

**Village of Lancaster**  
**Historic Preservation Commission**  
Municipal Building, Lancaster NY

**MEETING MINUTES**  
**May 11, 2016**

**I. Attendance/Call to Order**

The meeting was called to order at 7:00 PM by Chairman Meyer.

*Board Members*

Allein, J.	<u>X</u>
Batt, R.	<u>exc.</u>
Campbell, S. (Vice Chair)	<u>X</u>
Keefe, J.	<u>X</u>
McNichol, S.	<u>X</u>
Meyer, M. (Chair)	<u>X</u>
Mikula, E.	<u>X</u>

*Code Enforcement Officer*

Marshall, S.	<u>exc.</u>
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*Secretary*

Eckert, E.	<u>X</u>
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Roll call indicated that six (6) voting members were present and a quorum existed.

**II. Public Hearings:**

a. *11 West Main St. – Matt Murphy – Storefront*

Mr. Murphy was present at the meeting. He presented a drawing of storefront work at 11 West Main St. for a new business at the location. The proposal also included an aluminum sign that would sit out in front of the existing awning. He will not be including any lighting at this time. The Board discussed that when lighting is added, it will require a separate COA.

MOTION: S. McNichol moved to approve the CoA as presented. Second by E. Mikula.

MOTION APPROVED: In a vote of four (4) ayes to zero (0) nays. J. Keefe and J. Allein abstained from voting.

b. *5443 Broadway – Erica Kuras – New garage door*

Ms. Kuras was present at the meeting. The project includes removing the brick pier between the existing garage doors and the new door will be the entire width of the opening. The contractor will be reusing the existing door trim and the new door will be a dark color.

MOTION: J. Allein moved to approve the CoA as presented. Second by J. Keefe.

MOTION APPROVED: In a vote of six (6) ayes to zero (0) nays.

c. *16 St. Joseph St. – Claudia Sydoriak – Porch Replacement*

Ms. Sydoriak was present at the meeting. She explained to the board that the proposed project will be reconstructing the existing porch with new balustrades. The existing porch is sinking and pulling away

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from the house. She plans to cover the underside with lattice woodwork similar to the house next door.

MOTION: S. Cambell moved to approve the CoA as presented. Second by S. McNichol.

MOTION APPROVED: In a vote of six (6) ayes to zero (0) nays.

**III. Approval of Meeting Minutes**

*a. April 13, 2016 (Regular Meeting)*

MOTION: E. Mikula moved to approve the minutes as written. Second by S. Campbell.

MOTION APPROVED: In a vote of five (5) ayes to zero (0) nays. S. McNichol abstained from voting.

**IV. Administrative Matters:**

a. Public comment on matters of interest

b. New property issues

i. *5497 Broadway* –New signage has been installed without a COA. M. Meyer will follow up with S. Marshall.

ii. *5478 Broadway*– New signage has been installed without a COA. M. Meyer will follow up with S. Marshall. *Update – S. Marshall sent a Notice of Violation to the business owner (5/27/16)*

c. Ongoing property issues

i. *85 Central Ave. (Simply Italiano)* – *S. Marshall contacted Paul regarding the signage.*

ii. *32 Central Ave. (Nail Salon)* – *S. Marshall sent a Notice of Violation to the business owner regarding the window coverings (5/27/2016).*

iii. *5539 Broadway (Formerly St. Elizabeth’s Home)* – *S. Marshall will be sending the property owner a letter regarding the signage.*

iv. *1 Central Ave. (Sunoco)* – *No update.*

v. *31 Church St.* – *S. Marshall contacted the property owner, who has a valid building permit until August. She has been made aware that the supports need to be removed.*

d. Communications/Reports

i. *Preservation Fundamentals Training (Clarence)* – *S. Campbell and J. Allein attended the 2 day training program. They discussed with the Board some new things that they learned from the training as well as ideas for future HPC initiatives.*

e. Treasurer’s Report

i. No report

**V. Old Business:**

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- a. HPC Website – *The Board needs to purchase the domain name for the website. S. McNichol to follow up with M. Stegmeier. S. Campbell suggested adding information on the Hull House to the HPC website.*
- b. New HPC Initiative – Local Historic Landmarks – *42 Aurora St. will be the example property. S. McNichol to work on Local Historic Landmark Application.*
- c. Signage on West Main St. Streetscape Improvements – *There was talk of streetscape improvements in the village for the future, action is TBD.*
- d. Oath Book – *HPC members need to sign the Oath Book at the Clerk-Treasurer's Office.*

**VI. New Business**

- a. *CLG Grant Ideas* – S. Campbell brought a brochure from the Town of Clarence Historic Preservation Commission to the Board and suggested that a printed brochure with information on the HPC and properties within the district be part of an HPC initiative. Another idea from the Preservation Training was to apply for grant monies to digitize the historic records for the HPC.
- b. *West Main Street Progress* – J. Keefe suggested that the HPC formally acknowledge the progress being made on West Main Street, including the new businesses operating there and the work being done by the property owners to enhance the village. The Board agreed this would be a good thing to do. J. Keefe will draft a resolution to the property owners acknowledging the progress.

**VII. Next Meeting: June 8, 2016 @ 7:00pm**

**VIII. Adjourn**

MOTION: E. Mikula moved to adjourn the meeting. Seconded by S. McNichol.

MOTION APPROVED: In a vote of six (6) ayes to zero (0) nays.