

- PRESENT** Chairman Machelor, Doreen Albee, Tasia Fitzpatrick, Joseph Sorce, Savana Bevacqua, Nicholas Schaefer, Clerk Fundis, Deputy Clerk Vazquez
- CALL TO ORDER** Chairman Machelor called the meeting to order at 6:55pm.
- NEW MEMBER** Chairman Machelor introduced Nicholas Schaefer, who was just appointed by the Village Board of Trustees as an alternate member of the Planning Commission.
- MINUTES** A motion was made by Doreen Albee seconded by Joseph Sorce and passed unanimously to approve the August 9, 2021 minutes as written.
- OLD BUSINESS** **240 N. 5th – Subdivision Request**
A motion was made by Tasia Fitzpatrick seconded by Savana Bevacqua and passed unanimously to approve the request made by Pat Chille, to subdivide her property located at 240 N. 5th into two equal size lots, both measuring 66 x 99.
- NEW BUSINESS** **484 Center – Revamped Projecting Sign**
A motion was made by Doreen Albee seconded by Tasia Fitzpatrick and passed unanimously to table this request until the October 12, 2021 meeting.
- ZONING OFFICER REPORT** Zoning Officer Candella gave an update on signs that have not come to the Planning Board for approval.
- Stevens Insurance, located at 728 Center Street sold their business and added verbiage to their sign but have not changed the size. I told them to contact the Clerk’s office to fill out a new sign application and follow all proper procedures.
- All Dolled Up, located at 421 Center Street, was told to take down the lit up sign, balloons and sandwich board sign, and to file an application with the Clerk’s office. Clerk Fundis mentioned that somebody came to the officer earlier that day and paid for the temporary sign they have up, and was given information for the October meetings.
- DISCUSSION**
- New Sign Application**
A brief discussion was held on the new sign application. Suggestions that were given will be implemented immediately. Changes will be made as needed going forward.
- Chairman Machelor proposed a plan for the decisions made on the business discussed at the Historic Preservation Commission meetings to be presented at the start of the Planning Commission meeting. After a brief discussion, it was decided that Clerk Fundis will take brief notes on the motions made and will review with the Planning Commission members.
- CVS Plaza Signs**
After a discussion regarding the allocation for the size of signs allowed for each business in the CVS Plaza and what is permitted within the Village Code, it was decided that each business within that plaza would be permitted one square foot of signage per one lineal foot of the interior of the frontage of the building. If the business would like a larger sign, they would have to apply to the Zoning Board of Appeals for a variance.
- Other**
Chairman Machelor suggested that the businesses receive advanced notice that the relaxation of the sign laws due to the Covid-10 Pandemic will be ending at the end of this year. Doreen Albee added that many of these signs have not been approved by the Planning Commission.

Tasia Fitzpatrick made a suggestion that the Planning Commission begin review of the Village Code book, to make necessary improvements and changes. Chairman Machelor asked that each member bring ideas and revisions to the meetings to be discussed.

Planning Commission Request for Zoning Officer

A motion was made by Tasia Fitzpatrick seconded by Joseph Sorce and passed unanimously to have Zoning Officer Candella issue violation notice letters to all non-compliant businesses in the Village Mini Plaza regarding window signs exceeding the allowable coverage. This motion also includes a report to be submitted with a list of which businesses this was sent to, and responses to the letters.

ADJOURNMENT

A motion was made by Doreen Albee seconded by Savana Bevacqua to adjourn the meeting at 7:37pm.

Shannon Fundis, Clerk