

Village of Medina Planning Board

John Dieter - Chairman
Christopher Goyette - Vice Chairman
Kathy Blackburn
Mary Lewis

Larissa DeGraw
Richard Moss
David Flynn

Village of Medina Planning Board Meeting Minutes December 3, 2024

On **Tuesday December 3, 2024**, the Village of Medina Planning Board met in the Council Chambers of Village Hall with the following members present: John Dieter, Kathy Blackburn, Mary Lewis, Larissa DeGraw, Chris Goyette, & David Flynn. Village Code Enforcement Officer Dan Gardner was also present. Richard Moss was absent.

Minutes of the November 5, 2024 meeting were reviewed. A motion to approve the minutes was made by Chris Goyette seconded by Kathy Blackburn and unanimously carried.

New Business

Sign Application- 543 Main St – Mera Hair Co.- Request for a sign approval that is already installed by Baillie McPherson. The proposed signage would be on 3 of the 4 windows of the building. It was determined to have more than 7 fonts collectively and at least 4 businesses represented. The board had several questions for the applicant, but they were not present. Motion was made to table this application for more information, first by Chris Goyette, second by Kathy Blackburn, unanimously carried.

Sign Application- 540 Main St – Blue’s General Store- Request for a sign approval that is already installed. The proposed signage is an affixed sign above the location that is the same size, colors and font as the previous business. The second sign is for vinyl on the door with a logo and hours. It was determined that 3 fonts were being used. It was agreed that removing one part of the proposed verbiage on the door sign would bring the font count down to 2 and make the sign less busy. A motion was made for approval contingent on the removal of ‘Thank you for shopping Local’, first by Kathy Blackburn, second by Larissa Degraw, all ayes, unanimously carried.

Certificate of Appropriateness- 116 E Center St – An application was submitted by Mike Prezioso to approve already installed colors on the front and rear façade of the location. The color samples provided do not appear to match the color that was already applied to the building. The board had several questions on color clarification, but the applicant was not present. A motion was made to table the application, first by Chris Goyette and second by Kathy Blackburn, all ayes, unanimously carried.

Special Use Permit- 409-413 Main St – A special Use Permit application was presented to the board for 2nd Floor apartments by Tom Snyder. This location was awarded grant money to achieve the project. In compliance with the local law, a Site Plan application was also submitted, and a Public Hearing is required for the Special Use Permit. Dan was waiting for word from the County planning board for recommendation to refer but has not heard back. Parking for tenants is required for this permit and Tom Snyder is in talks with the Village to possibly rent from a Municipal parking lot. A motion was made to accept the application as complete, first by Kathy, second by Chris. A second motion was made to send to the county planning board if deemed necessary, first by Chris, second by Kathy. Both motions were unanimously passed. A motion to declare the Village of Medina Planning Board as the lead agency for the SEQR review, first by Kathy, second by Mary, all ayes, unanimously carried. A motion was made to set the public hearing for January 7, 2025 at 7pm, first by Chris, second by Kathy.

A representative from LaBella requested a document for the grant process to show the status of the Special Use Permit. A letter will be sent to them by Dan Gardner or John Dieter.

Approval of 2025 Meeting Schedule- The 2025 meeting schedule was presented to the board. A motion was made by Kathy for approval with a second by Mary, all ayes, carried unanimously.

Appointment of Chairman and Co-Chairman- After little discussion, a motion was made to keep John Dieter as Chairman and Chris Goyette as Co-Chairman for the 2025 calendar year. First by Kathy, seconded by Mary, all ayes, motion carried.

Old Business

Certificate of Appropriateness- 414 Main St- SHPO update- John received a letter from NYS State Historic Preservation Office one any recommendations with replacing current window coverings on the rear of the building with a new material without replacing the windows. The letter left the decision up to the board. No action was taken.

Other Business

It was discussed that many new and seasoned business and/or building owners have submitted applications for CofA and Signs in the historic district after investing money and installing. The planning board has had to deny applications because they do not meet the historic district qualifications which causes the building owners to waste money and redo signs or paintings. With the mayor present, it was discussed to have a letter drawn up with the help of Dan Gardner and mail it to all property owners in the historic district. The mayor also offered to go to businesses downtown businesses and address them personally. An idea was presented to develop a business license

requirement for all new businesses in the Historic district. It was agreed that getting the information out to the necessary parties was the biggest challenge.

Building Department Report

Dan Gardner suggested the board to look at a possibility of rezoning an area on W Oak Orchard St to an R3. This will be discussed at a future time.

Adjournment

With no additional business before the Board, a motion to adjourn was made by Christ Goyette, seconded by Kathy Blackburn, and carried. The next Planning Board meeting is scheduled to be held on Tuesday January 7, at 7:00 PM in the Council Chambers of Village Hall.

Respectfully submitted,
Mary Lewis
Planning Board Member