

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

**MEETING MINUTES**  
**February 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>X</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>

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

**II. Public Hearings**

**a. 33 Lake Avenue – Sherry Campbell – Exterior Trim Work**

Sherry Campbell and Brian Lewandowski were present at the meeting. They explained plans to replicate the exterior wood trim work that was previously on their house. They presented several historic photos showing where the trim pieces will be on the house as well as presenting samples of the profile of the pieces. N. Stonebraker asked when the work planned to happen – S. Campbell stated that they hope to begin this summer. 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 six (6) ayes to zero (0) nays. S. Campbell abstained from voting.

*Justification: Per the Secretary of the Interior’s Standards for Rehabilitation, Number 6 – Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence, the replacement trim work was substantiated by this evidence and is appropriate for the historic property.*

**b. 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. E. Eckert stated that the staining of the existing brick would not be appropriate within the historic district. C.

Chaves Yates and S. Campbell discussed that the proposed façade addition rising above the roofline of the building does not keep in proportion to the rest of the building as well as goes against the Design Guidelines. The Commission discussed some options to revise the proposed work that would better work

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within the historic district including a covering for the base brick that would be reversible as well as redesigning the signage and castle-like image in order to bring it down on the existing roof instead of protruding above it.

MOTION: C. Chaves Yates made a motion to table the application as presented. Second by M. Meyer

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

**III. Approval of Meeting Minutes**

a. *January 11, 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

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

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 – *S. Marshall spoke with Owner on 2/7, ladder is to be removed. New roof construction to commence once weather permits.*

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 – *E. Eckert attended 1/28/23 meeting. N. Stonebraker to attend 2/13/23 meeting. C. Chaves Yates to attend in March. No update on HPC and Village Board to meet to discuss future municipal projects and HPC review process.*

ii. Zoning Code Committee – *No update.*

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

e. Treasurer's Report – *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. E. Eckert sent to Ashley Debbins in the Clerk's Office on 2/9/23.*

g. HPC administration

i. Training – *E. Eckert reminded HPC members that with the new code, all members are required to complete 4 hours per year of relevant training. E. Eckert created a sheet for members to keep track of their training through the year.*

1. Village Employees Sexual Harassment Training

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

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3. 2023 HPC Roundtable – *PBN scheduling poll via e-mail*

**V. Old Business:**

- a. Village Projects & HPC Review Process – *M. Meyer to follow up with the Village Board about meeting with the HPC. Update 2/13/23: Village Board to attend March HPC meeting to discuss review processes with HPC.*
- b. Preservation Month – May – *HPC members should think of properties to nominate for 2023.*

**VI. New Business**

- a. 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.*

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

**VIII. Adjourn (8:27pm)**

MOTION: E. Eckert moved to adjourn the meeting. Second by N. Stonebraker.

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