



**Village of Williamsville
Historic Preservation Commission
Meeting Minutes --- September 24, 2019 at 7:00 p.m.**

Present: Kate Waterman-Kulpa, Chairman
Wes Stone, Vice-Chairman
Mary Lowther, Member
Chuck Akers, Member
Anthony Bannon, Member
Jim Tammaro, Member
Dr. Stephen Dyson, Member

Also present: Deborah A. Habes, Clerk-P/T
Matthew Etu, Trustee Liaison
Charles Grieco, Village Attorney
Sue Palmer, former member of HPC

**The regular HPC meeting was preceded by a NYS mandated Sexual Harassment Training Session presented by DPW Crew Chief Ben Vilonen. All seven members of the HPC were in attendance at the training session.*

Ms. Waterman-Kulpa opened the regular HPC meeting at 7:30 p. m.

ON MOTION by Mr. Akers, seconded by Dr. Dyson, it was moved to approve the minutes of the regular meeting held on July 23, 2019, as submitted.

Unanimously carried.

Old Business

Nomination of S. Cayuga Rd. as a Historic District

Ms. Waterman-Kulpa distributed copies of a completed Local Historic District Nomination Form dated 9/24/19, titled “*South Cayuga Road Historic District*”.

Ms. Waterman-Kulpa suggested that the Historic Preservation Commission wants to be a resource for owners of properties designated as historic landmarks and assist homeowners when they are planning alterations and other improvements to their homes and properties. She believes there is an immediate threat to the historic character of the neighborhood, as she referred to a house on S. Cayuga Rd. that is currently having its wood siding removed and replaced with vinyl and several others in the recent past. She considers this sort of action an immediate threat to the preservation of these historic homes and would like to immediately move forward with the nomination of S. Cayuga Rd. as a historic district before more properties on this street are altered.

There was discussion regarding the appropriateness of adopting a resolution tonight at this meeting without the topic being on the meeting agenda. Village Attorney Grieco opined that because it was not on the meeting agenda, the public had no knowledge that it would be discussed or that the HPC nomination of South Cayuga Road as a historic district would be adopted. He referred to Public Officers' Law requiring that all agenda items be noticed on the agenda which is posted on the Village website. He read aloud the section of this law as it pertains to this issue. The requirement is for at least 72 hours' notice of a special meeting. There is no requirement for a newspaper publication notice, however.

There was discussion on the required procedure as per the Village Code for how the nomination process works. Several possible special meeting dates that would abide by the at least 72 hours' notice rule were discussed. A majority of the HPC members indicated they could be in attendance at a September 30, 2019 special meeting.

- **ON MOTION** by Ms. Waterman-Kulpa, seconded by Ms. Lowther, it was moved to hold a special meeting of the Historic Preservation Commission on Monday, September 30, 2019 at 7:00 p.m. for the purpose of nominating South Cayuga Road as a Historic District.

Unanimously carried.

- **ON MOTION** by Ms. Waterman-Kulpa, seconded by Ms. Lowther, it was moved to nominate at the special meeting of the Historic Preservation Commission to be held on September 30, 2019, 211-215 S. Cayuga Rd. as a local landmark.

Unanimously carried.

Community Development Director DePriest will post the agenda and the related nomination forms for the S. Cayuga Road Historic District and the property at 211-215 S. Cayuga Rd. on the Village website and at Village Hall, and alert the media.

Ms. Palmer brought up the topic of possible appearance of impropriety and the possible need for recusals from voting by two of the HPC members who live in the proposed South Cayuga Historic District. There followed some discussion on this topic. Trustee Liaison Etu didn't see any reason why they could not vote how they believe. He thinks it is no different than voting as a Village Board member on topics that directly affect them such as the budget.

Trustee Liaison Etu suggested that the proposed nomination of the South Cayuga historic District is broad sweeping in its scope and will directly affect a large number of residents and property owners within the boundaries of the proposed district. He questioned the urgency of nominating South Cayuga Road as a Historic District at this particular time. Ms. Waterman-Kulpa disagreed, suggesting that the topic has been discussed by HPC for the last year and a half, as the Intensive Level Survey for South Cayuga has been village property for that amount of time, and was actually first initiated in the original historic reconnaissance survey of 1997; there have been several public HPC presentations; public education on the Village's history has been initiated. HPC will be recommending the nomination of the South Cayuga Road Historic District to the Village Board who will make the final decision, as they will on the HPC nomination of 211-215 S Cayuga Rd. HPC and the Village Board will each hold their public hearings, as required by code. Due to the immediate threat to the historic character and integrity of this potential historic district, Ms. Waterman-Kulpa responded that that is why she believes HPC should be moving forward at this time. Many houses have recently had alterations that HPC sees as detrimental to the historic integrity of the neighborhood. Suggested that HPC would be delinquent to its mission if it didn't continue to move forward with this project.

Model Law Update

Village Attorney Grieco distributed drafts dated 9/24/19. He stated this current draft includes SHPO's recommendations and suggestions from previous model law drafts.

Mr. Grieco made notes on agreed upon revisions on his copy as the members moved from highlighted topic to highlighted topic throughout the draft. The members and Mr. Grieco went through pages 1 – 17 of the draft document and, due to the late hour, decided to proceed with any further possible revisions starting on page 18 of the thirty page document at the next regular meeting to be held on October 22, 2019.

New Business

HPC Membership

There was discussion regarding whether former HPC member Sue Palmer, who recently moved outside the Village boundaries and now resides in the Town of Amherst, could still participate as an "ex-officio" member of HPC, as she still has great interest in

contributing to the HPC and shares their mission of preservation of historic properties in the Village. It was noted by Mr. Grieco that she could still share her expertise with HPC but could not be a voting member. HPC is a decision-making commission and as such, its members must be Village residents. Ms. Palmer asked that she be included in all future HPC emails and meeting notices.

HPC Required Training

An update on the status of members' required training hours for the current year was requested of Administrator Kindron. Ms. Waterman-Kulpa asked that Ms. Kindron email to all the HPC members what hours and for what training they have accumulated this year.

ON MOTION by Mr. Tamaro, seconded by Ms. Lowther, the meeting was adjourned at 9:23 p.m.

Unanimously carried.

Deborah A. Habes,
Clerk-P/T

A special HPC meeting will be held on Monday, September 30, 2019 at 7:00 p.m.

The next regular HPC meeting will be held on October 22, 2019 at 7:00 p.m.