

VILLAGE OF LANCASTER
MEETING MINUTES-PLANNING COMMISSION

AUGUST 16, 2018

Present: James Allein, Chairman
Linda Parzynski, Vice-Chairperson
Richard Bulman
Mark Grucella
Neil Connelly
Mary Refermat
Mary Kless
Matt Fischione, Code Enforcement Officer
Lynne Ruda, Village Trustee

Excused: Shawn Marshall, Code Enforcement Officer

Meeting called to order at 7:00 p.m. by Chairman Allein in the Council Chambers of the Lancaster Municipal Building, 5423 Broadway, Lancaster, New York.

Chair Allein led the Pledge of Allegiance and a Moment of Reflection.

Correspondence

Member Refermat requested a copy of the Planning Commission job description and Chairman Allein distributed the requested information. Member Refermat thanked Secretary Maciejewski for for the requested information also. An email was sent to the Village Clerk & Treasurer for an update in training hours and a second request was made by Trustee Ruda. The hours will be forwarded before the September Planning Commission meeting.

Frank Maddock has been hospitalized at Millard Fillmore Suburban.

Motion made by Neil Connelly and seconded by Linda Parzynski to accept the minutes of the July 19, 2018 Planning Commission meeting.

Chairman Allein	Voted Yes
Vice-Chair Parzynski	Voted Yes
Richard Bulman	Voted Yes
Mark Grucella	Voted Yes
Neil Connelly	Voted Yes
Mary Refermat	Voted Yes
Mary Kless	Voted Yes

Motion Carried

Correction of address

On June 21, 2018, the Planning Commission recommended approval to the Village Board for a Cell Tower permit at 4 Aurora Street. The correct address of the property is 6 St. Mary's Street. Motion made by James Allein and seconded by Richard Bulman to recommend approval of the Airosmith Development telecommunications permit located at 6 St. Mary's Street.

Chairman Allein	Voted Yes
Vice-Chair Parzynski	Voted Yes
Richard Bulman	Voted Yes
Mark Grucella	Voted Yes
Neil Connelly	Voted Yes
Mary Refermat	Voted Yes
Mary Kless	Voted Yes

Motion Carried

Review of the updated Site Plan/Change in Use Packet

Site Plans and Change in Use that are located in the Historic Districts, Business or Central must first receive a Certificate of Appropriateness from the Historic Preservation Commission prior to coming before the Planning Commission.

Secretary Maciejewski direct contact information will remain in the packet.

The word commercial will be kept in for the Site Plan fee.

Fee for Site Plan and a Change in Use will remain \$150.00.

The application will have some minor changes and highlight a request for complete information. The more we can help the business owners understand terminology and the process the better it will be. A three fold pamphlet will be created and distributed to property owners in the Central Business District and possibly to the tenants as well. Three Dog Barber Shop opened without going through the Planning Commission review. The hair shop next door is closing and was not reviewed for a Change in Use. The type of business requesting a Change in Use should be taken into consideration for possible effect on an existing business. We want the process to help all of the businesses prosper and remain in business. It is always better for us to be in front of the action instead of reacting afterwards.

Motion made by Linda Parzynski and seconded by Richard Bulman to recommend that the Village Board direct Shawn Marshall, CEO to start the vetting process with Three Dog Barbershop.

Chair Allein	Voted Yes
Vice-Chair Parzynski	Voted Yes
Richard Bulman	Voted Yes
Mark Grucella	Voted Yes
Neil Connelly	Voted Yes
Mary Refermat	Voted Yes
Mary Kless	Voted Yes

Motion Carried.

Trustee Ruda as the Economic Development Director will personally approach the owner of Three Dog Barbershop and direct him in the proper process.

Other businesses that need attention include the Nesting Place and what may move in there, along with the wine making business at the corner of Broadway and Holland. Scott Kuhlmeier has been conducting fire inspections and this is a critical part of the process for a business to open safely.

The CDC will sign final papers with Tom Sweeney the last week of August and Save A Lot will stay for a least five years.

More information for the notification of projects to the County, Town and Village of Depew needs to be clarified.

The Benderson project at 3615 Walden Avenue will not be closed out until the two parcels are combined and as built survey is submitted along with the storm water retention information requested.

Motion made by Mark Grucella and seconded by Linda Parzynski to adjourn the meeting at 8:02p.m.

Chairman Allein	Voted Yes
Vice-Chair Parzynski	Voted Yes
Richard Bulman	Voted Yes
Mark Grucella	Voted Yes
Neil Connelly	Voted Yes
Mary Refermat	Voted Yes
Mary Kless	Voted Yes

Motion carried.

Respectfully submitted,



Cynthia A. Maciejewski
Secretary to the Planning Commission

