

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

SEPTEMBER 17, 2020

Present: James Allein, Chairman
Richard Bulman (7:25p.m.)
Linda Parzynski
Mike Reinhold
Elizabeth Reilly-Meegan
Matt Fischione, Code Enforcement Officer

Excused: Tyler Sojka, Vice-Chairperson
Mary Refermat (Resignation submitted)
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.

Chairman Allein led the Pledge of Allegiance.

Motion made by **Mike Reinhold** and seconded by **Linda Parzynski** to accept the minutes of the August 20, 2020 Planning Commission meeting with the correction of the firetrucks being able to maneuver the roundabouts.

Chairman Allein	Voted Yes
Linda Parzynski	Voted Yes
Mike Reinhold	Voted Yes
Elizabeth Reilly Meegan	Voted Yes

Motion Carried

Correspondence

Annual Safety Training is being conducted on 8/25/20 and 9/30/20.

Email received from Chief Stonebraker on 9/30/20 stating he has no issues with the Change in Use at the Butcher Shop.

Email received 9/17/20 from Member Mary Refermat, resigning from the Planning Commission.

Letter dated 9/1/20 from Matt Fischione, CEO, regarding the Change in Use at 25 Central Avenue.

Chair Allein thanked Mary Refermat for her years of service as a Planning Commission member.

Member Bulman is on his way to the meeting.

Procedures of the Site Plan/Change in Use Application were addressed.

Application cover to be changed to Site Plan Review or Change in Use (as per Zoning Code Definition)

Applications are turned on the last day which does not allow time for review prior to notification letters being sent out. To resolve this issue the submittals will be due 25 days prior to the next scheduled meeting and labels will be released to the applicant upon approval of submittal by the Building Department.

A checklist was suggested with mandatory review in a meeting prior to submission.

A schedule similar to what is used by the Town Planning Board which includes the meeting date and a submittal deadline will be prepared for review. Schedule would be added to the packet as the last page.

Edit the contact information to read the Building Department and the phone number 716-684-4171.

Print in red ink the "Please do not send..." sentence.

Further review shows that any Change in Use requires Planning Commission approval.

Signage goes to the Historic Preservation Commission and then makes application with the Building Department for a permit.

Site Plan Review covers the location, size and incorporation. The Historic Preservation Commission looks at the aesthetics.

CHANGE IN USE- Valinti's Meats, Butcher Shop

Dan Baccari, Architect presented with Adam Schiller, butcher shop owner the plans to convert the former upholstery shop into a traditional butcher shop. No exterior work will be done, including no signage at this time. The plans submitted include before and after drawings. The interior space of 1,800 sq.ft will be upgraded. The facade of the building is the responsibility of the property owner. Future exterior signage would need to be approved by the HPC. The question was raised as to the disposal of waste and fats. Due to the volume of the shop, the waste will be frozen and stored inside until disposed of in dumpsters provided for tenants. The concern would be that the waste would attract rodents. The business would need to grow in volume before a service would be used to remove the waste. A Knox box is not required. The butcher shop is known for their specialty of sausages and carries a variety of meats.

Motion made by **Richard Bulman** and seconded by **Linda Parzynski** to recommend the Change of Use, as presented, to the Village Board.

Chair Allein	Voted Yes
Richard Bulman	Voted Yes
Linda Parzynski	Voted Yes
Mike Reinhold	Voted Yes
Elizabeth Reilly-Meegan	Voted Yes

Motion carried.

Motion made by Elizabeth Reilly Meegan and seconded by Richard Bulman to approve the Site Plan for Lancaster Village Center as presented.

Chairman Allein	Voted Yes
Tyler Sojka	Voted Yes
Richard Bulman	Voted Yes
Linda Parzynski	Voted Yes
Mike Reinhold	Voted Yes
Elizabeth Reilly Meegan	Voted Yes

Motion carried.

Lancaster Roundabouts EAF-Short form EAF has been submitted for review.

Motion made by Chair Allein and seconded by Tyler Sojka to approve the Negative Declaration and name the Village Board as Lead Agency.

Chairman Allein	Voted Yes
Tyler Sojka	Voted Yes
Richard Bulman	Voted Yes
Linda Parzynski	Voted Yes
Mike Reinhold	Voted Yes
Elizabeth Reilly Meegan	Voted Yes

Motion carried.

Complete street webex was this afternoon and very informative. More One Region Forward webinars are coming up.

Bike lanes have been installed on Central Avenue. This will add to the pedestrian friendly community movement and was suggested to continue up Commerce Parkway to the Heritage Trail. Some confusion over certain markings but people are slowing down and working through it.

The Ladder truck and buses can navigate the roundabouts without a turning lane provided.

Motion made by Tyler Sojka and seconded by Mike Reinhold to adjourn the meeting at 8:05p.m.

Chairman Allein	Voted Yes
Tyler Sojka	Voted Yes
Richard Bulman	Voted Yes
Linda Parzynski	Voted Yes
Mike Reinhold	Voted Yes
Elizabeth Reilly Meegan	Voted Yes

Motion carried.

Respectfully submitted,

Cynthia A. Maciejewski
Secretary to the Planning Commission

