
Village of Lancaster

Historic Preservation Commission

Lancaster Municipal Building ▪ 5423 Broadway ▪ Lancaster, NY 14086 ▪ www.villageoflancasterhpc.com

MEETING MINUTES

December 10, 2025

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>exc.</u>
Keefe, J. (Vice Chair)	<u>exc.</u>
Meyer, M. (Chair)	<u>X</u>
Stonebraker, N. (Alt.)	<u>X</u>
Wells, N (Alt.)	<u>X</u>

Allein, J (Planning Commission Liaison)	<u>abs.</u>
Fischione, M (Code Enforcement Officer)	<u>X</u>

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

II. Public Hearings

a. 35 Church Street – Jennifer Galvin – Fencing

Ms. Galvin was not in attendance at the meeting. She provided updated information to the Commission via email for a wooden fence, in lieu of the originally proposed vinyl fencing. The Commission discussed that the wood fence follows recommendations in the Design Guidelines. There was no other discussion.

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

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

Justification: This work is compatible with the Design Guidelines section regarding Fences.

III. Approval of Meeting Minutes

a. November 12, 2025 (Regular Meeting)

MOTION: M. Meyer made a motion to approve the minutes as presented. Second by N. Stonebraker..

MOTION APPROVED: In a vote of six (6) ayes to zero (0) nays. C. Chaves Yates abstained from voting as she wasn't at the last meeting.

IV. Administrative Matters

a. Public comment on matters of interest

b. New property issues

i. 5500 Broadway – Zootique Gift Shop has signage without a COA.

ii. 11. W. Main Street – The 59 Club has signage without a COA.

c. Ongoing property issues

i. 5622 Broadway* – Property Issues are currently in the Court System. No update.

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- ii. 81 Central Ave* – No update.
- iii. 5497 Broadway (Masonic Temple) – No update. Building Department is monitoring the property and work.
- iv. 5440 Broadway (Depew-Lancaster Boys and Girls Club) – No update.
- v. 5474 Broadway – M. Fischione is in contact with the business owners.
- vi. 11 Church Street – Building Department will issue an appearance ticket for this property.
- vii. 42 Aurora Street – No update. Building Department is monitoring the property and work.
- viii. 5556 Broadway – Deteriorating porch that appears to be possibly unsafe.
- d. Communications/Reports
 - i. Village Board – E. Eckert went to a Village Board Meeting in November. She updated the HPC on relevant items. S. Campbell to attend in December.
 - ii. Signage Code – M. Meyer attended committee meeting. A draft was circulated of the proposed amendments to the Village Signage Code.
- e. Treasurer's Report – No update.
- f. Village Newsletter (November) – E. Eckert provided a summary of the HPC process for the upcoming Village Newsletter. Sent 10/24/25.
- g. HPC administration
 - i. Training – 4 hours + VOL Sexual Harassment Training due at the end of 2025.
 - 1. Sexual Harassment Prevention Training
 - 2. National Association of Preservation Commissions (NAPCommissions.org)

V. Old Business

- a. HPC Informational Mailing - This is in progress.

VI. New Business - None

VII. Next Meeting: January 14, 2026 @ 7:00pm.

VIII. Adjourn (7:41pm)

MOTION: S. Campbell moved to adjourn the meeting. Second by J. Budzinski.

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