

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

**MEETING MINUTES**  
**July 14, 2021**

**I. Attendance/Call to Order**

The meeting was called to order at 7:01PM by Chair M. Meyer. J. Allein 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>
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>

Also in attendance were Arthur Herdzyk, Village of Lancaster Attorney and Jessica Kulpit, Village of Lancaster Deputy Attorney.

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

**II. Public Hearings**

a. 8 Clark Street – James and Tamara Grosso – Concrete Driveway

James and Tamara Grosso were present at the meeting. They explained plans to replace their existing gravel driveway with concrete. S. Campbell asked if the new driveway would extend to the back of their house – Mr. Grosso stated that it would, as that is where the existing gravel extends to. There was no other discussion.

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

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

*Justification: The proposed work does not affect the defining characteristics of the building site or environment.*

b. 5512 Broadway – Steven and Ashley Kohlhagen – Replacement siding

Steven Kohlhagen was present at the meeting. He described the deterioration of the existing wood siding on the house and presented photos of the deterioration and holes within the siding that allow for animals to infiltrate. S. Campbell expressed concern that the proposed work includes removal of wood siding and if alternate siding were to be installed the work could not be reversed. She also stated that because the

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house is a contributing structure within the National Historic District, she cannot support approving vinyl siding on this structure. S. Marshall stated that the existing siding is in disrepair and the former owner had been cited multiple times for maintenance issues. The HPC discussed possible alternate materials with Mr. Kohlhagen. The HPC requested that the building owner look into using a hardie board/ fiber cement siding alternative material.

MOTION: M. Meyer made a motion to table the COA until the applicant can provide additional information on alternative material costs. Second by J. Keefe.

MOTION APPROVED: In a vote of six (6) ayes to zero nays. C. Chaves Yates abstained from voting as the applicants are a relation to her.

c. 1 Pleasant Avenue West (Lancaster Towers) – Joseph Capan – New Sign

Jacob Halleck was present at the meeting as a representative for Joseph Capan. He explained plans to install an all aluminum, double-sided free-standing sign. E. Eckert clarified that no lighting was included in the application – Mr. Halleck confirmed, no lighting was included. There was no further discussion.

MOTION: S. Campbell made a motion to approve the COA as submitted. Second by N. Stonebraker.

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

*Justification: The proposed work does not affect the defining characteristics of the building site or environment.*

**III. Approval of Meeting Minutes**

a. *June 9, 2021 (Regular Meeting)*

MOTION: E. Eckert 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

- i. Village Attorney Arthur Herdzik introduced the HPC to Deputy Village Attorney Jessica Kulpit. They invited the Commission to contact them and invite them to any meetings the Commission feels having an attorney present would be beneficial. A. Herdzik will be working with the HPC Model Law/Village Code Committee to rework the Historic Preservation Commission section of the Village Code.

b. New property issues

- i. 5413 Broadway (Picasso's Pizza) – New window graphics are inappropriate and have no COA. Also, multiple colors on the new LED sign, which was approved to only have a black background and white text.
- ii. 5482 Broadway – New fence without COA

c. Ongoing property issues

- i. 5622 Broadway – *Court has reopened. Property owner will be brought to court.*
- ii. 5500 Broadway (📍♥ Massage) – *S. Marshall has ticketed the property owner.*
- iii. 77 Central Ave. – *No update.*
- iv. 81 Central Ave – *No update.*
- v. 25 Central Ave – *No update.*
- vi. 5572 Broadway – *S. Marshall will reach out to the owner.*

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- vii. 42 Aurora St. (Black Sheep) – *COA for porch work has been approved. No progress has been made on the work.*
- viii. 5558 Broadway – *S. Marshall stated that the roof is awaiting completion and final inspection.*
- ix. Broadway and Legion Pkwy – Temporary signs for Elks Club Cruise Nights and various events. – *S. Marshall has a meeting on Friday to discuss.*
- d. Communications/Reports - *none*
- e. Treasurer’s Report - *none*
- f. Village Newsletter – *none*

**V. Old Business:**

- a. Model Law – S. Campbell, C. Chaves Yates and E. Eckert will attend meetings with Village Attorney A. Herdzik to work through updating the Historic Preservation Commission section of the Village Code.

**VI. New Business - none**

**VII. Next Meeting: August 11, 2021 @ 7:00pm.**

**VIII. Adjourn (8:12pm)**

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