

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

**MEETING MINUTES**  
**July 10, 2019**

**I. Attendance/Call to Order**

The meeting was called to order at 7:00PM by Chair S. Campbell. C. Chaves Yates led the HPC in the Pledge of Allegiance.

*Board Members*

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

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

**II. Public Hearings - none**

**III. Approval of Meeting Minutes**

*a. June 12, 2019 (Regular Meeting)*

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

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

**IV. Administrative Matters**

*a. Public comment on matters of interest*

i. J. Allein informed the HPC that the Village is looking for applicants for the Main Street Grant Program. When Applicants are identified, a joint committee meeting of HPC members and Planning Commission members will be called to review the applications.

ii. J. Allein informed the HPC that he has been asking when digital screens will be installed in the Council Chambers for use at public meetings. He has been in contact with the Village Board for 3 years trying to get screens installed.

*b. New property issues - none*

*c. Ongoing property issues*

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- i. 5622 Broadway – *A portion of the porch roof collapsed and has been cleaned up. S. Marshall and Village Attorney A. Herdzik have been actively working to remedy the problems at the property as well as bringing ramifications to the property owner.*
- 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 – *No update*
- viii. 25 Central Ave – *No update*
- ix. 5472 Broadway (The Village Greek) – *No update*
- d. Communications/Reports - *none*
- e. Treasurer’s Report – *None*

**V. Old Business:**

- a. Model Landmarks Preservation Local Law for New York State Municipalities – *The HPC finished going through the Model Law at the work session 7/10/19. E. Eckert to make changes in the digital file and distribute to the HPC for another review before recommending to the Village Board/Village Attorney.*
- b. CLG Grant Application 2019 – *The contract has not been received by the Village as of yet.*
- c. Village of Lancaster Newsletter – *S. Campbell recommended that the HPC brainstorm ideas and try to include something small into each of the quarterly Village of Lancaster Newsletters.*
- d. Letters from the HPC – *The HPC has previously discussed having a form letter to be sent to property owners as a friendlier reminder for COA violations. An additional idea brought up is a letter to send to new people in the historic district to inform them of what the HPC does as well as procedures for a COA. E. Eckert will put those letters together.*

**VI. New Business**

- a. New Village of Lancaster E-mails for Commission Members – *The HPC members now have Village of Lancaster E-mail addresses. From this meeting forward, all electronic communication will be done through Village E-mail account .*

**VII. Next Meeting: August 14, 2019 @ 7:00pm**

**VIII. Adjourn**

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

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