

Village of Lancaster
Historic Preservation Commission
Municipal Building, Lancaster NY

MEETING MINUTES
September 12, 2018

I. Attendance/Call to Order

The meeting was called to order at 7:00 PM by Chair M. Meyer. M. Meyer 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>X</u>
Sweeney, T.	<u>X</u>
Russ, M. (Alt.)	<u>X</u>

Marshall, S. (<i>Code Enforcement Officer</i>)	<u>X</u>
Allein, J. (<i>Planning Comm. Liaison</i>)	<u>X</u>
Eckert, E. (<i>Secretary</i>)	<u>X</u>

Roll call indicated that seven (7) voting members were present and a quorum existed. Mayor William Schroeder was also present at the meeting.

II. Public Hearings

a. 5639 Broadway – Patricia Bruce – New fence

Ms. Bruce was present at the meeting. Ms. Bruce explained that she is currently under contract to purchase the property at 5639 Broadway pending the approval of this COA for a new fence. The proposed fence is important for the safety of a child that will be living at the property who is considered a “flight risk.” The proposed project has 2 separate phases. Phase I proposed is a 4’ tall black chainlink fence to secure the backyard. Phase II proposed is a 4’ tall black chainlink fence to secure the front yard. Ms. Bruce stated that they plan to plant around the fence to beautify the fence and also presented other properties within the historic district that have similar fences. E. Eckert asked if the proposed fence will go across the driveway – Ms. Bruce responded that there really isn’t a driveway, just an asphalt pad to park and the fence will be a few feet away from the pad. T. Sweeney asked Code Enf. S. Marshall if there would be any code issues for the large front yard fence. Code Enf. S. Marshall replied that there would not be provided the setbacks from the property lines are maintained. S. McNichol stated that she had no issues with the front yard fence, but asked Ms. Bruce if the front yard would then become like a backyard filled with things and become a property maintenance issue. Ms. Bruce replied that the property’s

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backyard is large enough for all activities and the purpose of the front yard fence is purely security for the child. S. Campbell suggested that the northern side of the fence, on Broadway, be more decorative while the sides can still be chainlink. The Commission discussed that this front face is only 40' of fencing and could be a different design in order to fit into the historic district aesthetics better. The design of this portion of the fence can be approved at a later date.

MOTION: E. Mikula made a motion to approve the COA with the following conditions: Phase I approved as submitted, Phase II is approved as chainlink on the west and east sides and the northern side to be approved as a different, more appropriate style by the HPC in the future. S. McNichol seconded the motion.

MOTION APPROVED: In a vote of seven (7) ayes to zero (0) nays.

Justification: The fence proposed is compatible with the local historic district.

III. Approval of Meeting Minutes

a. *August 8, 2018 (Regular Meeting)*

MOTION: S. Campbell to approve the minutes as presented. Second by E. Eckert.

MOTION APPROVED: In a vote of seven (7) ayes to zero (0) nays. S. McNichol abstains from voting because she did not attend the August meeting.

IV. Administrative Matters

a. Public comment on matters of interest

b. New property issues

- i. 34-36 Central Ave. – Replacement sign and lighting added without COA approval. COA was received incomplete by E. Eckert, letter was sent to applicant for documentation to complete application before hearing can be scheduled.

c. Ongoing property issues

- i. 5513 Broadway (Formerly Memory's Restaurant) – *Cleaning and painting progress is being made.*
- ii. 5622 Broadway – *Progress was being made on the fence, but had stopped. S. Marshall to send a letter to property owner.*
- iii. 25 Central Ave., Ste 1 – *Dawn Gaczewski fom AdWorks was present. She intends to submit for a COA for the next meeting.*
- iv. 5500 Broadway (Peace Love Massage and Left Coast Design) – *No update.*

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- v. 16 St. Joseph St – *The Building Department is working on this property as much work was done without proper permitting.*
- vi. 19 N. Aurora St – *The Building Department is working on this property as much work was done without proper permitting.*
- d. Communications/Reports
 - i. The HPC received information from the Historic US Route 20 Association. M. Meyer did some more research into the organization, and the portions of Route 20 they wish to designate does not include the portions within the Village. No further action will be taken by the HPC.
- e. Treasurer’s Report – *No report.*

V. Old Business:

- a. Possible incentives within Local Historic District – *No update.*
- b. Signage Guidelines – *E. Eckert has drafted signage guidelines for the historic district, photos of good and bad examples need to be incorporated.*
- c. Building Dept / Planning Commission / HPC Communications – *J. Allein informed the HPC that the Mayor has created a committee to improve the communication and protocols for business owners and the Village for permits and COAs.*
- d. Model Landmarks Preservation Local Law for New York State Municipalities – The HPC discussed several areas of the model law that are relevant. *HPC members are asked to send their comments to E. Eckert, who can compile the list for next meeting.*

VI. New Business

- a. HPC Member Recruitment – With upcoming future development plans for the Village, several members of the HPC will not be participating in discussions or voting. The Commission discussed possible new members. Mayor W. Schroeder stated that he will reach out to NYCOM for guidance to ensure that discussions and hearings proceed fairly and follow all required regulations. Caitlin Chaves Yates was present at the meeting and has previously expressed interest in joining the Commission. Chair M. Meyer resigned as Chair of the HPC to be in effect after the meeting.
- b. S. Campbell reminded the HPC that one of the goals of the HPC from the 2017 CLG audit was to reorganize the HPC files.

VII. Next Meeting: October 10, 2018 @ 7:00pm

VIII. Adjourn

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MOTION: T. Sweeney moved to adjourn the meeting. Seconded by M. Meyer.

MOTION APPROVED: In a vote of seven (7) ayes to zero (0) nays.