

Village of Lancaster
Historic Preservation Commission
Municipal Building, Lancaster NY

MEETING MINUTES
November 20 2019

I. Attendance/Call to Order

The meeting was called to order at 7:00PM 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>exc.</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>exc.</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. October 9, 2019 (Regular Meeting)

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

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 discussed the need for additional enforcement for ongoing property issues. S. Campbell to send a letter from the HPC to the Village Board to address the ongoing problems within the historic district.

b. New property issues

- i. 5478 Broadway - a new business has moved into this storefront. E. Eckert to send business owner a “welcome” letter from the HPC reaching out to explain the goals of the HPC.
- ii. 5572 Broadway – this house is deteriorating and it seems nobody is living in the house.

c. Ongoing property issues

- i. 5622 Broadway – *No update.*

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- ii. 5500 Broadway (☺♥ Massage and Left Coast Design) – *S. Marshall sent a letter 10/9/19*
 - iii. 43 Central Ave. – *S. Marshall sent a letter 10/9/19*
 - 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. 5346 Broadway/47 Aurora (Wally's) – *S. Marshall sent a letter 10/9/19*
 - x. 5558 Broadway – *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 – *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 – *Alma Brown from Clinton Brown Company Architecture (CBCA) was in attendance. The HPC discussed with A. Brown specific pieces within previous Design Guidelines that CBCA has previously done elsewhere that would be beneficial to the local historic district. Things that are important to the HPC include: making the Guidelines compatible with the current Village Code, appropriate materials, maintenance, suggested colors, new vs restored windows and different architectural styles within the Village. S. Campbell will figure out a time for a conference call between CBCA, the HPC, the Village and James Finelli from NYS SHPO to verify the scope of the work for the grant and begin work.*
 - c. Letters from the HPC – *E. Eckert presented a letter written for new business of property owners within the historic district. She will write another letter to be sent to property owners doing work without an approved COA that will be sent prior to notifying the Code Enforcement Official.*
 - d. West Main Street Project - *J. Allein stated that the West Main Street project will be before the Planning Commission Thursday October 17. The HPC will have a quorum in attendance at this meeting. If the project does not get Planning Commission approval at this meeting, there will be a special meeting November 7th. A public meeting about the project will be held November 13th, location TBD.*
 - e. Village of Lancaster Newsletter – *The HPC should think of information to include in the quarterly Village Newsletters.*
- VI. New Business**
- a. CAMP Training – *S. Campbell attended NAPC CAMP Training for Preservation Commissions. She discussed several tips and things she learned from the training that will benefit the HPC.*
 - b. HPC Membership/Alternates – *Robert Sonberg attended the meeting. He is interested in possibly becoming a part of the HPC as an alternate.*

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

VIII. Adjourn

MOTION: T. Sweeney moved to adjourn the meeting. Second by M. Meyer.

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