



Village of Lancaster

HISTORIC DISTRICT COMMITTEE

MUNICIPAL BUILDING

5423 BROADWAY

LANCASTER, NEW YORK 14086

LANCASTER NEW YORK HISTORIC DISTRICT COMMITTEE

MINUTES OF THE SPECIAL MEETING FORMALIZING THE CERTIFICATE OF APPROPRIATENESS PROCEDURES

N O V E M B E R 9, 1988

ATTENDANCE:

PRESENT:

Mr. James Keysa, Chairman
Mrs. Jean Brunea, Vice-Chairman
Mrs. Jeannette Pecqueur
Mr. Michael Meyer
Dr. Ronald Batt
Mr. William Harnack
Mr. Joseph Giallanza
Mrs. Mary Harcrow, Secretary

As per Dan Bacarri's request, the Board met to discuss organizing the procedures for filing and distributing the petitions for Certificate of Appropriateness. He requested that we formalize the process as follows:

1) Establish a single locations to receive applications:

The Code Enforcement Office. An application fee of \$10.00 should be charged, due on acceptance of petition by Code Enforcement Officer. The fee should be deposited into the Lancaster Historic District Commission Fund for processing the applications, mailing charges and photocopying.

2) Establish a deadline for submission to be placed on LHD Commission monthly agenda:

The cut off date for petitions received will be the first business day of the month. These will be scheduled for a hearing at the following month's meeting.

3) Distribute copies of petitions to all Commission members in adequate time to review prior to each meeting:

Mary will distribute copies to LHD Commission members for review by the 15th of each month.



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- 4) Distribute copies of the submission package(s) to appropriate Village departments and/or agencies in adequate time prior to meeting for review and comment back to Commission:

Mary will prepare packages for distribution to the following departments/agencies for review by the 15th of each month:

Code Enforcement Officer
Village Board
Zoning Board
Planning Board
CBD issues only to Partnership
SHPO office if applicable

Comments and/or suggestions are due back one week prior to the scheduled monthly meeting. These comments may be written on the back of the COA form.

- 5) Distribute copies of agenda for each upcoming meeting to the Commission members and appropriate Village departments and/or agencies, as well as the applicants so they can make arrangements to attend meeting.

The agenda will be made one week in advance to monthly meeting.

- 6) Distribute copies of the status of each petition for Certificate of Appropriateness (approved, denied or tabled) to the Commission, appropriate Village departments and/or agencies, as well as the applicants.

At the hearing:

- * The Board will vote on the issue (they will decide if they can vote that night or reserve decision.
- * We will mail out all decisions via regular U.S. Mail.
- * Copies to: Applicant
Code Enforcement Officer (1 copy)
Village Board (1 copy)
Zoning Board (1 copy)
SHPO (if applicable)
Partnership (if applicable)

The LHD Commission also felt that they should receive all pertinent corresponding regarding the Historic District from the above mentioned Boards as well.



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A specific file box should be designated for all Certificates received so that Mary can pick them up on the 1st business day for distribution.

The following changes were suggested for the petition for Certificate of Appropriateness:

* Have boxes to check for

an addition replacement
 restoration new build

* Payment of \$10 fee check box

* Detailed description of work to be done in checklist form:

Drawings submitted as required for building permit
 sizes details
 elevations photos
 floor plans survey if possible
 samples materials being used

* Have certificate at the end after the above checklists.

* Official place where form needs to be signed.

* Move the Village of Lancaster seal from the middle of the paper to a corner spot.

Respectfully Submitted By:

Mary Harcrow, Secretary