

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

**MEETING MINUTES**  
**June 8, 2022**

**I. Attendance/Call to Order**

The meeting was called to order at 7:02PM by Chair M. Meyer. J. Kacala led the HPC in the Pledge of Allegiance.

*Board Members*

Campbell, S.	<u>X</u>
Chaves Yates, C.	<u>X</u>
Eckert, E.	<u>X</u>
Kacala, J.	<u>X</u>
Keefe, J. (Acting Chair)	<u>X</u>
Meyer, M. (Chair)	<u>X</u>
Stonebraker, N. (Alt.)	<u>X</u>
Russ, M. (Alt.)	<u>exc.</u>

Allein, J (Planning Commission Liaison)	<u>X</u>
Eckert, E. (Secretary)	<u>X</u>

Deputy Village Attorney Jessica Kulpit was also in attendance. Roll call indicated that seven (7) voting members were present and a quorum existed.

Chair M. Meyer presented Peggy Ludwig, 30 School Street, with a plaque to recognize the property as a Heritage Property and to recognize the owner, Ms. Ludwig for her stewardship of the property and it's contribution to historic preservation.

**II. Public Hearings**

a. 5512 Broadway – Steven Kohlhagen – Replacement driveway paving

Steven Kohlhagen was present at the meeting. He explained that he plans to replace the current gravel driveway with concrete. He described the provided drawings of his property and where the pavement will be located. He explained that he will be pulling the driveway away from the house, replacing the apron and installing drain tile where the driveway meets the existing garage. There was no other discussion.

MOTION: E. Eckert made a motion to approve the application as presented. Second by J. Kacala. C. Chaves Yates abstained from voting.

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

*Justification: The replacement driveway retains the spatial relationships of paving to house as well as the new material is compatible with the existing historic materials at the property.*

b. 19 West Main Street, Ste 600 (West Main Jewelers) – Matt Hoffman – Signage

Matt Hoffman was present at the meeting. He explained the design and materials of the proposed signage. It was planned to match previously approved signage on another storefront at the same building. There was no other discussion.

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

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

*Justification: The signage is compatible with the Signage Guidelines and does not detract from the existing historic fabric of the district.*

**III. Approval of Meeting Minutes**

a. *June 8, 2022 (Regular Meeting)*

MOTION: S. Campbell made a motion to approve the minutes as amended. Second by C. Chaves Yates.

MOTION APPROVED: In a vote of six (6) ayes to zero (0) nays. N. Stonebraker abstained from voting because she was absent at the meeting.

**IV. Administrative Matters**

- a. Public comment on matters of interest
- b. New property issues
- c. Ongoing property issues

*Deputy Village Attorney Jessica Kulpit was present at the meeting. She discussed with the HPC her plans to attend HPC meetings at least twice a year, and that if the HPC ever feels that having an attorney present at a meeting to contact her to attend. She updated the HPC on some of the ongoing property issues and where they stand as far as court action.*

- i. 5622 Broadway – *Court in May.*
- ii. 5413 Broadway (Picasso’s Pizza) – *Court in May.*
- iii. 5500 Broadway (📍♥ Massage) – *S. Marshall to call owner.*
- iv. 77 Central Ave. – *S. Marshall to monitor through the Spring – have been given a July 1, 2022 compliance date.*
- v. 81 Central Ave – *S. Marshall to monitor through the Spring – have been given a July 1, 2022 compliance date.*
- vi. 25 Central Ave – *S. Marshall to monitor through the Spring – have been given a July 1, 2022 compliance date.*
- vii. 5572 Broadway – *Work has been completed.*
- viii. 5558 Broadway – *S. Marshall has instructed owner to clean up the site.*
- ix. 5482 Broadway – *S. Marshall sent a letter to property owner.*
- x. 39 Church Street – *S. Marshall to monitor through the Spring – have been given a July 1, 2022 compliance date.*
- xi. 35 Church Street – *S. Marshall to monitor through the Spring – have been given a July 1, 2022 compliance date.*
- xii. Town Hall – *Under contract for work.*
- xiii. 5481 Broadway (Rowhouse) – *Work has been completed.*
- xiv. 5497 Broadway – *S. Marshall had a conversation with the owner, who is trying to find a contractor to repair the stonework.*

- d. Communications/Reports

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- i. Liaison to the Village Board / Representation at Village Board Meetings – *M. Meyer to attend June 13<sup>th</sup> Village Board Meeting.*
- ii. Model Law/Village Code Committee – *Updated Code document has been provided to the HPC Members for review. Committee members reviewed notable changes with the rest of the Commission. The Committee is looking for specific examples of ways in the past that the HPC Code did not work for the HPC and ways that the new code will provide better guidance and protection for the HPC and Historic District Properties. The Committee will also be looking for support from other HPC members to attend and present the proposed code to the Village Board.*
- iii. Zoning Code Committee – HPC Representation – *No update.*
- e. Treasurer’s Report – *No update.*
- f. Village Newsletter (July) – *Preservation Month Award – E. Eckert to write and send to the Clerk-Treasurer’s Office.*

**V. Old Business:**

- a. Training Opportunities – *The HPC receives e-mails from NAPC and PBN – training opportunities are available constantly from these two organizations.*
- b. Preservation Day – August 6<sup>th</sup>, 2022 at the Buffalo Niagara Heritage Museum – *No update.*

**VI. New Business**

- a. HPC Membership – *The HPC discussed the current opening on the commission. E. Eckert to ask the Clerk-Treasurer’s office to advertise for interest for alternate members for the HPC.*

**VII. Next Meeting: July 13, 2022 @ 7:00pm.**

**VIII. Adjourn (7:52pm)**

MOTION: M. Meyer moved to adjourn the meeting in memory of Edward Mikula and Jan Pecqueur.  
Second by E. Eckert.

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