

December 22, 2023

Town of West Seneca
1250 Union Road
West Seneca, New York 14224

Re: TWS Historic Commission 2025 Review & 2026 Support Requests

Town Supervisor Dickson & Members of the Town Board;

Over the past year, the Town of West Seneca Historic Preservation Commission has made meaningful progress in advancing the Town's preservation goals, strengthening public awareness of our shared heritage, and laying the groundwork for long-term cultural and economic benefits related to Historic Preservation. As one of New York State's newest Certified Local Governments (certified in 2023), the Commission has focused on building a strong foundation aligned with State and National best practices.

Most notably this year the Commission successfully completed the State-funded Reconnaissance-Level Survey of the historic Ebenezer buildings, in partnership with Preservation Studios. This survey, our first major initiative as an established Commission, identified two potential historic districts, Middle Ebenezer and Lower Ebenezer, encompassing approximately 300 properties. These areas now stand as strong candidates for advancement as National Register Historic Districts, Local Historic Districts, or both, pending continued public discourse and coordination with the New York State Historic Preservation Office (SHPO). Full copies of survey can be made available to any who are interested.

Building on this momentum, the Commission submitted a subsequent Certified Local Government (CLG) grant application to New York State in October seeking funding to advance the next phase of work: Intensive-Level Survey documentation, necessary to support formal National Register and/or Local District nominations, a critical step to unlocking financial benefits associated with preservation. While this application requests funding for a portion of the work, it represents only part of the total scope recommended by our consultant to comprehensively document and advance both districts. A copy of the grant application is enclosed in this packet for reference.

Recently we've also received our first formal feedback from New York State as SHPO completed its required CLG Performance Evaluation of the Town of West Seneca. In short SHPO's findings were highly positive. The evaluation noted no deficiencies, commended the Town's ordinance and Commission structure as closely aligned with the State model law, and specifically cited the Ebenezer survey as an "important survey which has spearheaded other survey and designation efforts." SHPO further encouraged the Town to advance local landmark and historic district designations prior to the next evaluation cycle, reinforcing the importance of continued progress at the local level. Similar to above the a copy of SHPO's CLG Performance Review is enclosed in this packet for full transparency.

As the Commission looks ahead, we respectfully request the Town Board's consideration of the following actions, each of which directly supports SHPO guidance, protects community character, and positions West Seneca to leverage outside investment:

1. **Formal adoption of the previously submitted modifications to the Town's Demolition Ordinance.** Establishing a clear and consistent review process for potentially historic resources is an essential interim protection tool, particularly as surveying and designation work continues. This measure does not prohibit demolition, but ensures informed decision-making and alignment with best practices across New York State.
2. **Formal opt-in to New York State General Municipal Law §596-a and 119-dd, enabling an optional Historic Property Tax Abatement program.** This is a voluntary, property-owner-initiated incentive that has been successfully utilized statewide to encourage reinvestment in historic buildings. Opting in positions West Seneca to support private rehabilitation without mandating participation or imposing new regulatory burdens, further enhancing financial incentives beyond customary tax credits.

3. **Consideration of modest local financial support to advance comprehensive surveying and designation work.** The Preservation Studios proposal prepared for the Town outlined two survey scenarios: one limited in scope (1 District equaling +/-175 buildings) and one comprehensive (2 Districts totaling +/- 300 buildings) . The current grant application for \$21,375, addresses only part of the recommended work and inherently includes \$3,250 of pro-bono / volunteer efforts committed by the Commission members. Contingent upon award, if the Town of West Seneca could allocate an additional \$11,125, Commission members would double our volunteer efforts, as outlined in proposal to \$6,500, which would allow for full comprehensive survey of both districts.

This strategic local funding, whether as a supplement, match, or bridge between grant cycles, would significantly accelerate survey completion, designation eligibility, and access to financial incentives such as historic tax credits for property owners within the districts. Advancing this work in a timely manner directly benefits property owners and strengthens the local tax base.

Looking ahead to 2026, while district-level efforts advance, the Commission also intends to pursue individual property landmark designations for well-known and highly significant structures throughout the Town. This parallel approach, districts and individual landmarks, aligns with SHPO guidance and allows preservation benefits to be realized incrementally rather than deferred.

The Commission appreciates the Town Board's continued partnership and support. We believe these actions represent prudent planning tools that balance property rights, fiscal responsibility, and stewardship of West Seneca's historic assets. We look forward to continued collaboration as we work to preserve, promote, and responsibly leverage the Town's rich history.

Should there be any questions, or additional information required please don't hesitate to contact me by cell at 716-704-0362 or via e-mail at plang@carminawooddesign.com. I greatly appreciate your consideration of our requests.

Very truly yours,



Paul R. Lang, AIA

Attachments:
Memo Commission Requests & Recommended Actions
NYS CLG Performance Review
CLG 2025 Grant Application
West Seneca ILS Survey Proposal

December 22, 2023

Town of West Seneca
1250 Union Road
West Seneca, New York 14224

Re: Memo Commission Requests & Recommended Actions

At this time, the West Seneca Historic Preservation Commission respectfully requests the Town Board's support for the following actions:

1. Adopt the Modified Demolition Ordinance

- Provides a clear, consistent review process for historically significant structures
- Protects community character while allowing flexibility and due process
- Serves as an interim safeguard while surveys and designations advance

2. Opt Into GML §§96-a & 119-dd (Historic Property Tax Abatement)

- Optional, owner-initiated incentive
- Encourages private reinvestment in historic properties
- Widely used across New York State; no mandate to grant abatements

3. Support Continued Historic Survey & Designation Work

- Current CLG grant application funds **only part** of the recommended survey scope - \$21,375 with \$3,250 of pro-bono / volunteer hours submitted as matching
- Request for an additional **\$11,150** for comprehensive survey completion per SHPO recommendations, inherently assumes increase in pro-bono / volunteer hours to \$6,500
- Modest local funding can:
 - Accelerate survey completion
 - Advance National Register and Local District eligibility (170 to 300 properties)
 - Unlock historic tax credits and reinvestment opportunities sooner



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

KATHY HOCHUL
Governor

KATHY MOSER
Acting Commissioner

December 18, 2025

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

RE: CLG Performance Evaluation 2025

Dear Gary A. Dickson:

The National Park Service requires that each State Historic Preservation Office (SHPO) must conduct regular performance evaluations of all municipalities participating in the Certified Local Government (CLG) program every four years. The evaluation process is important in assessing the municipality's performance as a CLG participant and allows for tracking preservation activities in local communities. In addition, it affords the SHPO with an opportunity to provide technical advice and assistance directly to the municipality.

The Division for Historic Preservation of the New York State Office of Parks, Recreation and Historic Preservation conducted an evaluation of your municipality's CLG activities this year. The evaluation consisted of an examination of materials required to be kept on file with our office that were submitted to us electronically earlier this summer. We thank you for your cooperation in sending the required materials to our office when asked.

Attached is a summary of the evaluation findings, which records performance strengths and weaknesses during the program years following certification. Any noted deficiencies must be adequately addressed and written documentation of the CLG's efforts toward this end must be provided to the SHPO within 120 days from receipt of this letter. Failure to take and/or propose appropriate corrective action will result in the SHPO recommending to the National Park Service that CLG certification should be revoked.

The Division for Historic Preservation appreciates your community's involvement in the CLG program and looks forward to our continued partnership regarding historic preservation. If you have any questions regarding the audit, please do not hesitate to contact your Statewide CLG coordinator, Frances Stern, at Frances.Stern@parks.ny.gov or (518) 268-2219.

Sincerely,

Frances Stern
Coordinator, Certified Local Government Program



CLG Performance Evaluation Summary

Name of Certified Local Government Community: Town of West Seneca

Date of Certification: February 28, 2023

Evaluation Period: February 28, 2023 – September 30, 2024 (date of certification through end of specified performance evaluation period for CLGs receiving evaluations in 2025).

	<u>Meets Standards</u>	<u>Below Standards</u>
Legislation	X	
Commission/Board	X	
Reports & Records	X	
General Activities <i>(Survey/Grants etc.)</i>	X	
Public Participation	X	
Overall Assessment	X	

General Comments:

The Town of West Seneca is one of New York State's newest CLGs, with a certification date in 2023. Therefore, this evaluation only considers information and activities following that certification date. The legislation adopted by the Town closely mirrors the NYS model law for historic preservation and contains all the relevant and necessary sections and clauses. The ordinance clearly notes the qualifications necessary for service on the Historic Preservation, and although individual resumes for commission members were not submitted with evaluation materials, SHPO has considered those submitted with the certification package in 2023 as sufficient.

The cover letter and additional materials submitted with the evaluation are clear, concise, and well-organized. Because this evaluation only covers from the 2023 certification date onward, it is reasonable that certain initiatives (local designation/ordinance updating) are in progress or haven't yet begun. Overall, SHPO is pleased with West Seneca's efforts. We note that a FY23 CLG grant funded an important survey which has spearheaded other survey and designation efforts.

Deficiencies Noted:

No major deficiencies noted at the time of this report. As one of our newest CLGs, SHPO applauds the efforts of West Seneca to create and establish a robust preservation program. We look forward to your continued progress.

Suggestions:

Please continue to maintain and strengthen your efforts in local preservation and do not hesitate to reach out to SHPO for assistance as needed. SHPO would like to see a list of designated local landmarks or historic districts before the next required performance evaluation (approx. 2029) and regular CoA reviews commence. As a reminder, the designation process should occur independently of State and National Register listings in accordance with the procedures set forth in the ordinance.



Any response to the evaluation, and any specific information requested in the suggestions for addressing deficiencies, must be provided to Frances Stern, Statewide Certified Local Government Coordinator, within 120 days of receipt of this Summary.

Reviewer: Frances M. Stern, Statewide CLG Coordinator

Date of Report: November 14, 2025



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

FY2025 Certified Local Government Grant Application

Contract Period: 10/1/2024 – 9/30/2027

SECTION 1: MUNICIPAL CONTACT INFORMATION

Municipality/Certified Local Government: Town of West Seneca

County: Erie

Project Title: Intensive Level Survey of Lower Ebenezer District

Unique Entity (SAM) ID: S8KBEDEJH2U4

Congressional District: 26

Chief Elected Official (Name): Gary Dickson

Title: Town Supervisor

Mailing Address: 1250 Union Road, West Seneca NY 14224

Phone Number: 716-558-3203

Email Address: gdickson@westseneca.gov

Project Contact (Program) Name: Town of West Seneca Historic Commission

Phone Number: 716-704-0362

Email Address: plang@carminawooddesign.com

Project Contact (Fiscal/SFS) Name: Megan Wnek

Phone Number: 716-558-3208

Email Address: mwnek@westseneca.gov

Commission Chair Contact Name: Paul Lang

Phone Number: 716-704-0362

Email Address: plang@carminawooddesign.com

**Contacts must be able to answer questions about the proposal.*

**SECTION 2: BUDGET SUMMARY**

Total Project Cost: \$24,625.00

Grant Request: \$21,375.00

Match (if applicable): \$3,250.00

Provide detailed budget description in Section 5.*SECTION 3: AUTHORIZATION**

The undersigned certifies they are authorized to apply for this grant on behalf of the local government, able to commit local matching funds to the project (if applicable), and able to enter into a contract if the grant is awarded. Authority from the legislative body is required in the form of a municipal resolution for all grant applicants. Please specify the following:

- ☒ Authority has been granted (Municipal resolution is attached)
- ☐ Authorization will be provided in the form of a municipal resolution on (date).

Signature (Must be Chief Elected Official or designee):

Signed by:

Gary A. Dickson

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Name: Gary A. Dickson**Date:** 10/30/2025



SECTION 4: PROJECT DESCRIPTION

Summary of project in 100 words or fewer:

The Town of West Seneca is seeking to advance recommendations from the previous Reconnaissance Level Survey completed in 2024, and perform an Intensive Level Survey of the originally proposed Lower Ebenezer Historic District, in the hopes of advancing the necessary documentation to level appropriate to bring forward our town's first National Registry / Local Landmark District.

Full description (attach additional sheets if needed):

The Town of West Seneca is seeking to advance recommendations from the previous Reconnaissance Level Survey completed in 2024, and perform an Intensive Level Survey of the originally proposed Lower Ebenezer Historic District, in the hopes of advancing the necessary documentation to level appropriate to bring forward our town's first National Registry / Local Landmark districts.

To execute this we are proposing the hiring of a qualified historic preservation consultant, to perform the intensive-level survey of roughly 175 parcels of the proposed districts. Ultimately deliverable survey will include: streetscape photographs of blocks (specifically highlight architectural styles and integrity), individual photos of all properties within previously identified boundaries, narrative descriptions of each property inclusive of evaluations of eligibility, comparison and analysis of historic neighborhood boundaries in relation to Sanborn maps and other related documents, and identification of low, moderate or high historic integrity blocks. Additionally an Intensive Level Survey Report will be produced containing, introduction, methodology, history, conclusions, recommendations, bibliographies, and necessary appendices. Services will also include community meetings, meetings with our CLG commission, and standard project meetings with TBD CLG representatives.

To supplement the consultants efforts the Town of West Seneca, via CLG members with support of Town of West Seneca staff assistance, will provide mapping and permit data for all 175 parcels.



SECTION 5: DETAILED PROJECT BUDGET

You must upload the completed cost share summary worksheet. Contact CLG Coordinator for a copy of the worksheet. This program does not require a match but encourages CLGs to contribute match in cash or in-kind services.

Total Project Cost: \$24,625.00

Grant Request: \$21,375.00

Additional Secured Funding Sources (if applicable): \$3,250.00

Please explain any sources of cash funds the municipality has committed to the project:

In-Kind services rendered by Town of West Seneca Historic Commission Chair, Paul Lang to donate time / services to prepare mapping documentation and permit records by parcel to reduce professional services fee. While fee reduction as a result of assistance has a stipulated value of \$3,250 reflected in conceptual proposal from consultant, actual time expense is expected to be much higher.

Time expense is 100% at Chari's discretion, no municipal action is required.

Please identify any other additional funding sources related to the project:

Additional funds available in Town of West Seneca budget line 01995000.50975



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

Town of West Seneca

CERTIFICATION OF MATCH

NOTE; If not providing a match, please complete certification below with "\$0" as the match amount.

Applicant:

State of New York, County of Erie

I, Gary A. Dickson being duly sworn, do depose and say that as the
Supervisor of the Town of West Seneca duly authorized by resolution
of the N/A on N/A do hereby certify that \$ 0.00
will be available as of N/A to match Federal Historic Preservation Fund monies which
the CLG has requested under the Certified Local Government grant program administered by
the New York State Office of Parks, Recreation and Historic Preservation, as authorized by the
National Historic Preservation Act Amendments of 1980 and the "Procedures for Transfer of
Historic Preservation Funds to Certified Local Governments."

Signed by:
Signature: Gary Dickson
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Date: 10/30/2025

**ASSURANCES**

The following conditions for receipt of a CLG grant are required by Federal and State Law. Please initial each as an indication that the applicant/local government understands and agrees to the condition:

- ☒ If the Recipient fails to fulfill the obligations specified in the grant contract or related responsibilities under the certification agreement, the grant may be terminated or reduced.
- ☒ Recipient must employ professionals who meet requirements set forth in 36 CFR 61 Appendix A to supervise and undertake project work.
- ☒ Municipalities must comply with all relevant provisions of General Municipal Law.
- ☒ Recipient must maintain financial management systems which meet the requirements of OMB regulations in 2 CFR 200, and the Historic Preservation Fund Grant Manual.
- ☒ Recipient must have adequate financial resources to initiate the project upon federal approval, complete the proposed work on schedule, and provide for the cash flow requirements pending payment of the reimbursement grant.
- ☒ Any matching funds included in the project budget must be committed and available for the project. Except for Community Development Block Grant Funds, Appalachian Regional Commission Funds, and Revenue Sharing Funds, Federal monies may not be used for applicant's matching share.
- ☒ Goods and services must be obtained (procured) in a manner to assure the prudent and economical use of grant moneys, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud, and corruption. All procurement transactions shall be conducted in a manner that provides maximum open and free competition.
- ☒ Recipient must maintain separate accounting of funds received through the CLG grant and must expend funds in accordance with the project budget approved by SHPO and appended to the contract.
- ☒ For six years following final payment of the contract, recipient must maintain and allow access to any books, documents, payments, and records which are directly pertinent to the contract, for the purpose of the SHPO audit.



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SUPPLEMENTAL MATERIALS CHECKLIST

Please upload supplemental materials using the "paperclip" icon.

- ☐ Completed cost share summary/project budget worksheet (REQUIRED)
- ☐ Photographs (OPTIONAL)
- ☐ Letters of support (OPTIONAL)

Initials: ^{Initial}
GLD

Date: 10/30/2025

COST SHARE SUMMARY
NYS Certified Local Government Grant Program - FY2025

Project Title: Intensive Level Survey of Lower Ebenezer District

A. Personnel: Names, Titles, and Percent of Time/Salary of Project Personnel					
Expense Type/Use	Purpose - Description	Funding Source: Match or CLG Funds	Amount (\$)		
TWS Commission Chair - Paul Lang	Pro-bono services to assemble mapping and permit documentation requested by consultant w/ support of town staff	Match	\$	3,250.00	
			\$	-	
			\$	-	
			\$	-	
Subtotal				\$ 3,250.00	
B. Consultant Fees: Professional or Technical Consultants, Subject Matter Experts, etc.					
Expense Type/Use	Purpose - Description	Funding Source: Match or CLG Funds	Amount (\$)		
Professional Fees	Historic Preservation Consulting Firm - to perform intensive level survey field work, documentation, and reporting	CLG Funds	\$	21,375.00	
			\$	-	
			\$	-	
			\$	-	
			\$	-	
Subtotal				\$ 21,375.00	
C. Programming Costs: Materials, Supplies, Exhibition Production, Donations, etc.					
Expense Type/Use	Purpose - Description	Funding Source: Match or CLG Funds	Amount (\$)		
			\$	-	
			\$	-	
			\$	-	
			\$	-	
			\$	-	
			\$	-	
			\$	-	
			\$	-	
Subtotal				\$ -	
D. Other					
Expense Type/Use	Purpose - Description	Funding Source: Match or CLG Funds	Amount (\$)		
Subtotal					
BUDGET SUMMARY					
Budget Category	Grant Funds Requested (CLG Funds)	Applicant Share (Match)	Total		
A. Personnel	\$ -	\$ 3,250.00	\$	3,250.00	
B. Consultant Fees	\$ 21,375.00	\$ -	\$	21,375.00	
C. Programming Costs	\$ -	\$ -			
D. Other	\$ -	\$ -			
PROJECT TOTAL	\$ 21,375.00	\$ 3,250.00	\$	24,625.00	
APPLICANT SHARE SUMMARY - MATCH ONLY					
Funding Source	Status of Funds	Type of Funds	Restrictions	Date Available	Total Amount
Donated Services	Committed	In-Kind / Pro-Bono	None	11/1/2025	\$ 3,250.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Applicant Share					\$ 3,250.00



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

Town of West Seneca

CERTIFICATION OF MATCH

NOTE: If not providing a match, please complete certification below with "\$0" as the match amount.

Applicant:

State of New York, County of Erie

I, Gary A. Dickson being duly sworn, do depose and say that as the
Supervisor of the TOWN OF WEST SENECA duly authorized by resolution
of the N/A on N/A do hereby certify that \$ Ø
will be available as of _____ to match Federal Historic Preservation Fund monies which
the CLG has requested under the Certified Local Government grant program administered by
the New York State Office of Parks, Recreation and Historic Preservation, as authorized by the
National Historic Preservation Act Amendments of 1980 and the "Procedures for Transfer of
Historic Preservation Funds to Certified Local Governments."

Signature: _____

Date: 10/29/2025

Proposal to Complete
Intensive-Level Historic Resource
Survey of
Lower and Middle Ebenezer Areas
West Seneca, NY

Submitted to:

Town of West Seneca

Submitted by:
Preservation Studios

Contents

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Project Team, Resumes	7

Contact Information

Preservation Studios, LLC

Derek King

derekking@preservationstudios.com

170 Florida St.

Buffalo, NY 14208

(716)-725-6410

Cover Image:

Qualifications and Company Overview

Preservation Studios, LLC, is a full-service historic preservation consulting firm in operation 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.

All of Preservation Studios' full-time staff meet the 36 CFR Part 61 professional qualifications for historic preservation, including the two partners that will be points of contact for any preservation services.

Partner, Project Manager and Director of Technical Services 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 Part II applications and mitigation, assisting project architects and clients to ensure the proposed design and work is consistent with the Secretary of the Interior's Standards for Rehabilitation.

Partner and Director of Operations Derek King joined Preservation Studios in early 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. In addition to assisting the architectural history department, he handles project timelines, billing, and general communications.

Our project team includes Director of Architectural History Karen Kennedy who coordinates the research and writing for any Historic Resource Inventory Forms, National Register nominations, or any other need for historic information. Karen joined Preservation Studios in 2018 after years of collaboration on numerous projects through her previous company TKS Historic Resources Inc. Karen is assisted by Associate Historian Joey Duggan, with Preservation Studios since 2017, and Katy Stuck, M.S, an Architectural Historian and Archaeologist who joined the company in 2019.

Founder Tom Yots, M.Arch is currently serving as Director of Municipal services, and works with communities interested in preservation services, including, but not limited to establishing preservation ordinances, creating design guidelines, as well as grant writing and identifying other funding sources

Project Experience

From 2007 until 2021, Preservation Studios was the historic preservation consultant on 197 completed projects (received Part 3 approval) that totaled \$759 million in qualified rehab expenditures, generating over \$293 million in State and Federal historic tax credits for projects across New York State. [HALLIE UPDATE WITH LATEST]

Past projects of Preservation Studios include:

- Completed a Reconnaissance-Level survey of over 1100 properties in Greenport on Long Island in 2020. Project funding through a Certified Local Government grant.
- Reconnaissance-Level survey of over 900 properties as part of four National Register nominations for Historic Districts in Rochester's 19th Ward in 2015. Project funded through Preserve New York Grants.
- Reconnaissance-Level survey of 1568 properties in Hamlin Park Neighborhood of Buffalo in 2013, as part of National Register Historic District nomination. Project funded through Preserve New York Grants.
- Certified Local Historic District encompassing over 250 properties in the Broadway-Fillmore Neighborhood of Buffalo NY in 2018. Project funded through Preserve New York Grants.
- Intensive-Level Survey of over 1000 parcels in the Fruit Belt Neighborhood of Buffalo, NY in 2018. Project funded through Preserve New York Grants.
- Currently completing 1100 property Reconnaissance-Level survey of Greenport Long Island. Project funded through Certified Local Government grant.

Additionally, our Director of Architectural History completed the following projects as a principal at TKS Historic Inc:

- Reconnaissance-Level of 1600 structures (funding from Preserve New York grant) and Intensive-Level Historic Resources Survey of 379 structures for the City of Yonkers, New York, a Certified Local Government (funding from a CLG grant).
- Intensive-Level Historic Resources Survey of 337 structures for Norwalk, Connecticut. Database of surveys included a GIS overlay and was designed for the City to include in their website. This project was partially funded by a Connecticut State grant.
- State and National Register Listing Cold Spring Harbor Beach Club Compound, Cold Spring Harbor, New York
- State and National Register Listing for Union Savings Bank, Patchogue, New York as part of an approved Historic Tax Credit Project
- Historic Resources Survey of 175 structures for the Township of East Fishkill, New York
- Preservation Studios has extensive experience working with the New York State Historic Preservation Office to determine eligibility and secure State and National Register nominations for properties and districts throughout upstate New York.

Proposal—Historic Resource Surveys

This proposal includes options for the following:

- Option #1: Intensive Level Survey for the Lower Ebenezer Area of West Seneca
- Option #2: Intensive-Level Survey of Lower and Middle Ebenezer Areas of West Seneca

Option 1: Intensive-Level Survey of 175 Properties in Lower Ebenezer Area of West Seneca

Intensive-Level Survey

- Intensive-level survey of roughly 175 parcels in West Seneca, NY
- Streetscape shots of blocks to show representative architectural styles and integrity
- Individual photos of all properties in the boundary; property description, research and evaluation of eligibility prepared for all properties
- Comparison and analysis of historic neighborhood boundaries, tracts, Sanborn maps, and other documents that show area's development
- Identifying low, moderate, or high historic integrity density blocks, and organized by most logical neighborhood boundaries from above analysis to help determine appropriate boundaries for potential historic districts.

Intensive Level Survey Report

- Report containing Title page and following sections:
 - Introduction
 - Methodology
 - History
 - Conclusion
 - Recommendations
 - Bibliography
 - Appendices
 - Includes (but not limited to): Annotated Building List of NRE-I or Landmark eligible properties; Potential Historic Districts
 - Photos of Historic Properties/Streetscapes
- One community meeting (at the discretion of the client)**
- Kickoff and closing meeting with organizing committee.
- One status update meeting per quarter with organizing committee.**

**Additional meetings will be handled hourly (all employees bill at \$100/hour).

Survey Data in CRIS

- Submission of data for all individually eligible properties to SHPO's CRIS Database (via Trekker or remotely at office)
- Submission of full draft and survey boundary.

Fee and Schedule:

Flat Fee of \$24,625 for the above services based on:

- Estimated \$75/property for fieldwork and property description for survey fieldwork (\$13,125)
- Estimated 100 hours for organization of fieldwork data, research on individual properties (\$5,000)
- Estimated 100 hours for preparation of Intensive-Level Survey Report, including revisions with SHPO, (\$5,000)
- Estimated 30 hours for kickoff and summary community meetings as well as any other meetings necessary (\$1,500)

***A reduction in fee can be provided for the following services:*

- *\$1,750 if municipality can provide permit/construction information for each property in boundary expansions and new Historic District in requested format.*
- *\$1,500 if municipality can provide final mapping for contributing and non-contributing properties in proposed districts*
- *Total fee after reduction: \$21,375*

Proposed Fee Schedule for Intensive- Level Survey:

- 15% Retainer
- 20% Upon completion of survey
- 35% Submission of Draft Survey to Client and SHPO
- 15% Upon formal submission of Survey to Client and SHPO
- 10% Upon final approval by SHPO.
- 5% Upon completion of all public meetings.

Estimated Project Timeline

Kickoff meeting	Week 1
Survey	Weeks 2-10
Survey documentation	Weeks 2-10
Survey Draft preparation	Weeks 10-25
Survey Draft Revisions	Weeks 25-32
Final Survey Submission	Week 33
Community Meetings	Various

Total time: 33 weeks

Option 2: Intensive-Level Survey of 375 Properties in Lower and Middle Ebenezer Areas of West Seneca

Intensive-Level Survey

- Intensive-level survey of roughly 300 parcels in West Seneca, NY
- Streetscape shots of blocks to show representative architectural styles and integrity
- Individual photos of all properties in the boundary; property description, research and evaluation of eligibility prepared for all properties
- Comparison and analysis of historic neighborhood boundaries, tracts, Sanborn maps, and other documents that show area's development
- Identifying low, moderate, or high historic integrity density blocks, and organized by most logical neighborhood boundaries from above analysis to help determine appropriate boundaries for potential historic districts.

Intensive Level Survey Report

- Report containing Title page and following sections:
 - Introduction
 - Methodology
 - History
 - Conclusion
 - Recommendations
 - Bibliography
 - Appendices
 - Includes (but not limited to): Annotated Building List of NRE-I or Landmark eligible properties; Potential Historic Districts
 - Photos of Historic Properties/Streetscapes
- One community meeting (at the discretion of the client)**
- Kickoff and closing meeting with organizing committee.
- One status update meeting per quarter with organizing committee.**

**Additional meetings will be handled hourly (all employees bill at \$100/hour).

Survey Data in CRIS

- Submission of data for all individually eligible properties to SHPO's CRIS Database (via Trekker or remotely at office)
- Submission of full draft and survey boundary.

Fee and Schedule:

Flat Fee of \$39,000 for the above services based on:**

- Estimated \$75/property for fieldwork and property description for survey fieldwork (\$22,500)
- Estimated 150 hours for organization of fieldwork data, research on individual properties (\$7,500)
- Estimated 150 hours for preparation of Intensive-Level Survey Report, including revisions with SHPO, (\$7,500)
- Estimated 30 hours for kickoff and summary community meetings as well as any other meetings necessary (\$1,500)

***A reduction in fee can be provided for the following services:*

- *\$3,500 if municipality can provide permit/construction information for each property in boundary expansions and new Historic District in requested format.*
- *\$3,000 if municipality can provide final mapping for contributing and non-contributing properties in proposed districts*
- *Total fee after reduction: \$32,500*

Proposed Fee Schedule for Intensive- Level Survey:

- 15% Retainer
- 20% Upon completion of survey
- 35% Submission of Draft Survey to Client and SHPO
- 15% Upon formal submission of Survey to Client and SHPO
- 10% Upon final approval by SHPO.
- 5% Upon completion of all public meetings.

Estimated Project Timeline

Kickoff meeting	Week 1
Survey	Weeks 2-12
Survey documentation	Weeks 2-12
Survey Draft preparation	Weeks 12-38
Survey Draft Revisions	Weeks 38-44
Final Survey Submission	Week 45
Community Meetings	Various

Total time: 45 weeks

Project Team

See Attached Resumes