

The regular meeting of the West Seneca Historical Commission was called to order by Chairperson Lang at 6:30 P.M.

Roll Call: Present - Paul Lang, Chairperson
Ray Ball
Maureen Berbary
Fran D'Amico
Michael Siuta

Motion by Mr. Ball, seconded by Ms. D'Amico, to waive the reading and approve the meeting minutes of February 5, 2025.

Ayes: All

Noes: None

Motion: Carried

OLD BUSINESS

1. Review of CLG Grant – Survey Status

Chairperson Lang stated to the best of his knowledge all items have been submitted to the New York State Preservation Office (SHPO) and no comments have been received from SHPO or Preservation Studios. Chairperson Lang will follow up on the status.

NEW BUSINESS

2. Chairperson's Report

Chairperson Lang stated he has not received any communication from the Town Board after the presentation at the December 16, 2024, Town Board meeting and will follow up with the Supervisor's Office and Town Attorney Trapp. Chairperson Lang stated he would prefer the Town Board's approval of the landmark application.

3. CLG Performance Evaluation

Chairperson Lang referred to the attached correspondence and Performance Evaluation Standards noting this is the first evaluation the commission is completing. Ms. Berbary referred to number 3 of the Questions and asked if the commission has training requirements. Chairperson Lang stated the town's ordinance does include a training requirement of 4 hours per year and noted Mr. Julian Adams of Presentation Studios provided training for the members during the meetings. Mr. Ball expressed concern that not all meeting minutes were posted to the town's website. Secretary Martin offered to post any minutes Mr. Ball could forward. Chairperson Lang stated in the absence of meeting minutes he will request Mr. Adams provide a letter outlining the training he provided for the members. Further, Mr. Adams time was donated by Carmina Woods when grant funds were reallocated to complete the survey. Chairperson Lang read through the list of Required Information noting the materials developed by the commission will be marked "draft" and will draft a cover letter to address any items that cannot be provided including design guidelines and public and outreach materials.

Mr. Ball asked if print or digital copy of the survey was available to the commission. Chairperson Lang stated he only received a draft. The other commission members indicated they did not receive the draft.

Mr. Ball asked what grant will be applied for next and commented that Preservation Studios advised him that Bellwood School is being developed. Chairperson Lang stated Preservation Studios will be looking for documentation to prove there is enough fabric left that the building is still eligible for historical status. Mr. Ball stated that the curriculum was being investigated. Chairperson Lang stated the curriculum would give the narrative for why the school is important, noting a substantial portion of the building was demolished and tax credits would not be available unless the building is an historical district. An historical district will include enough buildings that tell a common story of a certain time period or cultural contribution, for example, the Ebenezers even when the buildings have been changed over the years. Chairperson Lang will explore the possibility of Preservation Studios providing additional support to the commission as the members prepare to answer questions from the community.

Chairperson Lang returned to Mr. Ball's inquiry about another grant and stated there are incentive programs that the town has not pursued which should be explored which he will discuss with Supervisor Dickson. Chairperson Lang advised he will need Ms. D'Amico and Mr. Ball's resumes to include with the Performance Evaluation materials.

Chairperson Lang stated he has not received any updates on the proposed developments of the Clinton Street or Orchard Park Road properties. Mr. Suita stated that a "build to suit" sign was placed on the Orchard Park Road property within the last few days. Chairperson Lang stated he reminded Code Enforcement Officer Schieber that the commission offered to advance the property if the property was interested.

ISSUES OF THE PUBLIC / COMMUNICATIONS BY BOARD MEMBERS

No comments were received.

ADJOURNMENT

Motion by Mr. Ball, seconded by Mr. Lang, to adjourn the meeting at 6:57 P.M.

Ayes: All

Noes: None

Motion: Carried



**New York State
Parks, Recreation and
Historic Preservation**

KATHY HOCHUL
Governor

RANDY SIMONS
Commissioner Pro Tempore

February 27, 2025

Gary A. Dickson, Supervisor
Town of West Seneca
1250 Union Road
West Seneca, NY 14224

Dear Gary A. Dickson:

On behalf of the New York State Historic Preservation Office (SHPO), I want to express gratitude to your community for participating in the Certified Local Government (CLG) program. CLG member communities are our partners at the municipal level, working to provide best preservation practices within their village, town, city or county. You ensure that your community's historic resources are identified and protected as part of good local planning processes. It is our office's job to provide guidance, support, and opportunities for grant-assisted projects and programs to further your excellent work.

When your municipality became a CLG, the chief elected official signed a "Certified Local Government Agreement" that outlined the respective responsibilities of both our office and your community. Along with support and assistance, we as the NYSHPO have a responsibility under that agreement to "evaluate each certified local government to ensure that it is fulfilling its responsibilities as defined in these procedures and in the written certification agreement." (Section 3 of the *Information and Regulations Regarding the Certification Process, updated July 31, 2002*). Our office seeks to conduct these performance evaluations (formerly known as "audits") once every four years. Completing the performance evaluation process and working in cooperation with our office is a requirement of maintaining CLG status, but it also helps the NYSHPO better serve your community.

Please use the attached form to submit your municipality's performance evaluation materials. Once we receive the information requested, we will review it and respond in a timely fashion. If the performance evaluation finds that your municipality has not been meeting the required commitments, we will make a formal report outlining the issues, offering corrective measures, and setting a specific time frame for you to make the corrections. If the corrections are not made, the NYSHPO can recommend that the National Park Service revoke CLG status. Our goal is to work with the appropriate people in the CLG community to find solutions amenable to all parties, and decertification would be an extreme last step. We ask that you return this report to the NYSHPO within 90 days of receipt of this request. Should you have any specific questions, please contact me directly. It is our pleasure to support your community in reaching its preservation goals and we look forward to collaboratively completing this performance evaluation.

Sincerely,

Frances M. Stern
Statewide CLG Coordinator
(518) 268-2219 | Frances.Stern@parks.ny.gov

CC: Paul Lang, Historical Preservation Commission

Certified Local Government Program Performance Evaluation Standards

These standards are utilized in reviewing and monitoring the performance of Certified Local Governments in New York State. SHPO will use this list to investigate any deficiencies, advise the municipality how to correct those deficiencies in an appropriate timeframe. Failure to follow these standards and guidelines may result in revocation of certification. Performance evaluations are generally conducted once every four years. Please contact your CLG representative with questions.

Legislation:

- Local legislation must remain in place during the entire review period.
- Local legislation must be enforced continuously and consistently.
- Amendments/guidelines/regulations enacted during review period are consistent with the requirements and intent of the program.
- Any amendments/guideline/regulations must be made in consultation with the SHPO.
- The CLG must provide the SHPO with copies of amendments/guidelines/regulations within 90 days of enactment.

Commission/Board:

- The CLG must maintain an adequate commission/board throughout the period of review.
- The Commission/board must have least 5 members serving staggered terms.
- The Commission/board must meet at least four times annually during period of review.
- The CLG must fill commission/board vacancies within 60 days.
- Any vacancies must not impair the commission/board's ability to act for more than 30 days or cause the absence of a quorum.
- New commission/board members must have a demonstrated interest, competence, or knowledge of historic preservation.
- The CLG must make efforts to appoint qualified professionals according to 36 CFR 61.6 and the Secretary's Professional Qualification Standards.
- The CLG must document the appointment process and submitted description of process and qualifications of new members to the SHPO.
- The Commission/board must obtain qualified professional expertise while conducting normal business when such expertise is lacking on the commission/board.
- The CLG must maintain records documenting that professional experts (consultants, advisors) to commission/board comply with 36 CFR 61.6 and the Secretary's Professional Qualification Standards (history, archeology, architectural history, architecture, or historic architecture).
- At least 75% commission/board members must attend a SHPO-approved training or preservation education opportunity during their tenure.
- The CLG commission/board must conduct all business in a manner consistent with the NYS Open Meetings Law.

CLG Grants:

- The CLG should actively seek grant funding to help with local projects during the period of review.
- When funded, the CLG must produce a tangible grant product in accordance with the grant agreement.
- The CLG must comply with the standards and schedules specified in grant agreement.

- The CLG must maintain fiscal management and audit standards according to Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*.

Annual Reports:

- The CLG must submit annual reports by November 15th for each year of review period.
- Each Annual Report submitted must include the following:
 - *Statement of present status of historic preservation activities and land use regulations within the jurisdiction*
 - *Explanation of problems/issues identified or analyzed relating to the effectiveness of historic preservation plans/programs*
 - *Number and types of cases considered by commission/board during period of review*
 - *Documentation on new designations made by commission/board*
 - *Updated résumés and contact information of commission/board members*
 - *Copies of minutes relating to consideration of nominations to State and National Registers*
 - *List or short description of additional commission/board activities*
 - *Information on status of inventory and survey work*
 - *Copies of documents published by board/commission concerning local historic preservation program during period of review*

Survey and Inventory

- The CLG must maintain a system complementary and coordinated to SHPO statewide survey activities.
- Local inventory/survey activities conducted during period of review must meet state standards.
- Copies of local inventory/survey must be sent to SHPO.
- Local inventory must be properly maintained and accessible to public.
- The CLG should be making regular updates to the local inventory/survey.
- The Local inventory must include all properties in CLG listed in the State and National Registers of Historic Places.
- The Local inventory must include all locally designated properties.
- For county CLGs, the inventory must include all county-owned properties that meet National Register criteria.

National Register Nominations

- The CLG must submit a report with recommendations for majority of nomination proposals received from the SHPO within the 60-day comment period.
- The CLG must objectively evaluate properties in relation to NR criteria.
- The CLG must assist the SHPO in notifying property owners and conducting public information meetings.

Public Participation:

- All meetings concerning historic preservation must be open to the public, announced by public notice, and documented in accordance with the NYS Open Meetings Law.
- Written policies, procedures, standards, and meeting minutes must be accessible to the public.
- The CLG must address historic preservation concerns raised by the public.
- The Local government must inform its employees and officers of conflict-of-interest rules.
- The Local government must solicit and respond to public comment on historic preservation issues, including local district designations, State and National Register nominations, and establishing policies and procedures.

Overall Assessment:

- The CLG must participate in a SHPO-approved commission/board training opportunity when offered.
- The CLG must contribute to the comprehensive preservation planning process by reporting to the SHPO on areas of concern and issues of priority to the municipality.
- The CLG should carry out further responsibilities as specified in the certification.



Date Submitted:

Municipality:

Report filed by:

Phone/E-mail:

PERFORMANCE PERIOD: 10/1/2020 – 9/30/2024

*We note the town of West Seneca was certified into the program in 2023. This performance evaluation will cover the time period from the date of certification (2/28/23 – 9/30/24).

Instructions

This form is for reviewing and monitoring the performance of CLGs in New York State. The SHPO will investigate any deficiencies, advise the CLG how to make corrections and establish a timetable for the CLG to implement the required improvements. The CLG's failure to complete and return this form with the required information may result in revocation of certification.

Questions

1. Have you amended your local preservation ordinance within the audit period? If yes, please include a copy of all amended sections.
2. What is the date of the most recent survey?
3. Did commission members meet the training requirement for the audit period?

Required Information: Please provide the following as separate attachments.

- List of scheduled meeting dates for the year.
- Copy of the current local preservation ordinance.
- List of current commission members and their qualifications/resumes.
- List of individual local landmarks and local historic districts; please include district maps.
- The most recent local landmark designation report.
- Sample Certificate of Appropriate application, decision documents, and corresponding meeting minutes – One per year for the audit period.
- Design guidelines, if available.
- Publications or outreach materials – walking tour brochure, guidance brochures, etc.
- Any procedural documents related to landmarking and landmark design review (e.g., certificate of appropriateness application and landmark designation application forms).