEQRA), the SEQRA process must be completed before the Commission may issue a Certificate of Appropriateness.

## CRITERIA FOR GRANTING A CERTIFICATE OF APPROPRIATENESS

Does the work proposed require issuance of a building permit?    YES    NO

Is the project subject to site plan review by the Planning Board?    YES    NO

Is the project subject to review under the SEQRA process?    YES    NO

- 1) The general design, character and appropriateness to the property of the proposed alteration or new construction: the
  
- 2) The scale of the proposed alteration or new construction in relation to the property itself, surrounding properties and the neighborhood: There is no issue with the scale of the replacement gutters.
  
- 3) Texture, materials, and color and their relation to similar features of other properties in the neighborhood: The texture, materials and colors are similar to the existing, and similar to other properties in the neighborhood.
  
- 4) Visual compatibility with surrounding properties, including proportion of the property's front facade, proportion and arrangement of windows and other openings within the facade, roof, shape, and the rhythm of spacing of properties on streets, including setback: There are some slight design differences between the existing and proposed gutters which are unlikely to affect visual compatibility.
  
- 5) The importance of historic, architectural or other features to the significance of the property: the replacement gutters and downspouts are not likely to affect the significant features of the property.

### Recommendations:

**The board may either approve the COA or request additional information.**



# THE CITY OF POUGHKEEPSIE

## DEVELOPMENT DEPARTMENT

62 CIVIC CENTER PLAZA, POUGHKEEPSIE, NY 12601

Phone: (845)451-4263

RECEIVED  
JAN 14 2026  
By \_\_\_\_\_

Office Use Only  
ID# PD2026-07  
NOTE: The City of Poughkeepsie never request payment for an application to the Historic & Landmarks Preservation Commission

### HISTORIC DISTRICT AND LANDMARKS PRESERVATION COMMISSION APPLICATION

(Type or print neatly. Illegible and faxed applications will not be accepted.)

Project Address: 8 Garfield Place

Applicant Name: Kyle Neiswender

Applicant's Address: 8 Garfield Place

City: Poughkeepsie State: NY Zip: 12601

Phone Number(s): 856-305-8480 Email: kneiswen@gmail.com

Property Owner (if not the applicant): \_\_\_\_\_  
(If applicant is not the property owner, a letter of authorization from the owner **MUST** accompany the application.)

#### PROJECT CLASSIFICATION (Check all boxes that apply to the proposed project):

- New construction (construction of a new building, addition, garage, shed, swimming pool, etc.)
- Exterior alteration (includes, but is not limited to, all exterior changes to windows, doors, roof, paint colors, etc.)
- Landscaping (removing or adding significant plantings or landscape features such as driveways, sidewalks, fencing, retaining walls, patios, etc., that will alter the appearance of the property)
- Repair or replacement
- Restoration (railings, balconies, cornices, porches, etc.)
- Relocation
- Demolition
- Other: \_\_\_\_\_

**WORK DESCRIPTION:** Describe in detail all proposed work and indicate all materials to be used. Attach additional sheets as necessary.

Replace 5in Plastic K-Style gutters wrapping around front and rear porch with 6in aluminum K-Style gutters. Same white color, Downspouts will be replaced as needed, same size as the rest.

**REQUIRED ATTACHMENTS TO SUBMIT WITH THE APPLICATION** (Submit "hard" copies of the following attachments. Each page must be labeled and dated):

- ✓ **Recent Color Photos:** Include photos of each side of the building and site when landscaping changes are proposed.
- ✓ **Color chips, charts or color samples:** Describe both existing color(s) and proposed color(s). Include details regarding color placement and paint chips with the manufacturer's name and color number.
- ✓ **Material Samples/Manufacturer's Brochures:** Material samples (when practical) and/or manufacturer's brochures, product literature or catalog pages.
- ✓ **Plot Plan:** A plot plan (drawn to scale, indicating property lines, existing structures and/or landscaping) must be included for new construction, additions, demolition, fencing and major landscaping projects and any proposed changes.
- ✓ **Elevation drawings for new constructions/additions:** Drawings at a scale necessary to show building detail. Elevations should be accurately labeled with cardinal directions and showing the relationship between new and old structures.

**A DIGITAL COPY OF THE ENTIRE SUBMISSION IS REQUIRED.**

**OWNER/APPLICANT CERTIFICATION:**

I hereby certify this application will not be reviewed until all required information has been submitted. I understand that this application may require a site visit and/or public hearing by the Historic District and Landmarks Preservation Commission, and that the HDLPC may request additional information.

  
\_\_\_\_\_  
Signature of Owner

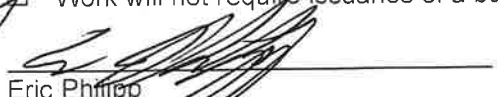
\_\_\_\_\_  
Signature of Agent/Applicant

Date: 1/14/2026

Date: \_\_\_\_\_

**OFFICE USE ONLY**

- Application requires approval by the HDLPC, pursuant to the provisions of Section 19-5.21(4)
- Application does not require approval by the HDLPC, pursuant to the provisions of Section 19-5.21(12)(a)
- Work will require issuance of a building permit, pursuant to the provisions of Section 19-9.2
- Work will not require issuance of a building permit, pursuant to the provisions of Section 19-9.2

  
\_\_\_\_\_  
Eric Philipp  
Building Inspector/Zoning Administrator

3-12-26  
\_\_\_\_\_  
Date