

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

**MEETING MINUTES**  
**April 11, 2018**

**I. Attendance/Call to Order**

The meeting was called to order at 7:00 PM by Chair M. Meyer. J. Keefe led the HPC and audience in the Pledge of Allegiance.

*Board Members*

Campbell, S. (Vice Chair)	<u>X</u>
Eckert, E.	<u>X</u>
Keefe, J.	<u>X</u>
McNichol, S.	<u>X</u>
Meyer, M. (Chair)	<u>X</u>
Mikula, E.	<u>exc.</u>
Sweeney, T. (Alt.)	<u>X</u>

*Code Enforcement Officer*

Marshall, S.	<u>X</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. 34 Central Ave. – Maxine Grabowski (Happy Cakes Bakery & Cafe) – Signage**

Ms. Grabowski was present at the meeting. She explained plans to put up new signage for her new business on Central Ave. The sign will be wooden and engraved with the business name. There was no discussion.

MOTION: S. McNichol made a motion to approve the COA as presented. S. Campbell seconded the motion.

MOTION APPROVED: In a vote of five (5) ayes to zero (0) nays. M. Meyer abstained from voting as he is currently working with Ms. Grabowski's husband through his employer, Flynn Battaglia Architects.

*Justification: The sign fits into the aesthetic of the Central Business District and local historic district.*

**b. 6 West Main St. – James Everett (PA) – New overhead door**

Mr. Everett was present at the meeting. Drawings were presented to the commission explaining the need for a new overhead door at the business. Altering the lighting at the back of the building was discussed, but will be presented for an additional COA in the future. There was no further discussion.

MOTION: E. Eckert moved to approve the COA as presented. S. McNichol seconded the motion.

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

*Justification: The new door fits with the aesthetic of the local historic district.*

**c. 22 St. Joseph St. – George Pease – Exterior improvements**

*Mr. Pease was present at the meeting. The COA presented includes replacing the windows, filling in 1 of the exterior windows and re-siding this area, painting the house, painting the exterior trim, replacing the front door and repairing the porch railing. E. Eckert asked about the existing pipe handrail on the porch stairs. Mr. Pease explained he would be replacing that handrail with a railing that matches the rest of the porch.*

MOTION: S. McNichol moved to approve the COA as presented. T. Sweeney seconded the motion.

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

*Justification: The exterior improvements follow the aesthetic of the local historic district.*

**d. 4 Main St. – Tommy Sweeney – Exterior Improvements**

*Mr. Sweeney was present at the meeting. The COA presented included new signage above the storefront system, replacement of the rear windows, mounting a Historic District sign on the front of the building, removing the existing non-functional alarm boxes, and the addition of 3 gooseneck light fixtures above the new signage. The commission discussed the location of the new lights underneath the existing windows.*

MOTION: S. Campbell moved to approve the COA as presented. S. McNichol seconded the motion.

MOTION APPROVED: In a vote of five (5) ayes to zero (0) nays. T. Sweeney abstained from voting as he is the property owner.

*Justification: The exterior improvements fit with the aesthetic of the local historic district.*

**III. Approval of Meeting Minutes**

**a. March 14, 2018 (Regular Meeting)**

MOTION: J. Keefe moved to approve the minutes as presented. Second by M. Meyer.

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

**IV. Administrative Matters**

**a. Public comment on matters of interest**

- i. Joe Marshall from Lilly Belle Meads (11 West Main St.) discussed future plans for a garage door and patio space at his business. He will submit a COA for the next meeting.

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- b. New property issues
  - i. 5500 Broadway – Peace Love Massage and Left Coast Design – the HPC does not remember whether these businesses have COAs for signage.
- c. Ongoing property issues
  - i. 5513 Broadway (Formerly Memory’s Restaurant) – *No update.*
  - ii. 5622 Broadway – *No update.*
  - iii. 20 Church St – *No update.*
  - iv. 25 Central Ave., Ste 1 – *No update.*
  - v. 5500 Broadway (Grapevine D’vine) – *Debbie Atkinson was present at the meeting. She will be submitting for a COA at the next meeting for signage at her business.*
  - vi. 30 Central Ave. – *No update.*
- d. Communications/Reports
  - i. NYS CLG Report for 2017 was completed and sent 3/14/18 by Chair M. Meyer.
- e. Treasurer’s Report – *No report*

**V. Old Business:**

- a. Possible incentives within Local Historic District – *M. Meyer will draft something to propose to the Village Board to create an incentive for property owners within the Local Historic District.*
- b. 8 Clark St. Carriage House – *No update. S. Marshall to check on possible settling of the structure.*
- c. Preservation Month (May) Event – *No update.*
- d. NYS Preservation Conference – Albany NY April 26-28 - *M. Meyer will be attending.*

**VI. New Business**

- a. Signage Guidelines - E. Eckert presented a few different examples of Signage Guidelines within a Historic District to the Commission. Because of the number of new businesses within the village and the historic district, there is a need to guide signage designs to fit within the aesthetic of the historic district. She will work on taking pieces of each of these signage guidelines to create a mockup of guidelines for the VoL HPC.
- b. Tommy Sweeney introduced Mike Russ to the HPC. Mr. Russ runs a Lancaster History and Genealogy website and is interested in becoming involved with the Commission.

**VII. Next Meeting: May 9, 2018 @ 7:00pm**

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**VIII. Adjourn**

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

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