



**MINUTES
TOWN OF AMHERST
HISTORIC PRESERVATION COMMISSION MEETING
January 10, 2023
7:00 PM**

ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Susan M. Palmer	Town of Amherst	Chairman	Present	
Catherine Waterman-Kulpa	Town of Amherst	Vice Chairman	Present	
Jennifer D. Kensy	Town of Amherst	Member	Present	
Mary Lou Mancuso	Town of Amherst	Member	Present	
Brian Swartz	Town of Amherst	Member	Present	
Norman J. Hirschey	Town of Amherst	Member	Present	
James Quinn	Town of Amherst	Assistant Planner	Present	
Bryan Fadel	Town of Amherst	Sr. Clerk Typist	Present	
Dan Howard	Town of Amherst	Planning Director	Present	
Deborah Bruch Bucki	Town of Amherst	Councilmember	Present	
Ann Demopoulos	Town of Amherst	Deputy Town Attorney	Present	

MINUTES APPROVAL

December 13, 2022 Minutes

Ms. Waterman-Kulpa made a motion to approve the December 13, 2022 minutes. The motion was seconded by Ms. Kensy and carried. Ayes 6, Noes 0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Catherine Waterman-Kulpa, Vice Chairman
SECONDER:	Jennifer D. Kensy, Member
AYES:	Palmer, Waterman-Kulpa, Kensy, Mancuso, Swartz, Hirschey

NEW BUSINESS

1. 2023 HPC CALENDAR REVISION
James Quinn presented alternate dates for the February, March, June and November meetings dates of the Commission's 2023 calendar due to conflicts with other boards and commissions. Ms. Palmer brought up the possibility of change the June date to June 6 rather than June 13 or 22. Mr. Howard said they will confirm if the change is possible before the February meeting.
2. 2023 MEMBERSHIP
Ms. Palmer said they received a few submissions for the vacant Historic Preservation Commission seat. The members decided to go into an executive session towards the end of the night's meeting to review the submissions.

At the end of the agenda, Ms. Palmer made a motion to move to an executive meeting to review applications for the vacant Historic Preservation Commission seat. The motion was seconded by Ms. Waterman-Kulpa and carried. Ayes 6, Noes 0.

The Commission reviewed the resumes and decided to interview candidates during an executive session at the March 21 meeting.

Ms. Palmer made a motion to resume the Historic Preservation Commission meeting. The motion was seconded by Ms. Waterman-Kulpa and carried. Ayes 6, Noes 0.
3. AWARD PRESENTATION DATE
The Commission contemplated a possible date and place to present the survey award plaque to Ms. Bucki, the Commission's liaison. Ms. Bucki proposed the March 6th Town Board meeting at 7pm.
4. 2023 WORKING GROUPS
Ms. Palmer asked if there was any interest in members participating in working groups to work on various items, including creating a letter to owners of potential landmarking and National Registry properties, research on churches, and research on Eggertsville.

OLD BUSINESS

5. UPDATE ON CLG GRANT SUBMISSION/PRESERVATION DAY
Ms. Palmer said that they had a conference call with Christiana Limniatis, Carrie Stiver, and Ms. Bucki to discuss Preservation Day. It was brought up that there is no grant money to use this year. However, the consensus was that everyone still wants to have the event and Buffalo Niagara Heritage Village is confident they can make it happen; they just need to figure out how much money it would take. Ms. Palmer said she would circulate the summary of funding for last year. She also said they want to keep the same date of August 5th with a time change of 10am-3pm and more of an education focus.
6. PROPOSAL FOR REVISION OF THE TOWN OF AMHERST HISTORIC PRESERVATION LAW
Ms. Palmer said that they are close to being finalized and that she figures the revisions would be brought in front of the Commission at the March meeting.
7. BNHV PROPERTIES - UPDATE ON RESEARCH FOR POSSIBLE LANDMARKING
No report.
8. EDUCATION PLAN - WEBSITE, PRESENTATIONS

Ms. Palmer presented that the Commission will have four training sessions with Preservation Buffalo Niagara. The sessions will also be held with other Historic Preservation Commissions either in person or virtual. The first would be virtual and held in February, but they are still finalizing a date, and the second would most likely be in person in March. She also said that the Commission will have their own virtual meetings. The first will be on National Register on February 28 at 6pm, the second would be a review on landmarking research on March 23 at 6pm, and the third is to be decided.

9. ST. PAULS & ST. BENEDICTS - POSSIBLE LANDMARK

Mr. Hirschey brought up the possibility of meeting with Ms. Palmer and Ms. Mancuso on the two properties.

MISCELLANEOUS

Sheri Cejka, 30 Chateau Terrace, on behalf of the Chateau/Fruehauf neighborhood alliance, inquired about how to move forward with applying for a historic neighborhood designation. Ms. Palmer said they can fill out the Landmark Designation form with a listing of all of the properties, attach information on each individual property, and that they would need to identify both contributing and noncontributing properties.

Ms. Waterman-Kulpa added that information for contributing and noncontributing properties would be slightly different. She also said that the district needs to have boundaries and a theme that meets the landmarking criteria from Town Code Ch. 121. Ms. Waterman-Kulpa recommended that they utilize someone who has experience and understands how to prepare a historic designation application and noted that additional information that would need to be provided include photographs, maps, and sources for the information that is provided within the application. She also said that they would want to include a cover letter summarizing how everything comes together to form a historic district and that the properties must be continuous and touching.

Ms. Palmer said that the narrative needs to provide accurate information and explain the significance of the properties and neighborhood, along with sources. Once the application is submitted, the Commission will review the application and supporting documents, and decide if there is a case for designation. If they decide that there is, the subject would then go to a public hearing where the Commission would decide whether to send the recommendation to the Town Board, who would ultimately make a decision.

Ms. Cejka asked if there is a contact person they could reach out to, Ms. Palmer referred her to Mr. Quinn, who provided Ms. Cejka with his information.

ADJOURNMENT

The Historic Preservation Commission meeting of January 10, 2023 was adjourned at 8:28pm.



**MINUTES
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7:00 PM**

ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Susan M. Palmer	Town of Amherst	Chairman	Present	
Catherine Waterman-Kulpa	Town of Amherst	Vice Chairman	Present	
Jennifer D. Kensy	Town of Amherst	Member	Present	
Paul F. Redding	Town of Amherst	Member	Absent	
Mary Lou Mancuso	Town of Amherst	Member	Present	
Brian Swartz	Town of Amherst	Member	Present	
Norman J. Hirschey	Town of Amherst	Member	Present	
Bryan Fadel	Town of Amherst	Sr. Clerk Typist	Present	
James Quinn	Town of Amherst	Assistant Planner	Present	
Dan Howard	Town of Amherst	Planning Director	Present	
Deborah Bruch Bucki	Town of Amherst	Councilmember	Present	7:12 PM
Carrie Stiver	Town of Amherst	Resource Personnel	Present	
Robert Marcus	Town of Amherst	Resource Personnel	Present	

MINUTES APPROVAL

November 10, 2022 Minutes

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Mary Lou Mancuso, Member
SECONDER: Brian Swartz, Member
AYES: Palmer, Waterman-Kulpa, Kensy, Mancuso, Swartz, Hirschey
ABSENT: Redding

NEW BUSINESS

1. 2022 HPC BUDGET - REMAINING FUNDS

Ms. Palmer said that at the last meeting the Commission authorized the renewal of their Preservation Buffalo Niagara membership along with the purchase of historic landmark plaques. Ms. Waterman-Kulpa said she had sent a request to the company via email asking for an invoice for plaques for four properties: Harlem Road School, Buffalo Niagara Heritage Village, Stimm House, and Street Furniture - Main Street Corridor. She noted that this would exhaust all of the funds while going over roughly \$8. In regards to plaques for additional properties, Ms. Palmer suggested members drive by landmarked properties to see if any already have plaques.

2. 2023 MEMBERSHIP

Ms. Palmer asked if there were any suggestions for new Commission members as they had still not heard anything back from any of their postings. No suggestions were made. Councilmember Bucki will advertise the opening in the Amherst Bee.

3. 2022 YEAR-END TRAINING REPORTS

Ms. Palmer said she sent a link for a Google Forms document to record training hours and asked the members to complete it by no later than January 1st. She noted that they completed 6 hours of training and, since they only needed to complete four, the extra hours would carry over to next year. Ms. Kensy inquired if there was a link to the recording from the previous week's training and Ms. Palmer said she would circulate it once she received it. Ms. Waterman-Kulpa mentioned that there is a space on the Google Forms for members to include any additional training they completed.

4. 2023 PLANNING

Ms. Palmer reviewed both the Town year-end report and Certified Local Government Annual Report. The members agreed that the November 2021 training for landmarking should be added to the CLG Annual Report. Mr. Hirschey asked about having a more accessible list of blue-rated properties available to the general public. Mr. Quinn said that they are still working on it, and that there could be a note of explanation included in a letter to new homeowners sent by the Assessor's office. He also noted he is working with the IT department to add the information to the Comprehensive Property Information. Ms. Kensy noted a correction for the listed date for Preservation Day and Mr. Swartz suggested adding the Main & Smallwood repair.

Ms. Palmer asked the members to think about possible goals for the coming year so that they can discuss them at the January or February meeting. Ms. Waterman-Kulpa suggested taking year off from asking for CLG funding and exploring other options. Mr. Howard made note that April to July is the general time to make any request for Town funding for 2024.

OLD BUSINESS

5. HARLEM ROAD COMMUNITY CENTER - PROPOSED LOCAL LANDMARK DESIGNATION

Ms. Palmer said that the Harlem Road Community Center proposed local landmark designation hearing by the Town Board is January 17 at 7pm and asked for everyone to be there.

6. UPDATE ON CLG GRANT SUBMISSION/PRESERVATION DAY

Ms. Palmer said that she had reached out to Carrie Stiver at the Buffalo Niagara Heritage Village about the possibility of moving the date for Preservation Day.

7. PROPOSAL FOR REVISION OF THE HISTORIC PRESERVATION LAW OF THE TOWN OF AMHERST

Ms. Palmer said that the working group is currently on the final draft, which will be circulated to the members, and that after any suggestions Ms. Demopoulos will put the revision into a final form. She said the goal is to have the item on the agenda for approval in January so that it can be brought before the Town Board before March 3, 2023.

8. BNHV PROPERTIES - UPDATE ON RESEARCH FOR POSSIBLE LANDMARKING

Ms. Waterman-Kulpa said she hopes to have it completed soon.

9. EDUCATION PLAN - WEBSITE PLAN, PRESENTATIONS

Ms. Palmer said the Commission has two trainings with Preservation Buffalo Niagara with the \$500 membership and suggested they cover the differences between National Register and Local Landmark along with a condensed version of the Research to Landmark from November 2021 with specific examples. The Commission also agreed to open the training to the Williamsville Historic Preservation Commission.

10. ST. PAULS & ST. BENEDICTS - POSSIBLE LANDMARK

Mr. Hirschey referenced previous training in suggesting to reach out to these organizations with information about landmarking. Ms. Palmer said that now that she is done with the Harlem Road Community Center designation she is looking to start working on other research.

PUBLIC COMMENT

Cheryl Cejka, 30 Chateau Terrace, speaking on behalf of Chateau/Fruehauf neighborhood, was interested in the status of a possible historical designation for 22 Chateau and a property on Fruehauf.

Ms. Palmer stated that the Commission has been receiving various emails from residents, but otherwise do not have much information since the matter is not before them yet. She said that there is sometimes confusion in the community due to some maps on the State website identifying a number of houses or streets as a historic district. She explained that this doesn't necessarily mean they are historic; only that they could be.

Ms. Waterman-Kulpa said that 22 Chateau Terrace is blue-rated within a district and that she personally does not believe there is enough to designate any individual parcels on Chateau and Fruehauf as historical on their own. She said they would most likely need to consider both neighborhoods together and see that an overwhelming majority of residents are in support of the district designation.

Ms. Palmer explained that a blue-rated property cannot be demolished without first going before the Historic Preservation Commission. She said that all the Commission can do is review information to see if the property meets certain criteria in order to recommend it for a landmark designation. Ultimately, the decision to designate would be up to the Town Board. She also noted that just because a property is part of a historic district does not necessarily mean it can be landmarked individually.

Mr. Howard noted that the proposed new building will require site plan approval by the Planning Board. Demolition approval of the structure and site plan approval are two separate items, and the proposed demolition of 22 Chateau Terrace is not a Planning Board decision. Mr. Howard also noted that the site plan approval could be before the Planning Board as early as January, but it depends if the petitioner has submitted all of the information necessary for the Planning Board consideration.

MISCELLANEOUS

Ms. Palmer ended the meeting by making a special thank you to the Commission's liaison, Debbie Bucki, and the Planning Department, specifically Mr. Howard, Mr. Quinn and Mr. Fadel, for their support over the last year.

ADJOURNMENT

The Historic Preservation Commission meeting of December 13, 2022 was adjourned at 8:14pm.

HISTORIC PRESERVATION COMMISSION

REVISED DRAFT MEETING SCHEDULE – 2023

All meetings to begin at 7:00 p.m.

January 10

February 14 – **February 21**

March 14 – **March 21**

April 11

May 9

June 13 – **June 22 (Thursday)**

No July meeting

August 8

September 12

October 10

November 14 – **November 21**

December 12

Attachment: 2023 Meeting Dates - revDraft (26974 : 2023 HPC Calendar Revision)