

PRESENT Norman Machelor, Doreen Albee, Tasia Fitzpatrick, Joseph Sorce, Diana Lewandowski, Savana Bevacqua, Mayor Welch, Clerk Fundis, Building Inspector/Zoning Officer Candella

CALL TO ORDER Chairman Machelor called the Planning Commission meeting to order at 7:01pm.

MINUTES A motion was made by Tasia Fitzpatrick seconded by Doreen Albee and passed unanimously to approve the December 14, 2020 Planning meeting minutes.

OLD **165 S. 6th Street – Andrea & Costrino & Co. Sign**

BUSINESS A motion was made by Doreen Albee seconded by Tasia Fitzpatrick and passed unanimously to approve a wood 16”x16” swinging sign as presented.

Building Inspector/Zoning Officer Candella made a request that the placement of the lamppost that the approved sign will be suspended from be noted on the property survey.

Nicholas Costrino stated that he did complete measurements; the lamppost is 35 feet from the property, 19 feet from the street, and 2 feet from the sidewalk. Costrino wrote this on a survey and submitted to Clerk Fundis.

732 Center Street – Tonemah Sign

A motion was made by Tasia Fitzpatrick seconded by Joseph Sorce and passed unanimously to approve a replacement sign as presented.

NEW **744 Center – The Vintage Barber Pole Light**

BUSINESS A motion was made by Diana Lewandowski seconded by Doreen Albee and passed unanimously to approve the illuminated barber pole light as presented.

Building Inspector/Zoning Officer Candella stated that the light does not project over eight inches, does not rotate or blink, and it is within the code guidelines.

335 Center – The Plant Shack Sign

A motion was made by Tasia Fitzpatrick seconded by Diana Lewandowski and passed unanimously to approve the 35”x 67” non-illuminated wall sign as presented.

ZONING **Coldwell Banker Temporary Sign**

OFFICER A discussion ensued regarding the Coldwell Banker temporary sign; no sign REPORT application has been submitted for a permanent sign at this time, therefore the business will continue to be billed \$50.00 from the Clerk’s office for every 30 day extension of the temporary sign, for as long as the temporary sign is on the building.

Ellicott Development Entrance

A discussion ensued regarding the progress of Ellicott Development and the ongoing concerns with the Center Street entrance. Mayor Welch stated that there are signs at the bottom of the entrance so that people know not to go up the hill and use this as an exit, but suggested more signs should be added at the top on Center Street as well.

Building Inspector/Zoning Officer Candella agreed with Welch, stating that a ‘One Way’ sign, similar to the Rite Aid plaza, could work well.

Safety concerns were questioned and addressed. It was clarified by Candella that he would send the property owner a letter, however Ellicott Development does not yet have a Certificate of Occupancy; they have two years to complete the proposed work and safety concerns.

DISCUSSION

Review of notification procedures for projects approved by Planning Board

A motion was made by Joseph Sorce seconded by Tasia Fitzpatrick for a complete application deadline to be submitted no later than close of business 11 calendar days prior to the scheduled Planning Commission meeting.

Chairman Machelor added that while a set deadline is important to have to prepare information, that does not we will not make exceptions for extenuating circumstances, or hold special meetings when necessary.

Treasurer Myers addressed that special meetings are not budgeted for.

The board members reviewed examples of approval letters sent to prior applicants. Doreen Albee suggested, seconded by Chairman Machelor, to add verbiage regarding the six-month deadline date for completion of an approved sign to the letter. Clerk Fundis agreed to add this going forward.

Sexual Harassment Training

Treasurer Myers discussed required sexual harassment training and provided instructions and website information for a course to be completed by the end of January 2021 by each board member.

ADJOURNMENT

Chairman Machelor adjourned the meeting at 7:36pm.

Shannon Fundis, Clerk