

Village of Lancaster
Historic Preservation Commission
Municipal Building, Lancaster NY

MEETING MINUTES
March 8, 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>7:12pm</u>
Keefe, J. (Vice Chair)	<u>exc.</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>

Also in attendance were Mayor Lynne Ruda, Trustee Tyler Sojka, Village Prosecutor Jessica Kulpit and Building Department Code Enforcement Officer Matthew Fischione.

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

II. Public Hearings

- a. 11 West Main Street (Bloomsbury Lane Toy Shoppe) – Crystal Newman – Signage and façade work**
Crystal Newman, the business owner and Deborah Urban, designer were present at the meeting. Bloomsbury Lane Toy Shoppe is a recipient of an Erie County Storefront Revitalization Grant. Ms. Newman and Ms. Urban discussed the changes made to the design which were made in response to the HPCs comments at the last meeting. S. Campbell asked about new lighting at the storefront – there are new fixtures shown in the documents. There was no other discussion.
MOTION: E. Eckert made a motion to approve the application as presented. Second by J. Budzinski.
MOTION APPROVED: In a vote of seven (7) ayes to zero (0) nays.
Justification: Per the Secretary of the Interior’s Standards for Rehabilitation, Number 9 and 10 – The new work is compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment as well as the improvements being undertaken in such a manner that if removed in the future the essential form and integrity of the historic property and its environment would be unimpaired.
- b. 5482 Broadway – Mark Brooks, Long Associates Architects – Wheelchair Lift and Access**
Mark Brooks was present at the meeting. Mr. Brooks explained that the homeowner has a wheelchair-

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bound son who needs accessibility into the home. There is a significant grade change at the rear door which would make the proposed lift prohibitive. The proposed lift will be tucked behind the existing concrete stair at the front with a new wood deck built over the existing stair. S. Campbell noted that it would be preferred if there was a skirting at the base of the deck to hide the existing stairs and lift behind – Mr. Brooks stated that skirting is included in the design. There was no other discussion.

MOTION: M. Meyer made a motion to approve the application as presented. Second by S. Campbell.

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

Justification: Per the Secretary of the Interior's Standards for Rehabilitation, Number 9 and 10 – The new work is compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment as well as the improvements being undertaken in such a manner that if removed in the future the essential form and integrity of the historic property and its environment would be unimpaired.

III. Approval of Meeting Minutes

a. *February 8, 2023 (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 – *Report via e-mail from S. Marshall 3/8/23*

i. 5622 Broadway – *Due back in Village Court in April*

ii. 81 Central Ave – *S. Marshall to renew citation to May 2023 due to construction work interfering with possible work.*

iii. 25 Central Ave – *Erie County Storefront Revitalization Grant recipient, will be coming to HPC.*

iv. 5558 Broadway – *Ladder and debris have been removed. Roof project will commence in April.*

v. Town Hall – *Potential NYS grant for a portion of the deficiencies.*

vi. 5497 Broadway (Masonic Temple) – *Potential NYS grant for a portion of the deficiencies.*

vii. 5413 Broadway (Picasso's) – *S. Marshall to contact owner.*

d. Communications/Reports

i. Liaison to the Village Board / Representation at Village Board Meetings – *N. Stonebraker attended 2/13/23 meeting. C. Chaves Yates to attend in March.*

ii. Zoning Code Committee – *Public Hearing for the new proposed Zoning Code updates will be at the next Village Board Meeting.*

iii. Village's 175th Anniversary Committee – *S. Campbell updated the HPC on Committee plans.*

e. Treasurer's Report – *New budgets for 2023–24 FY are due to the Village Clerk-Treasurer in March.*

f. Village Newsletter (March) – *E. Eckert discussed several educational ideas for upcoming newsletters – vinyl siding and window replacement.*

g. HPC administration

i. Training

1. Village Employees Sexual Harassment Training

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- a. Tuesday, May 16 from 6:00pm – 8:00pm
- b. Saturday, November 4 from 8:00 – 10:00am
2. Statewide Preservation Conference – April 13-15, 2023 in Auburn, NY
3. 2023 HPC Roundtable – *no update*
4. NAPC runs webinars monthly

V. Old Business:

- a. Village Projects & HPC Review Process – *The HPC held a discussion with L. Ruda, T. Sojka, M. Fischione and J. Kulpit regarding the review process. Most projects should begin at the Building Department and with a preliminary review by the Planning Commission. After preliminary review by the Planning Commission, the project should be presented to HPC and/or ZBA as required before returning to the Planning Commission for a final review. Moving forward, as E. Eckert received COAs, she will send them for review to the Building Department to ensure that applicants have gone to the Planning Commission prior to coming to HPC if required. Moving forward, E. Eckert will also send approved COAs to the Building Department, Zoning Board and Planning Commission Secretaries for reference. Mayor L. Ruda discussed upcoming municipal projects and how the Village Board can keep the HPC informed during design. Mayor L. Ruda offered to the HPC that the Chair and Secretary will be added to Municipal Projects SharePoint folders, so they can monitor design progress as desired. HPC will also be invited to 50% and 90% design project meetings to bring up any concerns.*
- b. Preservation Month – May – *HPC members should think of properties to nominate for 2023.*
- c. CLG Grant Applications 2023 – *HPC discussed possible grant ideas. E. Eckert stated that the HPC had previously discussed having a new survey of the historic district done. M. Meyer will e-mail SHPO regarding this proposed idea before pursuing the grant.*

VI. New Business

- a. Village Board – *Mayor L. Ruda & Trustee T. Sojka discussed upcoming projects and initiatives with the HPC. Upcoming projects include Wayfinding, a Mobility Hub, and Extending the Central Avenue Streetscape.*

VII. Next Meeting: April 12, 2023 @ 7:00pm.

VIII. Adjourn (8:28pm)

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.