

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

**MEETING MINUTES**  
**August 14, 2019**

**I. Attendance/Call to Order**

The meeting was called to order at 7:03PM by Chair S. Campbell. S. Campbell led the HPC 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>exc.</u>
Meyer, M.	<u>X</u>
Mikula, E.	<u>exc.</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>exc.</u>

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

**II. Public Hearings**

- a. *Central Business District/West Main Street – Tommy Sweeney – Dumpster Enclosures*  
Mr. Sweeney was present, however the fencing contractors have not gotten back to him about alternative materials that would be appropriate in the historic district. Hearing pushed to next meeting.
- b. *5643 Broadway – Martin Whiteford – Exterior Improvements*  
Mr. Whiteford and his wife were present. They explained that they have been working on these exterior improvements since 2014 when they purchased the property. Work has included removal of siding to reveal original wood siding, reconstruction of the front porch, replacement of glass within the existing wood windows and replacement of rotted wood trim and roof edges. The Commission discussed the work with the property owners. They clarified that the only new work that wasn't replacement or restoration was new lighting on the porch ceiling.  
MOTION: T. Sweeney made a motion to approve the application as presented. Second by M. Meyer.  
MOTION APPROVED: In a vote of seven (7) ayes to zero (0) nays.

**III. Approval of Meeting Minutes**

- a. *July 10, 2019 (Regular Meeting)*  
MOTION: S. Campbell made a motion to approve the minutes as presented. Second by E. Eckert.  
MOTION APPROVED: In a vote of seven (7) ayes to zero (0) nays.

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**IV. Administrative Matters**

- a. Public comment on matters of interest - *none*
- b. New property issues
  - i. 5346 Broadway (Wally's) – New business sign over the door was not part of the previously approved COA.
  - ii. 5558 Broadway – Property in disrepair
- c. Ongoing property issues
  - i. 5622 Broadway – *No update*
  - ii. 5500 Broadway (☺♥ 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*
- d. Communications/Reports
  - i. Article from Clinton Brown Architects – *Another Voice: Historic Tax Credits have Enriches Upstate Life*
  - ii. NAPC Camp Training Courses
  - iii. Village of Lancaster Safety Training – August 27, 2019
- e. Treasurer's Report – *None*

**V. Old Business:**

- a. Model Landmarks Preservation Local Law for New York State Municipalities – *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 been signed. Two (2) Proposals for the work are needed. The Commission will select a consultant at the next meeting.*  
MOTION: T. Sweeney made a motion to solicit proposals from possible consultants. Second by S. Campbell.
- c. MOTION APPROVED: In a vote of seven (7) ayes to zero (0) nays
- d. Village of Lancaster Newsletter – *The HPC will continue to put forth a small piece in the Village newsletter. C. Chaves Yates will write something for the next newsletter.*
- e. 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.*
- f. New Village of Lancaster E-mails for Commission Members – *The HPC members now have Village of Lancaster E-mail addresses.*

**VI. New Business**

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- a. *Historic Districts 101* by Preservation Buffalo Niagara was held August 13 in Williamsville T. Sweeney and J. Kacala attended and shared some of the information they learned with the Commission.

**VII. Next Meeting: September 11, 2019 @ 7:00pm**

**VIII. Adjourn**

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

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