



**Village of Williamsville  
Historic Preservation Commission  
Meeting Minutes --- April 23, 2019 at 7:00 p.m.**

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

Also present: Deborah A. Habes, Deputy Clerk  
Matthew Etu, Trustee Liaison  
Charles Grieco, Village Attorney

Excused: Susan Palmer, Member

Guest(s): Marty Zwierzchowski  
Josh Best, architect  
Timothy Masters, CEO

Ms. Waterman-Kulpa opened the meeting at 7:00 p.m.

**ON MOTION** by Dr. Dyson, seconded by Ms. Lowther, it was moved to approve the minutes of the regular meeting held on March 26, 2019.

Motion carried. 6 – 0.

**New Business**

**Guest: Tim Masters, CEO**

Mr. Masters was invited by Ms. Waterman-Kulpa to attend this evening's meeting to discuss the HPC process and how it relates to the Building Dept.

**C of A Forms** - There was discussion regarding Certificate of Appropriateness (C of A) forms and possible revisions that Mr. Masters has created. He shared drafts with the members.

**Flagging of landmarked properties/organization of landmark files** – Mr. Masters reported that his computer system has the ability to flag any landmarked property. He indicated he finds it easier and more efficient if they are listed by SBL # and cross referenced to street addresses. Ms. Waterman-Kulpa indicated she believes there possibly may be files in the Administrator’s office of nominated properties that were never landmarked. She would like to locate these files and gather them all in one place. She will email the Administrator and ask her to be on the lookout for them. She is looking for past histories of all these properties. Mr. Masters can go back and look at the past histories in his system. Unlike the county, the Village does not have a GIS system.

**Design standards** – Village Attorney Grieco suggested the HPC can use them as guidelines, but it is not the same as for Planning Board. These HPC guidelines have not been incorporated into the code. Not including them in the code can make it easier to amend them and update them if they are not codified.

**Demolitions/ Building Permits** – HPC can stop a building permit or demo until a public hearing is held for a potential landmark. Mr. Masters is looking for specific direction on how to handle this when a property is not actually officially landmarked. How can he know when to alert HPC when a property owner proposes any change? Ms. Waterman-Kulpa – Anything 50 years and older is potential. But that includes a huge percentage of the Village’s housing and commercial stock. Village Attorney Grieco stated we would have to define eligibility for landmarks. HPC needs to make a list of potential landmarks. Use the 1997 Re-con Survey as the basis for this list. Otherwise, it takes additional funding to do additional Intensive Level Surveys and takes a long time. Mr. Masters added that cleaning up the process would be very helpful to him in coordinating with HPC. There will always be a problem when work does not require a building permit. Can slip by the reach of the Building Dept. and HPC.

Village Attorney Grieco will add to the Model Law a trigger for eligible property referrals, and also add that ANY demo permit must also be reviewed by HPC, in addition to the current requirements for sign-offs.

Mr. Grieco suggested either having residential design standards or declare landmark districts.

- HPC members were tasked to make a list of eligible properties for landmarking.
- Mr. Masters will work on revising the Certificate of Appropriateness Application Form and process documents.

**Application for Certificate of Appropriateness**  
**5550 Main Street**  
Marty Zwierzchowski, owner

The owner is proposing to restore the first floor of this 1854, 3-story brick landmarked building in a historically appropriate manner.

Mr. Marty Zwierzchowski was present along with his architect Joshua Best. They presented a color rendering of a proposed renovation which would restore the brick façade to its original historic detail. They would remove the current signboards/fascia covering the brick on the first floor; Install bronze anodized aluminum storefront window systems; re-introduce the original piers; add a stone base; add blade signs.

The rendering included 3 historic photos of the building in different eras.

Mr. Zwierzchowski stated he is using his own money at this time to fund the first floor exterior renovation work and is working with Maggie Winship in the Town of Amherst on applying for funding from other sources for re-pointing of the entire brick building, and other exterior repairs that are needed in the future.

Ms. Waterman-Kulpa suggested they consider adding wall signs as well as blade signs. Perhaps add the tenant names above each door. She would like to see an overall coordinated sign package for the entire building instead of adding signage in a piecemeal manner. She suggested they take a look at the new 3-story mixed use Bevilaqua building at the corner of Main and Hirschfield for inspiration and to see what a successful coordinated signage/lighting plan looks like. There was discussion on placement of doorways. Mr. Zwierzchowski indicated he would like to keep the 2 entrances on either end as recessed and the center door remain flush to the street.

This is a good start. Ms. Waterman-Kulpa would like to see them return to HPC on May 21<sup>st</sup> at 7:00pm to present the following:

1. Materials listing. Cut sheet.
2. Identify signage locations
3. Lighting plan (look at Bevilaqua Building)
4. Section plan of the proposed first floor reno

Mr. Zwierzchowski and Mr. Best agreed.

**In other matters:**

- **Town of Amherst historic buildings tours** – This is through Explore Buffalo. Looking for volunteer docents to lead tours of 3 historic buildings in the Town on

June 22<sup>nd</sup>. Will provide training. Let Ms. Waterman-Kulpa [cawaterman@yahoo.com](mailto:cawaterman@yahoo.com) know ASAP if you are interested in participating.

- **HPC of the Town of Clarence is holding a seminar on May 13<sup>th</sup>**, from 6:30pm – 8:30pm at the Clarence Town Park Club House. The speaker will be James Finelli from SHPO, CLG rep for WNY. Members who stated they would attend: Mr. Bannon, Ms. Waterman-Kulpa, Mr. Akers, Dr. Dyson, Ms. Lowther, and Mr. Stone.
- **CLG Model Law Update** – Mr. Grieco will run a con-current draft of the model law and will add demo trigger and eligible property referral.
- **HPC at Glen Park Art Fest – July 27 and July 28** – Who will man the HPC table and what will they present to the public? Can sell the Historic Walking tour booklets that Mary has and have the coloring/activity sheets available for kids to color. Will talk more about it at the May 21<sup>st</sup> meeting.

Meeting was adjourned at 8:30 p.m.

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Deborah A. Habes,  
Deputy Clerk

**The next regular HPC meeting will be held on  
Tuesday, May 21, 2019 at 7:00 p.m.**