

**CITY OF KINGSTON**  
**Historic Landmarks Preservation Commission**  
planning@kingston-ny.gov



Suzanne Cahill, Planning Director

Steven T. Noble, Mayor

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April 24, 2025

Ald-at-Large A. Shaut, President  
City of Kingston Common Council  
City Hall – 420 Broadway  
Kingston, NY 12401

RE: CC Referral on Proposed Amendments to Form Based Code (Res. 54 of 2025)  
HLPC Recommendation

Dear Pres. Shaut:

This is to advise you that on April 3, 2025, the Historic Landmarks Preservation Commission reviewed the proposed modifications presented under the referral made through the Kingston Zoning Working Group. The measures which were presented and discussed are summarized below:

- *Parkland Fee Process – creation of a set recreation fee, as opposed to one which is subjective, and exempting certain affordable units if deed restricted.*
- *Off-Street Parking Standards – removal of the required 1 car handicap (ADA) parking space for developments with 4 or more units.*
- *Minimum First-Floor Height Requirements – previously studied by the HLPC for suggested contextual language the first-floor height requirements within Historic Districts.*
- *Changes to Signage Standards: Clarifying discrepancies. Allowing temporary window covering signage during renovations. Increasing window signage for more than 1 window per business to 2, using neon as a material, providing for signage in certain transects where none is permitted, but commercial uses are allowed, and allowing for hanging signs to swing and not be fixed.*
- *Consistency between the FBC and the New York State Building Code regarding Bed & Breakfast and Home Occupation definitions.*
- *Organizational Matters: adding setback requirements for accessory buildings, providing matrices before chapters as a quick reference tool.*

After full discussion, the Historic Landmarks Preservation Commission voted unanimously to support the amendments as presented.

Sincerely,

  
Suzanne Cahill  
Planning Director