



**MINUTES
TOWN OF AMHERST
HISTORIC PRESERVATION COMMISSION MEETING
January 9, 2024
7:00 PM**

ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
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	Chairman	Present	
Norman J. Hirschey	Town of Amherst	Member	Present	
Jeffery Amplement	Town of Amherst	Member	Present	
Carrie Stiver	Town of Amherst	Resource Personnel	Present	
Bryan Fadel	Town of Amherst	Sr. Clerk Typist	Present	
James Quinn	Town of Amherst	Assistant Planner	Present	
Nora B. Robshaw	Town of Amherst	Deputy Town Attorney	Present	
Dan Howard	Town of Amherst	Planning Director	Present	

MINUTES APPROVAL

December 12, 2023 Minutes

Ms. Kensy made a motion to approve the minutes from the December 12, 2023 HPC meeting. The motion was seconded by Mr. Hirschey and carried. Ayes 6, Noes 0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jennifer D. Kensy, Member
SECONDER:	Norman J. Hirschey, Member
AYES:	Waterman-Kulpa, Kensy, Mancuso, Swartz, Hirschey, Amplement

NEW BUSINESS

1. 2024 COMMISSION REORGANIZATION

Ms. Waterman-Kulpa made a motion to appoint Mr. Swartz as Chairman of the Historic Preservation Commission. The motion was seconded by Mr. Hirschey and carried. Ayes 6, Noes 0.

Mr. Swartz made a motion to reappoint Ms. Waterman-Kulpa as Vice Chairman of the Historic Preservation Commission. The motion was seconded by Ms. Mancuso and carried. Ayes 6, Noes 0.

Ms. Waterman-Kulpa asked for Susan Palmer to be added to Resource Personnel.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Catherine Waterman-Kulpa, Vice Chairman
SECONDER:	Norman J. Hirschey, Member
AYES:	Waterman-Kulpa, Kensy, Mancuso, Swartz, Hirschey, Amplement

2. 2024 MEETING SCHEDULE - REVISIONS

The members discussed changes of several 2024 meeting dates due to conflicts with other boards and committees.

Ms. Waterman-Kulpa made a motion to change the February, May, August and November meeting dates to February 20, May 21, August 20 and November 20. 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:	Waterman-Kulpa, Kensy, Mancuso, Swartz, Hirschey, Amplement

3. 2024 WORK PLAN

The Commission established three items as their main focus for the year: the potential local district nomination for Chateau Terrace, identifying commercial buildings on Main Street in Snyder for nomination, and Preservation Day. Ms. Waterman-Kulpa said she could help with preparing a request for proposal for a consultant to work on the local district nomination. She added that she does not think the Town will be ready to designate the district without design guidelines for historic properties and said that Preservation Buffalo Niagara is not supporting residential districts without historic design standards in place. The Commission established a subcommittee made up of Mr. Swartz, Ms. Waterman-Kulpa and Mr. Amplement to work on the guidelines. Mr. Swartz said that they would push the district nomination until after the guidelines have been established, with a goal of still fitting the nomination in by the end of the year. Mr. Hirschey and Ms. Waterman-Kulpa volunteered to work on surveying Main Street properties in Snyder in the spring. Ms. Stiver said they should still be able to use Buffalo Niagara Heritage Village for Preservation Day and that she would reach out to Preservation Buffalo Niagara.

4. 2024 TRAINING

Mr. Swartz made a motion to add a new agenda item regarding training. The motion was seconded by Ms. Waterman-Kulpa and carried. Ayes 6, Noes 0. Mr. Swartz asked if anyone was willing to reach out to Preservation Buffalo Niagara regarding training and Ms. Kensy said she could.

OLD BUSINESS

5. 400 MILL STREET (ST. MARY'S MOTHERHOUSE)

Mr. Quinn said that Gary Browne was consulting with his client and will resubmit in the near future. He also said that the matter of the partially replaced roof had been sent to the Code Enforcement Officer in the Building Department. Mr. Swartz said the matter could be removed from future agendas in the meantime.

6. CHATEAU TERRACE - HISTORIC DISTRICT

Mr. Swartz said he would continue working on this, although, based on the work plan discussion earlier (agenda item #3) this may be pushed back until after design guidelines for historic properties in the Town were established. He added that he would like the matter to remain under Old Business.

RESULT: ADJOURNED

7. 22 CHATEAU TERRACE - GARAGE DEMOLITION REFERRAL

Mr. Quinn said there is no update on the lawsuit and legal counsel said they can adjourn the matter in the meantime. After adding a discussion regarding the proposed local landmark designation for 22 Chateau to the agenda, Mr. Swartz said the Commission would adjourn the garage demolition.

RESULT: ADJOURNED

8. 22 CHATEAU TERRACE - LOCAL LANDMARK DESIGNATION

Ms. Waterman-Kulpa made a motion to add the local landmark designation for 22 Chateau Terrace to the agenda. The motion was seconded by Mr. Swartz and carried. Ayes 6, Noes 0.

Ms. Waterman-Kulpa said that the Town Board would hold a public hearing to consider designating 22 Chateau Terrace as a local landmark. Mr. Quinn said that no date has been set yet, but the Building Department knows they cannot approve any permits until after the public hearing. Ms. Waterman-Kulpa asked for the Commission to be aware of when the public hearing will be held so they can have a representative attend. Mr. Quinn said since 22 Chateau Terrace is blue-rated, a demolition must be brought in front of the Commission. He added that if the Town Board decides to designate the property, any exterior changes will require a certificate of appropriateness. Mr. Swartz inquired if the Commission should make a recommendation to the Building Department to force the owner to make repairs to the garage. Ms. Waterman-Kulpa reiterated that the property is blue-rated and, until it is a local landmark, the Commission does not have the ability to force a maintenance code on the property owner. She added that while the Town has sent the Commission a letter regarding the matter of the garage, they have not deemed it to be an emergency demolition.

9. LOCAL LANDMARK PLAQUES - HARLEM ROAD & MAIN STREET ENTRANCEWAYS

Mr. Quinn said that the order for the 38 Richfield and Haussauer House plaques had been earmarked with the 2023 budget.

10. UPDATE ON CLG GRANT SUBMISSION / PRESERVATION DAY

Mr. Quinn said that the 2023 report was received by Linda Mackey at SHPO. Ms. Waterman-Kulpa said that they will not be using any grants for Preservation Day in 2024.

11. EDUCATION PLAN - WEBSITE, PRESENTATIONS

Mr. Quinn said that he was still working with the Department of Information Technology to make changes to the website and Mr. Swartz said he will meet with Mr. Quinn to work on updating pictures and adding captions.

MISCELLANEOUS**ADJOURNMENT**

The Historic Preservation Commission meeting of January 9, 2024 was adjourned at 7:53pm.



**MINUTES
TOWN OF AMHERST
HISTORIC PRESERVATION COMMISSION MEETING
December 12, 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	
Deborah Bruch Bucki	Town of Amherst	Councilmember	Present	
Bryan Fadel	Town of Amherst	Sr. Clerk Typist	Present	
James Quinn	Town of Amherst	Assistant Planner	Present	
Nora B. Robshaw	Town of Amherst	Deputy Town Attorney	Present	
Dan Howard	Town of Amherst	Planning Director	Late	7:10 PM

MINUTES APPROVAL

November 21, 2023 Minutes

Ms. Bucki requested the minutes be amended to reflect that she was excused from the November meeting. Mr. Swartz made a motion to approve the November 21, 2023 minutes as amended. The motion was seconded by Mr. Hirschey and carried. Ayes 5, Noes 0, Abstain 1 (Waterman-Kulpa).

RESULT:	APPROVED [5 TO 0]
MOVER:	Brian Swartz, Member
SECONDER:	Norman J. Hirschey, Member
AYES:	Palmer, Kensy, Mancuso, Swartz, Hirschey
ABSTAIN:	Waterman-Kulpa

NEW BUSINESS

1. 400 MILL STREET (ST. MARY'S MOTHERHOUSE) - CERTIFICATE OF APPROPRIATENESS
Gary Browne, The Browne Company, said one reason they want to move away from slate is due to safety; slate can slide off the roof and the owner want to use the courtyards. Another reason is that they are unsure if anyone will be able to repair slate in 10 years.

Mr. Browne said they prefer Contractor G because they put together the mockup, they are familiar with the site, they have been in business for 60 years and they have considerable experience with synthetic slate. He said he is not sure if they have worked with historic landmarks on the State and National Register before and he believes the 50-year warranty is the standard warranty. Ms. Waterman-Kulpa expressed concern that a standard warranty would be non-transferable should there be a change of ownership. Mr. Browne said that he believes the proposed synthetic slate has been on the market for close to 20 years.

Mr. Swartz said that St. Mary's Motherhouse is only a handful of buildings in the town that is listed as a local, state, and national historic landmark due to it maintaining most of its original features, including the original slate roof. He referenced National Park Service Preservation Briefs 4 (Roofing for Historic Buildings) and 29 (The Repair, Replacement and Maintenance of Slate Roofs), along with a June 19, 2019 article not recommending restoration using artificial mineral fiber slate due to its unnatural appearance, the possibility of fading, and it costing only marginally less than artificial slate over time.

Mr. Swartz made a motion to deny the use of an alternative material for the original slate roof. The motion was seconded by Ms. Waterman-Kulpa. Mr. Browne said that real slate also fades, that synthetic slate saves on labor costs due to it being easier to install, and that it also creates less waste. Ms. Waterman-Kulpa made a motion to amend the denial to include that the proposed material has not been around long enough to test its lifespan, the replacement with synthetic slate would preclude the owner's ability to obtain historic tax credits in the future and that the difference between the prices could be recouped through tax credits. Ms. Bucki inquired about whether the tax credits had been explored and Mr. Browne said they had, but would be unable to utilize them due to the setup of the ownership group. He also added that the proposed material is not mineral fiber slate. Mr. Hirschey said he believes the synthetic slate is a viable option. Ms. Palmer seconded Ms. Waterman-Kulpa's motion to amend and it carried. Ayes 6, Noes 0.

Mr. Swartz made a motion to deny the use of an alternative material as a replacement for the original slate roofing material at St. Mary's Motherhouse as amended. The motion was seconded by Ms. Waterman-Kulpa and carried. Ayes 4, Noes 1 (Hirschey), Abstain 1 (Mancuso).

Ms. Waterman-Kulpa made a motion to refer the matter of the partially replaced roof without proper permits to the Building Department. The motion was seconded by Mr. Swartz and carried. Ayes 5, Noes 1 (Hirschey).

RESULT: DENIED [4 TO 1]
MOVER: Brian Swartz, Member
SECONDER: Catherine Waterman-Kulpa, Vice Chairman
AYES: Palmer, Waterman-Kulpa, Kensy, Swartz
NAYS: Hirschey
ABSTAIN: Mancuso

2. 2024 MEETING SCHEDULE

Ms. Palmer made a motion to approve the 2024 meeting schedule. The motion was seconded by Ms. Waterman-Kulpa and carried. Ayes 6, Noes 0.

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

3. 2023 BUDGET

Ms. Palmer made a motion to approve spending a portion of the 2023 budget on two historic property plaques and a 2024 Protector Circle membership with Preservation Buffalo Niagara. The motion was seconded by Ms. Waterman-Kulpa and carried. Ayes 6, Noes 0. Ms. Kensy made a motion to approve a portion of the 2023 budget for a one-year membership with the National Alliance of Preservation Commissions. The motion was seconded by Ms. Waterman-Kulpa and carried. Ayes 6, Noes 0.

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

OLD BUSINESS

4. 2024 COMMISSION MEMBERSHIP

The Commission held an executive session to interview a candidate for an open seat on the Historic Preservation Commission.

Ms. Waterman-Kulpa made a motion to recommend Jeffery Amplement as a candidate for the Historic Preservation Commission with a term starting in January 2024. The motion was seconded by Ms. Palmer and carried. Ayes 6, Noes 0.

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

5. 2023 ANNUAL REPORT

Mr. Hirschey made a motion to approve the 2023 annual report. The motion was seconded by Ms. Waterman-Kulpa and carried. Ayes 6, Noes 0.

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

6. CHATEAU TERRACE - HISTORIC DISTRICT

Mr. Swartz said he had discussed the procedure for potentially hiring a consultant to complete the historic district application with Mr. Howard and Mr. Quinn. He said they are looking into a consultant since the amount of work and time needed for the project would not fulfill the role of an intern. Mr. Howard confirmed that the use of a consultant would utilize funds in the Commission's annual budget.

RESULT: NO ACTION

7. 22 CHATEAU TERRACE - GARAGE DEMOLITION REFERRAL
Ms. Palmer made a motion to adjourn. The motion was seconded by Ms. Waterman-Kulpa and carried. Ayes 6, Noes 0.

RESULT: ADJOURNED

8. LOCAL LANDMARK PLAQUES
Ms. Palmer said she had not received any response from the owners of 38 Richfield Road, but had spoken to owners of the Hedstrom Gatehouse. Ms. Mancuso said the Hedstrom Gatehouse was not one of the locations she had visited, but said she had spoken to the owner who confirmed that the property already has a plaque. She also mentioned that the owners of 38 Richfield were interested in a plaque. Mr. Hirschey said he would follow up with the Haussauer House owners as discussed at the previous meeting. Mr. Howard suggested that the Commission consider having anyone receiving a plaque sign documents that covered any requirements the Commission might have and would also serve as a record that they had received the plaque. Ms. Palmer said the plaques are an opportunity to show owners of historic properties appreciation for owning and maintaining the properties and does not believe they should include any enforceable or binding conditions. She suggested that the Attorney's office come up with a letter to submit to recipients.

RESULT: NO ACTION

9. UPDATE ON CLG GRANT SUBMISSION / PRESERVATION DAY
Ms. Palmer asked Mr. Quinn to check on reimbursements and payments made for Preservation Day. Mr. Quinn also confirmed that he has everything needed to close out the CLG grant.

RESULT: NO ACTION

10. EDUCATION PLAN - WEBSITE PLAN, PRESENTATIONS
Mr. Quinn said an updated list of landmarks is available on the website and he is in the process of updating the names of the Commission. Mr. Swartz offered to meet with Mr. Quinn to go over captions and placement of pictures. Ms. Palmer said she needs Ms. Waterman-Kulpa's summary training form for the year.

RESULT: NO ACTION

MISCELLANEOUS

The Commission recognized Ms. Bucki for serving as the Historic Preservation Commission liaison the last six years and Ms. Palmer for serving as the Commission chair the last four years.

ADJOURNMENT

The Historic Preservation Commission meeting of December 12, 2023 was adjourned at 8:49pm.

HISTORIC PRESERVATION COMMISSION

Revised MEETING SCHEDULE – 2024

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

January 9

February 13 – **February 14th or February 20th**

March 12

April 9

May 14 – **May 15th or May 21st**

June 11

No July meeting

August 13 – **August 14th or August 20th**

September 10

October 8

November 12 – **November 13th or November 20th (Wednesdays)**

December 10