

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

**MEETING MINUTES**  
**October 10, 2018**

**I. Attendance/Call to Order**

The meeting was called to order at 7:02 PM by Chair S. Campbell. S. Campbell led the HPC and audience in the Pledge of Allegiance.

*Board Members*

Campbell, S. (Chair)	<u>X</u>
Eckert, E.	<u>X</u>
Keefe, J.	<u>exc.</u>
McNichol, S.	<u>exc.</u>
Meyer, M.	<u>X</u>
Mikula, E.	<u>X</u>
Sweeney, T.	<u>X</u>
Russ, M. (Alt.)	<u>X</u>
Allein, J (Planning Commission Liaison)	<u>X</u>
Marshall, S. (Code Enforcement Officer)	<u>X</u>
Eckert, E. (Secretary)	<u>X</u>

Roll call indicated that six (6) voting members were present and a quorum existed.

**II. Public Hearings**

**a. 11 West Main St. (Lancaster Family YMCA) – Allison Lawson – New sign**

Ms. Lawson was present at the meeting. She explained the proposal for a pan aluminum sign on the existing awning with the dimensions of 4’-0” x 6’-0”. J. Allein asked if the future owner of the building, Commission Member T. Sweeney, plans to paint the awning. T. Sweeney stated that previously another tenant was approved by the HPC to paint a section of the awning and possibly will paint the remainder black to match. E. Eckert asked if there was any lighting included in this COA. Ms. Lawson stated that there were no lights or raised lettering on the sign proposed. S. Marshall stated that Ms. Lawson should check the size of the sign with the Building Department to make sure it’s to code before ordering as well as for a permit for installation.

MOTION: E. Eckert made a motion to approve the COA as presented. E. Mikula seconded the motion.

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

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

**b. 32 Central Ave (Plum Bottom Salon) – Michelle Czech – Vinyl Window Graphics**

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Ms. Czech was present at the meeting. She explained the proposed vinyl window graphics that were included with the COA Application. The HPC discussed how nice the graphics will look in the historic district.

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

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

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

**III. Approval of Meeting Minutes**

a. *September 12, 2018 (Regular Meeting)*

MOTION: M. Meyer made a motion to approve the minutes as amended. Second by E. Eckert.

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

**IV. Administrative Matters**

a. Public comment on matters of interest

- i. 34 Central Ave – Happy Cakes was notified that they were in trademark violation by another business in the US. The sign has been changed to reflect the new name of the business. The HPC will add the new artwork to the existing approved COA.

b. New property issues

- i. 77 & 79 Central Ave. are in disrepair – the Commission questioned what could be done as the two houses are located right at the entrance into the Central Business District. S. Marshall to check.

c. Ongoing property issues

- i. 5622 Broadway – *No update.*
- ii. 25 Central Ave., Ste 1 – *S. Marshall to send a letter to the property owner.*
- iii. 5500 Broadway (Peace Love Massage and Left Coast Design) – *No update.*
- iv. 34-36 Central Ave. – *Replacement sign and lighting added without COA approval. S. Marshall to check on.*

d. Communications/Reports

- i. The HPC received correspondence from the Williamsville HPC inviting representatives from the HPC to attend a roundtable discussion with other HPCs on October 23<sup>rd</sup> at Williamsville Village Hall. S Campbell and M. Meyer to attend.

e. Treasurer's Report – *No report.*

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**V. Old Business:**

- a. Possible incentives within Local Historic District – *No update.*
- b. Signage Guidelines – *No update.*
- c. Building Dept / Planning Commission / HPC Communications – *No update.*
- d. Model Landmarks Preservation Local Law for New York State Municipalities – *No update.*
- e. HPC Member Recruitment – *The HPC has had interest from Caitlin Chaves Yates to join the HPC.*

MOTION: E. Eckert made a motion to recommend to the Village Board to appoint Caitlin Chaves Yates as an alternate to the HPC. Second by S. Campbell.

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

*The HPC should continue to look for new members as the Chairman position will not be able to be filled by the current members of the Commission.*

- f. HPC File Organization Progress – *Ongoing.*

**VI. New Business**

**VII. Next Meeting: November 14, 2018 @ 7:00pm**

**VIII. Adjourn**

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

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