

**Village of Millbrook
Planning Board Meeting
Minutes**

September 20, 2016

Call to Order: Meeting was called to order at 7:26PM by Chairman Morse.

In Attendance: Chairman Stanley Morse, Joseph Still, Charles Frisina, Joseph Forte and Heather LaVarnway.

Pledge of Allegiance: Led by Mr. Still.

Review of Minutes: A motion was made by Mr. Still and seconded by Mr. Frisina to approve the July 19, 2016 Planning Board meeting minutes. All were in favor.

Old Business: N/A

New Business:

1. **Limone** – 3275 Franklin Avenue. Request for additional sign approval. Mr. Al DeBonis represented Limone at this meeting.

Mr. DeBonis explained that the additional wall sign on the side of his building will provide more visibility for his business. He currently has front window decals and 2 flags in the front of his building. He also mentioned that if the proposed wall sign is effective he might consider adding an additional wall sign on the east-facing façade in the future.

The Board suggested that Mr. DeBonis consider moving the 2 flags to the side of the building and installing a projecting sign in front of the building – rather than adding a wall sign to the building. The Board pointed out that the use of a projecting sign is consistent with many other businesses along Franklin Avenue, and would increase visibility of the sign because it could be seen from both directions, thus eliminating the need for another possible wall sign in the future. Mr. DeBonis was not receptive to this idea.

Mrs. LaVarnway noted that the Village Code – Section 230.20 – allows for only one wall sign per building in the GB District. This building currently houses another business with wall signage. It was also noted that any exceptions to the single sign rule have previously gone through the ZBA approval process.

The Board agreed that the Village Code should be updated to accommodate the many

multi-business buildings within the Village. Chairman Morse, also chair of the Code Update Committee, will bring this concern/suggestion to that committee as well as to the Village Board.

The Board explained that their only recourse in this matter is to refer Limone to the Zoning Board of Appeals (ZBA) for a variance request. The ZBA is scheduled to meet on 9/22/16. Mr. DeBonis plans to attend this meeting to review his request. A full ZBA public hearing on this matter will have to be scheduled in the future before any action can be taken.

2. **Juniper** – 3285a Franklin Avenue. Request for sign approval. Ms. Jennifer Moriarity represented Juniper at this meeting.

Ms. Moriarity explained that “Juniper” is custom photography with retail space for fine gift collectives.

She presented pictures of her signage – an awning sign and window decals. She noted that the awning sign will be redone because she is not pleased with it. The lettering will be slightly smaller and clearer. Her awning sign replaces the former business owner’s sign and is within the Village Code requirements. The Board noted that calculation of the awning sign should only include the business name, not the extra dark green background areas that extend beyond the writing as they are only included to cover up the old Velletri sign lettering that is printed on the awning canvas. The window decals are also within the Village Code requirements.

The Board requests that Ms. Moriarity submit a corrected page 2 of the Sign Review Application Form – with detailed signage and window dimensions. Ms. Moriarty agreed. Mr. Still moved and Mr. Forte seconded a motion offering conditional approval to Juniper for their signage request. All were in favor. The conditional approval is based on the receipt of the corrected page 2 of the Sign Review Application Form.

Other Business/Administrative Items: Chairman Morse presented the following items for discussion:

1. **Unapproved Signs.** He asked that Board members be aware of unapproved Village business signs and bring them to the attention of the Board.
2. **Future Agenda Items:**
 - a. **The owners of Babette’s are seeking apartment approval (at their private residence, not at the shop). He noted that a request for an accessory apartment will be coming before the October Planning Board (PB) meeting for review.**
 - b. **Bennett Condo Board request.** He explained that the Bennett Condo Board plans to come before the PB in October requesting a well drilling permit.

3. **NYCOM Training opportunity.** He noted that Wade Beltramo will hold a training session on October 17, 2016 at Columbia Green Community College in Hudson, NY. Secretary Gould will make everyone aware of this training opportunity.
4. **Update on ZBA referrals:**
 - a. **Millbrook Audiology's variance request for sign approval was reviewed and approved by the ZBA on July 25, 2016.**
 - b. **Millbrook Gas variance request for sign approval will be reviewed at the ZBA's 9/22/16 meeting.**
5. **Legal Fees.** Chairman Morse reviewed an invoice received from the PB's attorney, Jeffrey Battistoni for services related to Canoe Hill and 16-18 Alden Place. Secretary Gould explained that client-specific professional service fees should be paid using the client's escrow funds.
6. **New Agreement with Dutchess County Planning (DCP).** He explained that the new Referral Reduction Agreement with DCP has been approved and signed by the Village Board. We are awaiting a final executed approval from Dutchess County.

Mrs. LaVarnway asked if we had received her recent email regarding October training opportunities from the Dutchess County Planning Federation. We had not. She will resend and Secretary Gould will forward the information to the PB and ZBA members.

Mrs. LaVarnway expressed concerns about the PB's project review process. She explained that in many instances the PB receives incomplete or inaccurate information from the applicant prior to the meeting date. She suggested that a review of the submitted documentation prior to the meeting would help eliminate confusion and missing/incomplete or erroneous information and streamline the review process for the applicant and Board. In addition, it was noted that the Sign Review Application Form could benefit from an update to include more complete coverage of information required to conduct a thorough review of proposed signs. Secretary Gould will notify PB members as soon as applicant documentation is received and put in the PB folders for review. Chairman Morse asked if Mrs. LaVarnway would review the current Sign Review Application Form and suggest changes. She agreed.

Adjournment: Mr. Still moved and Mr. Frisina seconded a motion to adjourn the meeting at 8:50PM. All were in favor.