

**VILLAGE OF ELLICOTTVILLE  
PLANING BOARD WORK SESSION MINUTES  
FEBRUARY 7, 2023**

**PRESENT:** Nancy Rogan, Chairperson  
Sheila Burrell, Member  
Chad Neal, Member  
Damon Newpher, Member  
Greg Cappelli, Alternate Member

**ALSO PRESENT:** Gregory Keyser- Village Planner, Kelly Fredrickson-CEO, Rich Rinko-Assistant COE, Aaron Tiller-Architect, Jeremy Wassel-Ellicott Development, Bill Paladino-Ellicott Development, Nathan Woodruff-Hatchet-Ratchet, Jessica Gilbert-Ava Grace, Applicant

**DISCUSSION:** Nancy Rogan, Chairperson opened the work session and presented the draft agenda for the February 14, 2023 meeting. A public hearing will be held on VZP-2022-229, 1-5 Washington Street, for a Special Use permit for a new bakery/restaurant business. A public hearing will be held for VZP-2022-249, 1-5 Washington Street, a Special Use Permit for a new professional Law office.

Mr. Jeremy Wassel advised that he spoke with the owners of the bakery with regard to the door at the rear of the building and delivery of merchandise. They do not know the size of delivery trucks or the frequency of delivery.

Mr. Bill Paladino advised that the rear door meets fire code requirements based on projected occupancy.

Mr. Kelly Fredrickson, CEO stated if the occupancy is more than 49 people a rear exit is required per code.

Mr. Greg Keyser noted that the concern was that with the proposed deck for Ratchet Hatchet there could be an issue with delivery vehicles and rear door exit for the bakery.

Mr. Paladino said that the deliveries could be made from the front of the building.

Nancy Rogan asked if the law office provided signage?

Jeremy Wassel said no.

Mr. Wassel presented a site plan of the proposed changes to the access roadway to the rear of the building. A privacy fence will be put up between 9 and 11 East Washington Street properties. A sidewalk will be installed along the rear of 9 E. Washington Street. The lighting will remain the same as presented at the last meeting.

Greg Keyser asked if any parking spaces will be lost with this new plan?

Mr. Wassel said no, there will still be 75 spaces.

Mr. Greg Cappelli asked if the electric hot box will remain where it is?  
Bill Paladino said they may move it or change the orientation of the driveway  
Greg Keyser said he and Mr. Fredrickson will review the finalized plan.

**DISCUSSION:** Nancy Rogan presented VZP-2023-008, 23 Jefferson Street, Jessica Gilbert a sign permit application for a new ground sign. She referred to the photograph of the sign posts, the 716 Realty signage, and the white background with “ add future business name” printed on it. She asked Ms. Gilbert to clarify the signage.

Jessica Gilbert said that the posts are 4 feet apart and 5 feet in height. A white wood board will be installed between the posts. The businesses renting space in the building will attach 4 foot by 1 foot sign boards to the white surface.

Nancy Rogan advised that each business will have to have their signage reviewed and approved by the Planning Board.

Damon Newpher asked if each business will submit a 4' x 1' sign to be attached to the background?

Ms. Gilbert said yes, that is the plan.

Mr. Cappelli asked how many businesses are in the building?

Jessica Gilbert said 716 Realty and a hair salon, with the possibility of a third.

**DISCUSSION:** Nancy Rogan presented VZP-2023-009, 22 Monroe Street, Jessica Gilbert, a sign permit application for a new wall sign. She referred to the photograph provided and asked if the sign is painted, are the letters raised?

Jessica Gilbert said the oval sign is 2 feet by 4 feet made of wood with painted letters. The sign is flat and there are no raised surfaces. It is the sign she has been using for several years, a white background with green letters.

Mr. Greg Cappelli noted that there are chains hanging from the awning. Will you be putting up a hanging sign also?

Ms. Gilbert said no, just the wall sign. Her husband will remove the chains when he installs the wall sign. She will use the existing lighting on the building.

**DISCUSSION** Nancy Rogan presented VZP-2022-105, 79 Elizabeth Street, Kevin Kelly, an amendment to the architectural design plans approved on August 9, 2022.

Greg Keyser advised that the applicant is requesting a change to the approved covered porch. The approved design involved a 12' x 18' covered porch at the rear of the house. The applicant is now proposing a 16' x 28' foot porch. The Board will need to determine if the design is a substantial change from the approved design and complete a public notification for the February 14 meeting: or determine the proposed porch is not a substantial change from the approved design and approve the change as an amendment.

**DISCUSSION:** Aaron Tiller advised that the small green house on Washington Street has been sold and he has been asked to prepare a design for the building with commercial use on the first floor and living space on the second floor. Should he stay with the wood design

like Madigan's or brick like the surrounding buildings? Can he propose a porch over the sidewalk?

Mr. Fredrickson and Mr. Keyser said no the porch over the sidewalk since one was not there previously.

Kelly Fredrickson introduced Rich Rinko, Assistant CEO to the board members.

The meeting was closed at 5:00 p.m.

Submitted by Donna Baldwin, Secretary