

Village of Lancaster
Historic Preservation Commission (HPC)
Review Process Summary

Is your property a designated local landmark or located within a locally-designated historic district?

↓ YES

↘ NO

Does the type of work you are proposing include:

- exterior alteration, restoration, reconstruction, demolition
- exterior new construction
- moving of a landmark or property
- material change in the appearance of a property
- light fixtures
- signs (permanent OR temporary)
- sidewalks
- fences
- steps
- paving or
- other exterior elements visible from a public street or alley?

→ NO

No Certificate of Appropriateness (COA) required

Undergo any further regulatory reviews required. Then, apply for and receive permit.

Remember
the HPC meets in the Council Chambers - Municipal Building (5423 Broadway) on the **second Wednesday of the month at 7:00pm.**

COA - Certificate of Appropriateness
HPC - Historic Preservation Commission

↓ YES

STEP 1 - Fill out the COA Application
Submit application & relevant supporting material (see COA Procedure) to the Clerk-Treasurer Office (Municipal Building- 5423 Broadway) at least 2 weeks prior to the next HPC Meeting. If desired, request informal conversation with HPC at a monthly meeting prior to submission

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STEP 2 - Present your proposed project at a monthly HPC meeting.
You will be notified when your project has been added to the agenda. Attendance is required in order for the HPC to better understand the project. The HPC may request changes to the project.

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STEP 3 - Receive a determination by the HPC
(within 30 days of COA submission)
The HPC will vote on a proposed determination at the meeting

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Determination : Tabled
The HPC may request changes or additional materials to illustrate your proposal.

Determination : Denied

Possible Next Steps

- revise and resubmit to HPC
- appeal to HPC on grounds of Economic Hardship
- Appeal to the Village Board
- identify another project of use for the property
- abandon the project

Determination Approved or Approved with Conditions

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Undergo any further regulatory reviews required. Then, apply for and receive permit.



Village of Lancaster

Historic Preservation Commission

Lancaster Municipal Building • 5423 Broadway • Lancaster, NY 14086 • www.villageoflancasterhpc.com

Certificate of Appropriateness Q&A

Why do I need a Certificate of Appropriateness?

It is a matter of public policy in the Village of Lancaster that the protection, enhancement and perpetuation of landmarks and historic districts is necessary to promote the economic, cultural, educational and general welfare of the public. Inasmuch as the identity of a people is founded on its past, and inasmuch as Lancaster has many significant historic, architectural and cultural resources which constitute its heritage, the Village of Lancaster intends to:

1. Protect and enhance the landmarks and historic districts which represent distinctive elements of Lancaster's historic, architectural and cultural heritage.
2. Foster civic pride in the accomplishments of the past.
3. Protect and enhance Lancaster's attractiveness to visitors and the support and stimulus to the economy thereby provided.
4. Ensure the harmonious, orderly and efficient growth and development of the Village.

When is a Certificate of Appropriateness required?

No person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction or moving of a landmark or property within a historic district, nor shall any person make any material change in the appearance of such a property, its light fixtures, signs (permanent or temporary), sidewalks, fences, steps, paving or other exterior elements visible from a public street or alley which affects the appearance and cohesiveness of the historic district, without first obtaining a certificate of appropriateness from the Historic Preservation Commission.

No building permit shall be issued for such proposed work until a Certificate of Appropriateness (CoA) has first been issued by the Historic Preservation Commission (HPC). Failure to obtain or adhere to a Certificate of Appropriateness for alterations is a violation of the Code of the Village of Lancaster and subject to fines and reversal of the unauthorized alterations.

There is a \$25 fee required when applying for a Certificate of Appropriateness (CoA). Checks should be made out to "Village of Lancaster." *Instated December 2016.*

What to include with your application:

The Historic Preservation Commission provides an application and a checklist to assist you in petitioning for a CoA.

To complete the application please provide:

- The address of the property
- Contact information for the applicant AND the owner of the property (if not the applicant), and contractor(s) if available.
- A concise, detailed description of your project (use additional sheets is necessary.) Please include BOTH a phone number AND e-mail address for contact purposes.
- Any additional materials needed to illustrate your proposal, such as current or historical photographs; drawings, renderings, elevations or surveys; product specification sheets or samples; historical evidence or research findings, etc. Where the proposal includes signs or lettering, provide a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, the method of illumination and a plan showing the sign's location on the property. Please see the *COA Checklist* for a complete list of required supporting documentation.
- Any other information that may be useful for the HPC to visualize the proposed work – including an existing photo of the property.

- Sign and date the application

Where do I submit my COA Application?

To allow time for processing and distribution of your application to all board members, your completed Petition for Certificate of Appropriateness should be returned two (2) weeks prior to the upcoming meeting to

Historic Preservation Commission
Municipal Building
5423 Broadway
Lancaster NY 14086

You may also drop off your materials in person at the Village Clerk's office during business hours – 8:30am – 4:30pm.

What happens next?

Once your materials are received, a hearing will be scheduled to take place during the next regularly scheduled public meeting of the Village of Lancaster Historic Preservation Commission, which takes place on the second Wednesday of each month at 7:00pm in the upstairs Council Chambers of the Municipal Building. You or someone representing your project is expected to attend to present your proposal and answer any questions from the board.

How does the Historic Preservation Commission evaluate my petition?

Due to the diversity of project types, building details, and historical information to be considered, each petition is evaluated on a case-by-case basis using all applicable standards and criteria to determine whether a proposed alteration is appropriate to a specific property.

Each property in the district is documented with one or more professionally prepared Historic Resource Inventory forms, which detail the property's architectural and historical significance, and which serves as a basis for the HPC's evaluation of your proposal. A copy of the inventory form may be provided to you upon request.

According to Chapter 184 of the Code of the Village of Lancaster, the HPC shall not consider changes to interior spaces, unless they are open to the public, or to architectural features that are not visible from a public street or alley. The HPC's decision shall be based on the following principles:

- Properties which contribute to the character of the historic district shall be retained, with their historic features altered as little as possible.
- Any alteration of existing properties shall be compatible with its historic character, as well as with the surrounding district.
- New construction shall be compatible with the district in which it is located.

In applying the principle of capability, the HPC shall consider the following factors:

- The general design, character and appropriateness to the property of the proposed alteration or new construction.
- The scale of proposed alteration or new construction in relation to the property itself, surrounding properties and the neighborhood.
- Texture, materials and color and their relation to similar features of other properties in the neighborhood.
- Visual compatibility with surrounding properties, including proportion of the property's front façade, proportion and arrangement of windows and other openings within the façade, roof shape and the rhythm of spacing of properties on streets, including setback.
- The importance of historic, architectural or other features to the significance of the property.

Other sections of the Code may also be applicable.

Furthermore, reference will be made to the United States Secretary of the Interior's Standards for Rehabilitation, which pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the

exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or

related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
- Chemical or physical treatments, such as sandblasting, that cause damage of historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

When will I find out if my CoA has been approved?

Following your hearing, or within 30 days of submission of your petition, the HPC will rule on your petition. Your petition may be approved as presented, approved with conditions (specific modifications or requirements that must be met in order for your proposed alterations to be appropriate and eligible for a CoA), tabled to a later meeting (usually pending more information) or denied.

You will also receive written notification of the ruling by mail. Copies of your ruling will be sent to the property owner (if the applicant is someone other than the owner) and the Building Department. If your petition is modified or denied, your notification letter will include an explanation.

Does my CoA expire?

The effective term of a CoA shall be limited to one (1) year from the date of issuance. Thereafter, an application for a CoA must be renewed.

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Certificate of Appropriateness Checklist

In order for the Historic Preservation Commission to accurately review a proposed project in a timely manner, applications must be complete and thorough. In order to assist applicants in submitting a complete and thorough application, this checklist sets out the MINIMUM supplemental materials which must be submitted for various project elements. Unless otherwise noted or determined by the HPC or Village of Lancaster staff, the following information and drawings MUST be included in the submittal package for your application.

For an application to be accepted, each and every item is required at the time of application submittal; failure to submit these items may result in a project review being prolonged or delayed.

All Projects

- Completed Application Form
- \$25 cash or check made payable to "Village of Lancaster"
- Color photographs of existing conditions (digital preferred)
- Photos from any/all public rights-of-way (streets, sidewalks, trails, etc.)
- Specific photos of elements to be modified.
- Historic photographs/images (if any)

Signage/Awnings

- To-scale color drawings of the proposed sign(s)/awning(s)
- To-scale drawings/photograph showing proposed location of the sign(s)/awning(s) on the structure/site
- Specifics on proposed illumination (if any)
- Specific materials to be used.

Masonry

- Proposed brick pattern
- Specific color and locations for mortar repairs
- Specific cleaning methods proposed (including any chemicals to be used)

Siding

- Photographs and description of existing siding materials
- Specific brand/type of siding proposed (cut sheets)
- Specific color(s) proposed.

Painting

- Specific color(s) to be used (chips, color numbers)
- Locations of specific colors

Windows & Doors

- Specific windows/doors to be installed/replaced, their existing conditions.
- Manufacturer's cut sheets, with measurements
- Information on pane/panel configuration
- Specific materials of new windows/doors

- Specific exterior hardware (if any)
- Specific design, materials, colors of any trim

Roofing

- Specific materials, colors of roofing to be replaced, its existing conditions.
- Specific materials, colors of proposed new roofing
- Manufacturer's cut sheet(s)
- Sample of material(s)
- Ornamentation (porches, awnings, light fixtures, decorative trim, skirting etc.)
- Location(s) of proposed work
- Specific information on proposed modifications
- Manufacturer's information/cut sheets for materials.
- Specific colors to be used (chips with brand name, color numbers)

Storefronts

- To-scale drawings or proposed design, with measurements
- Specific materials, colors to be used.
- Specifics on proposed windows/doors

Additions/New Construction

- To-scale site plans, showing the existing structure, the proposed addition, the parcel lines, and the outline of any structure within 20 ft of the parcel lines.
- To-scale drawings showing proposed work in relation to existing conditions, with measurements.
- To-scale elevations showing proposed final design
- Description of materials and colors to be used.

Site Features

- To-scale site plans, showing the existing structure, the proposed feature(s), the parcel lines, and the outline of any structure within 20 ft of the parcel lines.
- Manufacturer's information/cut sheets for materials.
- Specific design, materials, colors of proposed features

Demolition

- Documentation of current condition of the structure (preferred report from a professional engineer or architect)
- Specific plans for future/intended use of the site.

Murals

- To-scale color drawings/renderings of the proposed mural and proposed location of the mural on the structure
- Specifics on any proposed illumination (if any).
- Specific materials to be used.
- Written approval from the property owner for the mural, provided the applicant is not the property owner.
- An agreement between the artist and property owner identifying responsibilities.
- A maintenance plan specifying care and the parties responsible for the maintenance of the mural. Maintenance includes, but is not limited to, graffiti removal, removal of surface dirt, reapplication of coatings, touching up damaged areas, and ensuring vegetation does not harm the mural or supporting building.
- An agreement between the artist and the property owner identifying who is responsible for the removal of the mural.
- Photo documentation of the completed mural shall be supplied to the HPC to provide a base line for future maintenance, conservation, and restoration.