

Lancaster, New York

MEETING MINUTES

May 14, 2008

**1. Attendance / Call to Order**

The meeting was called to order at 7:30 P.M. by Chairman Meyer.

Brunea, J.	_____	Alternates:	
Giallanza, J.	<u>  x  </u>	1. Kwiatek, R.	<u>  x  </u>
Harnack, W.	_____	2. Hassett, J.	<u>  x  </u>
Meyer, M., Chair	<u>  x  </u>		
Pecqueur, J.	<u>  x  </u>	Simme, J.	_____ (Bldg. Dept.)
Preston, T.	<u>  ex.  </u>	Stribing, J.	_____ (Village Bd. Liason)
Miller, G., Secretary	<u>  x  </u>		

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

**2. Hearings / Petitions:**

**a.) Trinity Episcopal Church (5448 Broadway): Handicap access**

Mr. Don White of D.A.W. Home Improvement: updated proposal to substitute a chair lift instead of the previously proposed decking and ramp. The lift would be 42" high, 6' wide and accessed by a ramp 10' out, which would be partially obscured by the Church's sign. A new door replacing a window to the west side of the foyer would provide access to the building. A glass enclosure would eventually be added to protect the lift from the elements. A photocopy of a chair lift photo was provided and added to the petition. The overall impact to the appearance to the front of the building would be lessened, but the new work would not be easily reversible. There is a time constraint on the project due to a wedding in August for which handicapped access will be required.

Meyer noted that elevation drawings would need to be provided before the petition could be evaluated.

**ACTION:** The matter is tabled pending further communication with the Trinity Church about the proposal. Miller will send a letter to the Rev. Gogh, Len Gacek (the property manager), and Mr. White indicating that the petition has been tabled pending receipt of drawings and that a special meeting can be arranged to facilitate a timely solution.

**b) 36 School Street, Ed Church: Vinyl siding and gutters**

Have the 4 unit property professionally sided with sage green and white vinyl siding that replicates the scalloped/fish scale shingle detailing where appropriate. Windows would be wrapped, and soffit and fascia would be replaced with vinyl as well.

MOTION: Kwiatek: Accept petition as presented. Seconded by Giallanza.

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

ACTION: Miller will send a copy of the fully executed petition.

**c) 50 Central Avenue (Eddie Ryans), Ed Church: Patio/decking and railing; door**  
Complete the patio left unfinished following the new Rite Aid project with concrete and/or wooden/composite decking. Continuation of wrought iron fencing similar to Rite Aid's fence, to include handicapped access gate. Add an exterior glass door (dimensions to code) to access the patio from within the restaurant. The patio would be accessible only from within the restaurant, except for the handicapped access gate.

MOTION: Pecqueur: Accept petition as presented. Seconded by Hassett.

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

ACTION: Miller will send a copy of the fully executed petition.

### **3. Administrative Matters:**

#### **a) Approval of meeting minutes:**

MOTION: Meyer: To approve minutes from April 9, 2008 meeting. Seconded by Miller.

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

#### **b) Communications/Reports:**

**1. Treasurer's Report:** Miller: Budget approved with \$500 for Office Supplies, \$600 for Dues and Subscriptions, \$1,200 for Professional Services (secretary), \$200 for Expense and Travel, and \$1,000 for Education and Training. This will allow the commission to attend training opportunities and to work with other commissions to create local training opportunities.

**2. Meyer:** Sent a letter to the state regarding a citation for Keysa's service, but no response was received.

#### **c) Public Comment on Matters of Interest**

**1. 30 Central Ave. (Mr. Craig Gennamore):** Plans to open a State Farm Insurance office at 30 Central Avenue and would like details on the design requirements for lighting, signage and awnings in the Central Business District. Also interested in suggestions for sign/awning makers.

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The Board informed Mr. Gennamore that the fascia piece only may have signage on the awning and that gooseneck lighting is most appropriate.

**ACTION:** Miller will send a copy of the Central Business District Design Standards pertaining to signage/awnings and a list of suggested sign/awning makers in the area.

**2. Frosty's (5500 Broadway):** A letter with sketches was composed by Meyer and sent recently. More time will be allowed for a response before further action is taken.

**3. 5622 Broadway (Mr. Ralph Mohr):** Miller: Currently case is in court for violations, but progress may be delayed due to health issues with the prosecutor and conflict of interest with one of the judges.

**4. 11 School Street:** Miller: Windows in tower are still completely broken out, allowing structure to be damaged by elements.

**ACTION:** Simme is not present so Miller will follow up.

**5. Temporary signage in the village:** Pecqueur. Miller informed board that a temporary sign ordinance is included in the new village code revision and will take effect when the code is passed.

#### 4. Old Business

**a) SHPO/CLG Seminar in Lancaster:**

Harnack and Brunea are both absent and no invitations to the event appear to have been sent. Miller will contact Mr. Julian Adams of SHPO to apologize and inform him that the event has been canceled/postponed, perhaps until the fall.

#### 5. New Business:

**a) New Board Members:** Ms. Tina Preston will complete what remains of Mr. Keysa's term. Mr. Ronald Kwiatek has been appointed first alternate and Mr. Jason Hassett has been appointed 2<sup>nd</sup> Alternate.

**ACTION:** Miller will gather training materials and forward to the new members prior to the next meeting.

**b) One Alternate Board Member position remains.** Miller: According to the code, the board should have an attorney/lawyer.

**ACTION:** Pecqueur will speak to Mr. Stan Keysa, Village Trustee, regarding the position or suggestions for candidates.

**c) Landmarks:** Miller: No interest was expressed in immediate action by the owners of the properties previously suggested for Local Landmark designation. However,

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the Business Manager of St. Mary's on the Hill RC Church is interested in pursuing Local landmark status in the fall, after the Church closing and consolidations have been completed. He will speak to the pastor and Miller and/or other board members will attend a Parish Council meeting at a future time to discuss the process.

- d) Contact info update:** Miller: All members must complete contact info to be filed with the village clerk/treasurer and to facilitate board communications.
- e) Property inventory files/database:** Miller is working on obtaining SHPO's individual property ID numbers for all properties in the district so that copies missing property inventory files may be requested from SHPO's archives. Incomplete files are hampering grant application by the Community Development Department. Once the files are complete, the next step would be to complete an updated inventory, perhaps funded with a CLG grant. (Updates should be completed every five years according to the Certified Local Government Agreement, but no updates have ever been completed in Lancaster.) The updated files would bring the Historic district into compliance with SHPO CLG policy, and facilitate grant applications for various community development and Historic District improvement projects in the future.
- f) Books:** Miller: No response has been received from Depew School District since preview copies were provided in the fall.  
ACTION: Miller will follow up regarding possible order.
- g) Keysa Memorial:** Giallanza is providing \$1,000 towards the creation of a memorial to Mr. James Keysa. The exact form of the memorial (plaque, public seating, memorial garden, etc.) can be discussed at future meetings and will be determined in consultation with his family.

## 6. Correspondence/Articles:

Handouts from Meyer re: handicapped access.

Letter from Meyer to state re: Keysa's service and possible citation.

## 7. Next Meetings:

June 11, 2008

July 9, 2008

August 13, 2008

## 8. Adjourn

MOTION: Kwiatek: To adjourn at 8:55 P.M. Seconded by Hassett.

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