

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

**MEETING MINUTES**  
**October 13, 2021**

**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*

Campbell, S.	<u>X</u>
Chaves Yates, C.	<u>X</u>
Eckert, E.	<u>X</u>
Kacala, J.	<u>7:05p</u>
Keefe, J. (Acting Chair)	<u>X</u>
Meyer, M. (Chair)	<u>X</u>
Mikula, E.	<u>X</u>
Stonebraker, N. (Alt.)	<u>X</u>
Russ, M. (Alt.)	<u>exc.</u>

Allein, J (Planning Commission Liaison)	<u>X</u>
Marshall, S. (Code Enforcement Officer)	<u>X</u>
Eckert, E. (Secretary)	<u>X</u>

Village Board Trustee Joe Quinn was also present.

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

**II. Public Hearings**

a. 5400 Broadway (Aftercare Nursing Services) - Michelle Kuna – Signage

Ms. Kuna was present at the meeting. She discussed plans to replace the existing HUNT Real Estate Signs on the building with new signs on two of the three sides of the building. The size of the signs will be the same and no lighting is included in the project. S. Marshall asked Ms. Kuna to remove the wood post sign at the edge of the parking lot. S. Campbell asked if Ms. Kuna is looking at any wood style signs for in front of the building, she replied that that may be down the road. There was no further discussion.

MOTION: J. Keefe made a motion to approve the COA as presented. Second by E. Eckert.

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

*Justification: The new signage is a replacement of the existing, which is compatible with the building and aesthetic of the historic district.*

b. 75 Central Ave (Lancaster Travel) – Maria Mulaniff – Parking lot changes

Ms. Mulaniff was present at the meeting. She discussed that she plans to close the existing driveway at Central Ave. to Pleasant Ave. and add additional parking. M. Meyer asked if there was proposed landscaping included, Ms. Mulaniff replied that there is not. S. Campbell asked if the project includes removing the existing blacktop apron and paved area, Ms. Mulaniff replied that it does. J. Allein stated

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that any lighting to be added to the lot, it would need to be reviewed by the Planning Commission and then by the HPC. There was no further discussion.

MOTION: E. Eckert made a motion to approve the COA as presented. Second by E. Mikula.

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

*Justification: The additional paving will not detract from the historic character of the property.*

c. 5600 Broadway – Cassandra Marino – Garage/Porch Covering

Ms. Marino was present at the meeting. She explained plans to build a small covering addition to the garage at the rear of the property. E. Eckert asked what the material of the existing garage roof is, Ms. Marino replied that it is asphalt shingle. S. Campbell asked if the proposal including painting the building, Ms. Marino said that painting the building is planned for future. J. Kacala asked if the garage is 2 stories, Ms. Marino stated that it is garage is 2 stories with a loft. There was no other discussion.

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

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

*Justification: The addition to the garage will not detract from the historic character of the property.*

**III. Approval of Meeting Minutes**

a. *September 8, 2021 (Regular Meeting)*

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

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

- i. 5429 Broadway (Parkway Digital) – Window graphics are not included on the recently approved COA. E. Eckert to e-mail the property owner.

c. Ongoing property issues

- i. 5622 Broadway – *Property owner will be in court in November.*
- ii. 5500 Broadway (☒♥ Massage) – *S. Marshall sent a new notice.*
- iii. 77 Central Ave. – *Work in progress.*
- iv. 81 Central Ave – *Work in progress.*
- v. 25 Central Ave – *S. Marshall sent a new notice.*
- vi. 5572 Broadway – *S. Marshall sent a new citation. S. Marshall will check with the Building Inspector on inspection status.*
- vii. 42 Aurora St. (Black Sheep) – *S. Marshall sent a new notice on the sign.*
- viii. 5558 Broadway – *S. Marshall stated that the Building Department is checking on compliance. S. Marshall will check with the Building Inspector on inspection status.*
- ix. 5413 Broadway (Picasso's Pizza) – *S. Marshall sent a second notice. Ticket in progress.*
- x. 5482 Broadway – *No update.*
- xi. Broadway and Pac Way – *Property owner was present at today's meeting – she was asked to remove the temporary sign.*

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- xii. Clark St. Parking Lot Dumpsters – *The Town and DPW and Village Board have been working with code enforcement to keep the dumpsters clear.*
- d. Communications/Reports
  - i. Liaison to the Village Board / Representation at Village Board Meetings –*S. Campbell attended Sept. 27 Board Meeting. E. Eckert to attend Oct. 25.*
  - ii. Model Law/Village Code Committee – *S. Campbell, C. Chaves Yates and E. Eckert continue to meet with Village Attorney Art Herdzik. Next meeting is November 3.*
  - iii. Zoning Code Committee – HPC Representation – *Next meeting 10/14 from 6:30-8:00pm*
- e. Treasurer’s Report - *none*
- f. Village Newsletter – *S. Campbell wrote a blurb regarding becoming a local landmark, E. Eckert sent it along for the November newsletter.*

**V. Old Business:**

- a. Training Opportunities
  - i. PastForward: National Preservation Conference (virtual)– November 3-6
  - ii. Statewide Preservation Conference (virtual) – November 16 -18
- b. Potential Local Landmarks – *The HPC discussed adding to the historic district map through nominating individual Local Landmark properties. The Commission will put information about individual local landmarks in the next Village Newsletter.*

**VI. New Business**

- a. Lancaster Village Center Tour - *Tommy Sweeney addressed S. Campbell at the Village Board meeting and offered to provide the HPC with a tour of the new Lancaster Village Center Phase I building. J. Allein will contact Mr. Sweeney and set up a tour before the next HPC meeting.*

**VII. Next Meeting: November 10, 2021 @ 7:00pm.**

**VIII. Adjourn (7:50pm)**

MOTION: E. Mikula moved to adjourn the meeting. Second by S. Campbell.  
MOTION APPROVED: In a vote of seven (7) ayes to zero (0) nays.