

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

**MEETING MINUTES**  
**June 12, 2019**

**I. Attendance/Call to Order**

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

*Board Members*

Campbell, S. (Chair)	<u>X</u>
Eckert, E.	<u>X</u>
Kacala, J.	<u>X</u>
Keefe, J.	<u>X</u>
Meyer, M.	<u>X</u>
Mikula, E.	<u>X</u>
Sweeney, T.	<u>X</u>
Russ, M. (Alt.)	<u>X</u>
Chaves Yates, C. (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>

Mayor William Schroeder was also in attendance.

Roll call indicated that seven (7) voting members were present and a quorum existed.

**II. Public Hearings**

a. 5461 Broadway (LPC) – David Harty – Seasonal Temporary Signage

Mr. Harty was present at the meeting. He explained the use of temporary signage for the various events put on by the church over the year. The HPC has allowed the church to use a yearly COA for specific temporary signage for the past few years. No discussion.

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

MOTION APPROVED: In a vote of seven (7) ayes.

*Justification: The temporary signage is always removed in a timely fashion, benefits the community and is compatible with the historic district.*

b. 36 Central Ave. (Josie’s on Central) – Robert Sonbeg - Signage

Mr. Sonberg was present at the meeting. He explained the COA Application and the signage proposed. There will be new signage installed at the business, 2 faux wood columns to differentiate the business from the other storefront as well as a hanging sign for pedestrians. Artwork and photos were submitted for all the signage. J. Allein informed the applicant that he should approach the Building Department for the change in use of the business before opening. S. Campbell asked about signage on the main door – R. Sonberg stated that the logo and the business hours would be on the door.

MOTION: J. Keefe made a motion to approve the COA as presented. Second by M. Meyer.

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

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

*Justification: The signage is compatible with the aesthetic of the historic district.*

c. 25 Central Ave (MasterCraft Upholstery) – Chris Helwig – Signage

Mr. Helwig was present at the meeting. He described the proposed signage. There was a short discussion regarding the condition of the building, which was decided needs to be called attention to the property owner and not the tenant.

MOTION: T. Sweeney made a motion to approve the COA as presented. Second by E. Mikula.

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

*Justification: The signage is compatible with the aesthetic of the historic district.*

d. 41 Central Ave. (From the Attic) – Kelly Depczynski & Deborah Ervolina - Signage

E. Eckert explained that the owners of the business were not able to attend the meeting. Images were provided of the proposed signage. There was no discussion.

MOTION: T. Sweeney made a motion to approve the COA as presented. Second by S. Campbell.

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

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

e. 11 West Main Street – Tommy Sweeney – Replacement doors and windows

Mr. Sweeney was present at the meeting. He explained the proposal to replace 2 existing metal doors with glass aluminum doors to match the other doors at the building and to replace 3 existing louvers with fixed aluminum windows. All the replacements will be the same size as the original and the color will be an antique bronze finish to match the others at the property. There was no discussion.

MOTION: S. Campbell made a motion to approve the COA as presented. Second by E. Eckert.

MOTION APPROVED: In a vote of six (6) ayes to zero (0) nays. T. Sweeney abstained from voting as the applicant.

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

f. 11 West Main Street – Tommy Sweeney & Mayor William Schroeder – Dumpster Enclosures for CBD

Mr. Sweeney and Mayor Schroeder were present at the meeting. They explained the need for dumpsters in the Central Business District and their previous discussions with business owners, the Village Board and Waste Management regarding dumpsters. Three locations are proposed for the dumpsters – behind the east side of Central Ave. businesses in the parking lot, directly behind the existing Rite Aid business dumpsters and a temporary location where the future extension of West Main Street. The permanent locations would be concealed in enclosures, the temporary dumpsters would not. E. Eckert asked where the existing totes will go – Mayor W. Schroeder stated that they will be collected by the Town of Lancaster and put into an inventory. C. Chaves Yates asked about the Special Events garbage collection – Mayor W. Schroeder stated that the Village brings in separate dumpsters for events. T. Sweeney discussed several options for materials of the enclosures. The HPC discussed the maintenance of any wood used, and the longevity of different materials such as wood vs composite.

MOTION: E. Eckert made a motion to approve dumpster enclosures for the 2 permanent dumpsters that would have the fixed sides made of a dark composite fencing, metal posts and chainlink gates with dark (matching the composite fencing) vinyl slats. The HPC would prefer, if possible, the metal posts for the gates be hidden. In addition, the temporary dumpster is approved for its location for 1 year. Second by M. Meyer.

MOTION APPROVED: In a vote of six (6) ayes to zero (0) nays. T. Sweeney abstained as he is the

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

applicant.

*Justification: The dumpster enclosures will not be highly visible and will maintain an aesthetic in the historic district.*

**III. Approval of Meeting Minutes**

a. *May 8, 2019 (Regular Meeting)*

MOTION: J. Keefe made a motion to approve the minutes as presented. Second by T. Sweeney.

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

**IV. Administrative Matters**

a. Public comment on matters of interest

- i. T. Sweeney updated the HPC on the connections between the different event series and organizations putting on the events in the Village's CBD. The Community Development Corporation, the Chamber of Commerce and the Village of Lancaster have been operating various things within the Central Business District and are in discussions to streamline, consolidate and better organize between the groups.

b. New property issues

- i. 25 Central Ave – Building is deteriorating, and areas of the exterior appear to need maintenance

c. Ongoing property issues

*Mayor William Schroeder discussed the efforts of the Village Board to work with the HPC and Code Enforcement to maintain communications and mitigate property issues within the Historic District. The Village Board is providing Code Enforcement with some secretarial service to help with paperwork in attempts to keep up with the workload for the part time position.*

- i. 5622 Broadway – S. Marshall stated that the owner is to appear in court next month. No update.
- ii. 5500 Broadway (Peace Love Massage and Left Coast Design) – No update
- iii. 43 Central Ave. – No update
- iv. 33 Church St. – No update
- v. 5470 Broadway (Artemis Tattoo) – No update.
- vi. Fence between Sunoco and Thomas Turtle – No update
- vii. 77 & 81 Central Ave – S. Marshall has written the property owners letters

d. Communications/Reports

- i. Communication from Supervisor Johanna Coleman re: Historical Society Building – Grants have been secured to rebuild the porch of the Historical Society Building
- ii. Village of Lancaster Smart Growth Project - State Environmental Quality Review Full Environmental Assessment Form

e. Treasurer's Report – None

**V. Old Business:**

- a. Model Landmarks Preservation Local Law for New York State Municipalities –*To be continued at the July Meeting. Because this item continues to be delayed, the HPC scheduled a work session to occur prior to the July 10<sup>th</sup> meeting to finish discussing the Model Law.*

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

- b. CLG Grant Application 2019 – A \$7500 grant has been awarded to the Village of Lancaster HPC to complete the Proposed Historic District Design Guidelines. S. Campbell asked for a volunteer from the HPC to act as liaison between the HPC and the Consultant.
- c. Village of Lancaster Newsletter – S. Campbell forwarded the proposed notices to Village Board Member Lynne Ruda to be included with the next Newsletter.
- d. New HPC Member Info – E. Eckert asked all the Commission Members to update their bios for the website and send them to her.
- e. Joint HPC Meeting – S. Campbell and C. Chaves Yates attended the Joint HPC meeting in Williamsville last month. They discussed with the HPC some ideas that were discussed with other area HPC members including: the attitude towards community obligations with regards to property maintenance, Landmarking 102 & 102 by Preservation Buffalo Niagara and tax incentives used by other municipalities.
- f. File Organization – E. Eckert stated that with the help of the Village Clerk-Treasurer's Summer Help Employee, the HPC files have been organized. This was a goal from the 2016 CLG Audit. E. Eckert discussed a long-term goal of digitizing the files as well to make them searchable and accessible to the HPC and the community.

**VI. New Business - none**

**VII. Next Meeting: July 10, 2019 @ 7:00pm – Work Session @ 6:00pm**

**VIII. Adjourn**

MOTION: E. Mikula moved to adjourn the meeting. Second by E. Eckert.

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