

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

**MEETING MINUTES**  
**October 14, 2020**

**I. Attendance/Call to Order**

The meeting was called to order at 7:00PM by Chair S. Campbell. N. Stonebraker led the HPC in the Pledge of Allegiance.

*Board Members*

Campbell, S. (Chair)	<u>X</u>
Chaves Yates, C.	<u>X</u>
Eckert, E.	<u>X</u>
Kacala, J.	<u>exc.</u>
Keefe, J.	<u>X</u>
Meyer, M.	<u>X</u>
Mikula, E.	<u>abs.</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>

Roll call indicated that six (6) voting members were present and a quorum existed.

**II. Public Hearings**

a. 30 Church Street – Douglas Tarbox – Porch Rehabilitation

Mr. Tarbox was present at the meeting. He explained his plans to rebuild his existing porch with similar materials to what is existing. The porch structure has shifted and sunk, he will be rebuilding the support system and replacing the wood deck with wood deck. There was no further discussion.

MOTION: M. Meyer made a motion to approve the COA as submitted. Second by E. Eckert.

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

*Justification: The rehabilitation of the porch is acceptable per #6 of the Secretary of the Interiors Standards of Rehabilitation.*

b. 42 Aurora Street – Tracy Diegelman - Signage

Ms. Diegelman was present at the meeting. She explained her plans for a awning at the existing porch as well as replacing the existing signage for a new business. E. Eckert asked what the nature of the business is – T. Diegelman responded that it is a gift shop with espresso bar. M. Meyer stated that the awning covering up the existing porch seems to not have a purpose as the existing porch already shades the interior of the building. S. Campbell stated that the existing porch is a character-defining feature and would not want to approve the awning as presented as it would cover up the porch details. T. Diegelman stated that she believes potential customers will pass her by without additional signage. The Commission

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discussed the possibility of using roller shades mounted within the porch structure to add shade, with a logo on one of the shades for the additional signage.

MOTION: E. Eckert made a motion to approve the ground sign as presented. Second by M. Meyer.

MOTION APPROVED: In a vote of six (6) ayes.

MOTION: E. Eckert made a motion to table the awning as presented. Second by M. Meyer

MOTION APPROVED: In a vote of six (6) ayes.

*Justification: The proposed signage is compatible with the historic district and the HPC's Signage Guidelines.*

**III. Approval of Meeting Minutes**

a. *September 9, 2020 (Regular Meeting-virtual)*

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

MOTION APPROVED: In a vote of five (5) ayes to zero (0) nays. E. Eckert abstained from voting as she was absent from the September meeting.

**IV. Administrative Matters**

a. Public comment on matters of interest

- i. T. Sweeney attended the meeting. He notified the HPC of the CDC's work and the possibility of a historical tour of Lancaster app.
- ii. T. Sweeney also updated the HPC on the progress on the West Main Street project and the development project. C. Chaves Yates asked if the HPC was going to get an update or have any input in the streetscape design for the new street. S. Campbell to send a letter to the Mayor and Village Board requesting information about the streetscape. The Commission agreed that because the new street is in the Historic District, the HPC should have input on these decisions.

b. New property issues

- i. 31 Central Ave. – *A new business has opened in the district. E. Eckert to send a "Welcome to the Historic District" letter to the business owners.*

c. Ongoing property issues

- i. 5622 Broadway – *S. Marshall updated the HPC that the property owner has been given final notice to appear in court.*
- ii. 5500 Broadway (♻️♥️ Massage) – *No update.*
- iii. 43 Central Ave. – *No update.*
- iv. 77 Central Ave. – *S. Marshall updated the HPC that the property owner has made progress with exterior painting and replacing the roof.*
- v. 81 Central Ave – *No update.*
- vi. 25 Central Ave – *No update.*
- vii. 5572 Broadway – *No update.*
- viii. 5481 Broadway – *S. Marshall has cited the property owners. He will follow up.*
- ix. 34 Central Ave (Long Weekend) – *No update.*

d. Communications/Reports – *none*

e. Treasurer's Report – *none*

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- f. Village Newsletter – *E. Eckert will send B. Leighbody the agreed upon blurb about the Design Guidelines to submit for the Winter 2020 Village Newsletter.*

**V. Old Business:**

- a. Model Landmarks Preservation Local Law for New York State Municipalities – *The final edits are in the hands of the Village Attorney. J. Allein discussed that the Village Board is currently going through a number of edits to the Village Code and that the HPC may want to follow up in a few months if there hasn't been any progress made on the changes submitted.*
- b. CLG Grant- Design Guidelines – *S. Campbell sent all changes/edits to CBCA. The HPC is awaiting a final draft.*
- c. Training opportunities
- i. NAPC FORUM 2020 (Online Conference August 3-9) *S. Campbell and M. Meyer did some of the sessions from the online conference – they discussed information from the training with the Commission.*
  - ii. NAPC CAMP Training (Online seminars – July 10 & 17) *E. Eckert attended – she handed out some of the shared training materials to the Commission. There was discussion about hosting training information and references online so that all members could have access.*

**VI. New Business**

- a. Resolving the Historic District Boundaries– *E. Eckert created a new map for the HPCs use. It was discussed that the properties that Erie County has listed should be the properties included on the map. E. Eckert to go through the map and verify that all the properties on the County List are included in the map.*
- b. S. Campbell resigned as HPC Chair. Vice Chair, J. Keefe declined taking over as Chair.  
MOTION: S. Campbell moved to nominate M. Meyer as Chair of the HPC. Second by E. Eckert.  
MOTION APPROVED: In a vote of five (5) ayes to zero (0) nays. M. Meyer abstained from voting because he was involved in the action.

**VII. Next Meeting: November 11, 2020 @ 7:00pm.**

**VIII. Adjourn (9:00pm)**

- MOTION: E. Eckert moved to adjourn the meeting. Second by S. Campbell.  
MOTION APPROVED: In a vote of six (6) ayes to zero (0) nays.