

**VILLAGE OF LANCASTER**  
**MEETING MINUTES-PLANNING COMMISSION**

**OCTOBER 18, 2018**

Present: James Allein, Chairman  
Linda Parzynski, Vice-Chairperson  
Mark Grucella  
Neil Connelly  
Mary Kless (Excused at 7:55 p.m.)  
Matt Fischione, Code Enforcement Officer  
Arthur Herdzik, Village Attorney

Excused: Richard Bulman  
Mary Refermat  
Shawn Marshall, Code Enforcement Officer

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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.

Motion made by Linda Parzynski and seconded by Mary Kless to accept the minutes of the September 20, 2018 Planning Commission meeting.

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

**Motion Carried**

**Change in Use**-The 3 Dog Barber, 30 Central Avenue, changing from retail to service.

The applicant was not in attendance when scheduled so the project was tabled. The co-owner, Adam Cummings did appear later in the meeting and presented the project. Therefore the tabling of the project was rescinded and the discussion continued. The basis of the business is to bring back a quiet, peaceful gentleman grooming with hot towels. Gentleman products are available for sale. Kevin Krauss is the barber in the first room and a second room is available. The plan is to bring in a massage therapist for deep tissue massages and aesthetician. Men's manicures and pedicures will be done in private. The curtains in the window are to keep the privacy of the customers. The galley kitchen is for private use and not for the public.

Motion made by Neil Connelly and seconded by Linda Parzynski to recommend the approval of the Change in Use from retail to service to the Village Board with one condition:

1. Any business licensing required by the State is to be submitted to the municipality for filing.

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

**Motion Carried**

**Review of the updated Site Plan/Change in Use Packet**

Art Herdzyk, Village Attorney provided a memo of changes and suggestions based on the Commissions work.

Work on a new packet began because the commission wanted to simplify the process. In May of 2018 the code was changed so that a site plan was required for a change of use. A building permit is not always issued for a change in use. Clarification of the code was made in regard to the process being different depending on the zoning district. Determining what is required to be supplied for a change in use needs to be determined. Determining what the commission, by code can request of a petitioner needs to be made, such as a business plan, the EAF and flash drives.

Giving authority to the Planning Commission to approve projects and not having the Village Board give approval was considered. This would assist new businesses in the amount of time required for approvals.

The process for a new business in the CBD needs to be reviewed by the Planning Commission and then move to the Historic Preservation Commission for the Certificate of Appropriateness. This is a recommended change in the Village code.

Art Herdzyk will revise his memo and if his attendance is necessary, Jim Allein will request his presence at the November meeting.

Motion made by Linda Parzynski and seconded by Mark Grucella to adjourn the meeting at 8:05p.m.

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

**Motion carried.**

Respectfully submitted,



Cynthia A. Maciejewski  
Secretary to the Planning Commission