

Village of Lancaster
Historic Preservation Commission
Municipal Building, Lancaster NY

MEETING MINUTES
January 11, 2023

I. Attendance/Call to Order

The meeting was called to order at 6:59PM by Chair M. Meyer. M. Meyer led the HPC in the Pledge of Allegiance.

Board Members

Budzinski, J. (Village Historian)	<u>X</u>
Campbell, S.	<u>X</u>
Chaves Yates, C.	<u>X</u>
Eckert, E. (+ Secretary)	<u>X</u>
Kacala, J.	<u>X</u>
Keefe, J. (Vice Chair)	<u>X</u>
Meyer, M. (Chair)	<u>X</u>
Stonebraker, N. (Alt.)	<u>X</u>
Russ, M. (Alt.)	<u>exc.</u>
Marshall, S (Code Enforcement)	<u>exc.</u>
Allein, J (Planning Commission Liaison)	<u>X</u>

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

II. Public Hearings - None

III. Approval of Meeting Minutes

a. *December 14, 2022 (Regular Meeting)*

MOTION: S. Campbell made a motion to approve the minutes as presented. Second by J. Budzinski.

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

IV. Administrative Matters

- a. Public comment on matters of interest - *None*
- b. New property issues – *None*
- c. Ongoing property issues
 - i. 5622 Broadway – *No update.*
 - ii. 81 Central Ave – *No update.*
 - iii. 25 Central Ave – *No update.*
 - iv. 5558 Broadway – *No update.*
 - v. Town Hall – *No update.*
 - vi. 5497 Broadway (Masonic Temple) – *No update.*

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- vii. 5413 Broadway (Picasso's) – *HPC discussed the LED sign that was approved by the HPC with conditions. The conditions are not being met by the business owner and the HPC would like Code Enf. To follow up with property owner.*
- d. Communications/Reports
 - i. Liaison to the Village Board / Representation at Village Board Meetings – *E. Eckert to attend 1/23/23 Village Board Meeting. Update 1/20/23: HPC and Village Board to meet to discuss future municipal projects and HPC review process.*
 - ii. Zoning Code Committee – *Next public meeting is in January – has not been scheduled yet.*
 - iii. Village's 175th Anniversary Committee – *S. Campbell updated the HPC on Committee plans.*
- e. Treasurer's Report – *A printout of the 2022-23 HPC funds was provided to members. New budgets for the 2-23-24 FY are due to the Village Clerk-Treasurer in March.*
- f. Village Newsletter (March) – *E. Eckert to write about the updated Historic Preservation section in the Village Code.*
- g. HPC administration
 - i. Records - *E. Eckert discussed with the HPC that the Clerk's office has created and scanned much of the HPCs records into a SharePoint site for the Commission Members to access without having to be at the Municipal Building. E. Eckert will share the site with the HPC members use.*
 - ii. Training – *E. Eckert reminded HPC members that with the new code, all members are required to complete 4 hours per year of relevant training.*

V. Old Business:

- a. J. Keefe expressed concern that many new municipal projects have been happening within the Village and in the Historic District and these projects are not coming before the HPC for review. The HPC discussed that per Village Code all projects within the historic district regardless of property ownership need to come before the HPC, even if just a courtesy. J. Keefe presented a draft of a letter to the Village Board to discuss this concern.

MOTION: M. Meyer made a motion to send the letter to the Village Board. Second by S. Campbell.

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

VI. New Business

- a. Statewide Preservation Conference – April 13-15, 2023 in Auburn, NY
- b. Preservation Month – May – *HPC members should think of properties to nominate for 2023.*

VII. Next Meeting: February 8, 2023 @ 7:00pm.

VIII. Adjourn (7:42pm)

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

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