



Town of West Seneca

TINA M. HAWTHORNE
TOWN ATTORNEY
thawthorne@twyny.org

MEMO

To: The Honorable Town Board

From: Tina M. Hawthorne, Town Attorney

Date: May 26, 2021

Subject: Historic Preservation
Preservation Studios Proposal

Kindly adopt the attached resolution for engagement of professional services provided by Preservation Studios pursuant to the attached proposal to assist the Town with historic preservation of our buildings and structures.

RESOLUTION FOR TOWN OF WEST SENECA
PRESERVATION STUDIOS
PROFESSIONAL SERVICES

WHEREAS, the Town of West Seneca (hereinafter referred to as "Town") recognizes that there exists places, sites, structures, and buildings of historic or architectural significance, antiquity, uniqueness of exterior design or construction in the Town that should be conserved, protected and preserved to maintain the architectural character of the Town, to contribute to the aesthetic value of the Town, and to promote the general good, welfare, health and safety of the Town and its residents; and

WHEREAS, the Town seeks to utilize the Preservation Studios to provide professional services to assist the Town in preserving the structures and buildings of historic or architectural significance by adoption of a local law, public outreach and education, establishment of a historic preservation commission, training the commission members, guidance related to commission activities, and the establishment of design guidelines; and

NOW THEREFORE, be it resolved that the Town Board hereby accepts the written proposal by Preservation Studios and authorizes the Supervisor to execute any necessary documents for the engagement of Preservation Studios as per the attached proposal.

Historic Preservation Services for West Seneca

A proposal Submitted to the:
Town of West Seneca



Submitted By:



Contents

Section	Page
Cover Letter and Qualifications and Experience	4
References	6
List of Project Personnel	7
Estimated Hours, Cost by Task, and Budget	8
Resumes	

Contact Information

Preservation Studios, LLC
Derek King
Director of Operations
derekking@preservationstudios.com
170 Florida Street, Suite 1
Buffalo, NY 14208
(716)-725-6410

Cover Image:

Qualifications and Experience

Preservation Studios, LLC, is a historic preservation consulting firm in operation in Buffalo, New York since 2002. The firm advises property owners, developers and municipalities pursuing historic preservation and rehabilitation projects. Preservation Studios specializes in a variety of services, including: historic rehabilitation tax credit services, National Register of Historic Places nominations, historic resource surveys, historic district nominations, technical services, and project management.

The Founder of Preservation Studios and current Director of Municipal Services Tom Yots will be directing the project. Tom served for eight years as chair of the Historic Preservation Commission in Niagara Falls and has overseen various municipal preservation projects in his professional career including surveys, local and National Register historic district nominations, grant writing and training programs for commissions and municipal staff.

President Jason Yots joined his father at Preservation Studios in 2008 to assist property owners, developers and municipalities pursuing Community and Economic Development (CED) projects, historic preservation and historic rehabilitation projects. A 1996 graduate of the University at Buffalo's School of Law, Jason helps structure and finance complex CED projects, including the navigation of the historic rehabilitation tax credit allocation and syndication processes and the layering of various CED incentives.

The full staff of Preservation Studios will be involved in this project. Director of Architectural History Karen Kennedy, will be coordinating the historic research and architectural discussions for the project. In addition to coordinating research and editing writing from the department, Karen completes Part 1s and National Register Nominations.

The supporting staff on this project also includes principals Derek King and Mike Puma. Architectural Historian Derek King joined Preservation Studios in 2012 and holds a B.A. in History and Anthropology from St. Lawrence University in Canton, NY, and completes research and writing for National Register nominations and Part I of the Federal Historic Preservation Certification Application. Derek assumed the role of Director of Operations in 2016 after serving as the company's Director of Architectural History from 2013.

Project Manager Michael Puma joined Preservation Studios in 2011 to assist with research, architectural history, and technical services. Michael holds a B.A. in Environmental Design from the School of Architecture and Planning at the University at Buffalo. He has served as the company's Director of Technical Services since 2013, and works primarily on the Part II applications, assisting project architects and clients to ensure the proposed design and work is consistent with the Secretary of the Interior's Standards for Rehabilitation.

The team includes two part-time staffers that will assist Preservation Studios on the project. Kelsie Hoke, M.Arch., joined Preservation Studios in 2015 shortly after finishing her classical architecture program at Notre Dame, and serves as our Assistant Project Manager, working primarily in technical services. Joseph Duggan, B.A. joined the firm in 2017 as well as an intern, and has since assumed a role as our Associate Architectural Historian, working closely with Karen, Derek, and Tom.

Our response outlines our proposed approach to the requested services, along with a detailed fee breakdown and project schedule. Our proposal is designed to provide high-quality preservation services at pricing that is competitive for the Western New York and Pennsylvania markets.

Recent Municipal Consulting Projects of Preservation Studios include:

- National Register nomination for a Historic District on North Main Street in Niagara Falls, NY.
- Reconnaissance-Level survey of 1100 properties for the Village of Greenport, Long Island, NY.
- Four National Register nominations for Historic Districts in Rochester's 19th Ward that included, in total, over 900 properties. Project funded through Preserve New York Grants.
- Reconnaissance-Level survey of 1568 properties in Hamlin Park, a neighborhood in Buffalo, New York, as part of National Register Historic District nomination. Project funded through Preserve New York Grants.
- Completed the National Register nomination for the Downtown LeRoy Historic District, a 60-property district along LeRoy's historic Main Street. Project funding through Preserve New York Grants.

Past Municipal Consulting Projects include:

- Park Place Historic District, Local, State and National Register nominations
- Preservation Commission Training, Lewiston New York
- Certified Local Government advisement, Town of Eden, NY
- The Power Trail, Niagara County, NY, study of the sites involved in the development of hydropower at Niagara.
- Feasibility Study, the Williamsville Water Mill Complex, Williamsville, NY
- National Register Historic District nomination, the Sisters of St. Dominic Motherhouse Complex, Amityville, Long Island
- National Register Historic District nomination, the Ascension Church Complex, North Tonawanda, NY
- National Register Historic District nomination, the Holy Trinity Church Complex, Niagara Falls, NY.
- Design Standards, Main Street Business Corridor, Niagara Falls, NY.
- Historic Preservation and Marketing Study, the Main Street Business Corridor, Niagara Falls, NY
- Community Development Consulting, the Main Street Business and Professional Association, Niagara Falls, NY

References

Village of Lewiston

145 N. 4th Street, PO Box 325
Lewiston, NY 14092

**Contact: Harry Wright, Chair Historic Preservation Commission
(716)913-4062**

Project: Preservation Studios worked with the Village to secure a grant and provided services for the training of the newly re-instated Historic Preservation Commission. The training took place over a two-month period in 2016. The project covered areas relating to the Secretary of the Interior's Standards and how they would be applied through the existing historic preservation ordinance in the village as well as workshops on updating the ordinance and conducting the on-going business of the commission. It culminated with a public outreach session to bring the community up to date on the renewed activities of the commission.

Landmark Society of Western New York

133 Fitzhugh St
Rochester, New York 14608

**Contact: Wayne Goodman, Executive Director
(585)-546-7029**

Project: Completed Reconnaissance-Level Survey work and National Register nominations for four districts in the 19th Ward neighborhood in Rochester, NY. Began January, 2014- December 2015. Secured \$10,000 Preserve New York Grant, and \$18,000 Rochester Area Community Foundation Grant to complete project.

The City of Niagara Falls, NY

745 Main Street
Niagara Falls, NY 14301

**Contact: Thomas DeSantis, Senior Planner
(716)-286-4477**

Project: Various Projects in including Park Place Historic District Nomination, The Power Trail Study of Hydropower at Niagara, and Main Street Design Standards. Additionally, work was completed on a National Register nomination for the Village of Echota in Niagara Falls, a planned city by Stanford White, though the city decided against pursuing the nomination.

The Village of Williamsville, NY

5565 Main Street
Williamsville, NY 14221

**Contact: Lynda Juul, Administrator
(716) 632-4120 Ext. 3007**

Project: Feasibility Study, the Williamsville Water Mill Complex. The project centered on the iconic Williamsville Water Mill, constructed in 1801 and underutilized by the community. The feasibility study commenced with public workshops to gain consensus on a suitable use for the mill building. With this input, a concept was chosen and sketched out by Preservation Studios for the Village. The final phase was the release of an RFP and interviews of potential developers for the reuse project.

List of Project Personnel

Project Contact:

Tom Yots, M.S., M.Arch, *Director of Municipal Services*

Additional Personnel Proposed for this project:

Kelsie Hoke, M.Arch., *Assistant Project Manager*

Derek King, *Architectural Historian, Director of Operations*

Mike Puma, *Director of Technical Services*

Supervisory Personnel:

Jason Yots, Esq, J.D., *President*

Karen Kennedy, *Director of Architectural History*

Organization Chart:

Tom Yots: Will assist with educational and workshop opportunities, as well as with helping develop the proposed ordinance.

Derek King: Will assist with presentations, workshops, assembling information packets, and logistics on the project.

Jason Yots: Will offer assistance with legal questions regarding proposed ordinance and design guidelines.

If Design Guideline services are requested, the following staff will have more direct involvement beyond assisting the above with general services.

Karen Kennedy: Can offer assistance with identification and classification of building types and styles, as well as background information regarding historic treatments.

Kelsie Hoke: Can assist with the creation of design guidelines, including: proper treatment according to the Department of Interior Standards; guidelines for appropriate infill. Will also assist with identification and classification of building types and styles

Mike Puma: Can assist the creation of design guidelines, including: proper treatment according to the Department of Interior Standards; guidelines for appropriate infill. Will also assist with public meetings and workshops designed to help residents and leaders understand how local preservation ordinances affect municipalities.

Estimated Hours, Cost by Task, and Budget

Service A: Certified Local Government (CLG) Establishment and Training

This portion of the project relates to the formation of the CLG and training related to implementing and maintaining it.

1. Creation of a Preservation Ordinance for the Town of West Seneca:
workshops
 - a. Historian/Town Supervisor/Town Board Member (two 4-hour workshops or four 2-hour workshops)
 - i. **(4 hr.)** Review the provisions of the NYS Model Law for
 1. Creation of a Preservation Commission, its authority and responsibilities.
 2. Activities of the Commission including:
 - a. Designation recommendations for individual and historic district nominations.
 - b. Certificate of Appropriateness
 - c. Hardship Process
 - d. Demolition
 - e. Maintenance and Repair
 - f. Enforcement
 - ii. **(4 hr.)** Adapt the Model Law to the needs and goals for historic preservation in the Town of West Seneca.
 - b. **(2 hr.)** Public Workshop
 - i. Present CLG and the proposed ordinance to the public and receive input from attendees.
 - c. **(2 hr.)** Revision of the proposed ordinance with Historian/Supervisor/Town Board Member
 - i. Based on input from the public meeting.
 - d. **(1 hr.)** Adoption
 - i. Presentation to and discussion with the Town Board
 - ii. Adoption of the Ordinance
2. **(4 hr.)** Establishment of the Historic Preservation Commission
 - i. Seek candidates for membership
 - ii. Review applications
 - iii. Choose commission members.

Total Hours for CLG preparation services: **51 hrs.** (17 contact hours + 34 prep hours for research, preparation and production of materials).

Service B: Post-CLG Formation Training

This portion relates to training staff in the various roles they will be serving as part of the commission.

3. Training of the Historic Preservation Commission
 - a. **(1.5 hr.)** Preservation Commission Activities (part 1)
 - i. Surveys

- ii. Local designations.
- iii. State and National Register designations.
- iv. The difference between Local, State and National Register Designations.
- v. Historic Districts
- b. **(2.5 hr.)** Preservation Commission Activities (part 2)
 - i. Certificates of Appropriateness/Demolition.
 - ii. Hardship exemptions.
 - iii. Review any existing survey/designation work done by the Village.
 - iv. Preservation Commission meetings.
 - v. Working with local, State and National Partners
 - 1. Non-profits
 - a. Local
 - b. State (PLNYS)
 - c. National (National Trust)
 - 2. The NYSHPO
 - 3. The NPS
- c. **(2.5 hr.)** The Secretary of the Interior's Standards
 - i. What are the Standards?
 - ii. The use of the Standards by the commission.
 - iii. The commission educating the public on the Standards.
 - iv. The Standards and hardship exemptions.
- d. **(2 hr.)** The Preservation Briefs
 - i. The purpose of the Preservation Briefs.
 - ii. The Briefs functioning as a tool of the commission.
 - iii. Review specific individual Briefs and show how each can be applied by the commission and the property owner.
- e. **(2 hr.)** Working with the Municipality
 - i. The Mayor
 - ii. The Village Board
 - iii. The Planning Commission
 - iv. The Inspections/Permits Department
- f. **(2 hr.)** Community Outreach and Education
 - i. The Preservation Commission's role in interactions with the community.
 - ii. Determining the level of community education needed regarding Historic Preservation.
 - 1. Previous outreach.
 - 2. Perception of preservation within the community.
 - 3. Planning for future community outreach.
- g. **(2 hr.)** Mock Commission Meeting
 - i. Election of Officers
 - ii. Setting agenda
 - iii. Running the meeting

- iv. Community input
- h. (2 hr.) Community outreach session

Total Hours for CLG training services: **49.5 hrs.** (16.5 contact hours + 33 prep hours for research, preparation and production of materials).

Service C: Design Guidelines (Optional)

If desired, Preservation Studios can scope design guidelines related to properties in historic districts, whether historic or new construction. This proposal can be amended to include those services.

Proposed Fee Schedule:

Service A:

- 51 hours at \$75/hr (\$3,825)
 - 20% retainer to begin preparing materials and scheduling meetings and training times.
 - 30% upon completion of draft preservation ordinance
 - 30% upon adoption of preservation ordinance
 - 20% upon establishment of preservation commission

Service B:

- 49.5 hours at \$75/hr (\$3712)
 - 50% prior to training
 - 50% upon completion.

Upon completion of Service A, CLG grants will be available to fund Service B (and optional Service C), and Preservation Studios will help client to securing funding if necessary.