

**Village of Millbrook  
Planning Board Meeting  
Minutes  
August 21, 2012**

**Call to Order:** Meeting was called to order at 7:28PM by Chairwoman Linda Roberts.

**In Attendance:** Chairwoman Linda Roberts, Joseph Still, Charles Colomello, and David Clouser, PE (David Clouser & Associates). **Excused:** Joseph Forte. **Absent:** Peter Doro.

**Review of Minutes:** Minutes from the July 17, 2012 Planning Board were reviewed. Motion was made by Joseph Still and seconded by Charles Colomello to accept the minutes as written. All were in favor.

**Old Business:** N/A

**New Business:** **Gwen Prill – owner of Skin Care Therapy LLC appeared before the Board requesting approval to install two signs for this new business located at 3278 Franklin Avenue.** Mrs. Prill provided color copies of the proposed signs: a 6” x 18” blade sign that will hang from an existing metal bracket on the front of the building - along with an 8” x 36” sign that will be attached to the rear of the building. Both signs will have blue lettering on a cream-colored background. Chairwoman Roberts asked about the height of the front sign – insuring that no one would be injured by walking under it. Mrs. Prill assured her it was well-above head height with boxwood hedges below the sign to prevent anyone from walking directly under it. Mr. Clouser reminded Mrs. Prill that there must be a minimum of 6 ½ feet from the sign to the sidewalk. After discussion, Mr. Colomello made a motion to approve the signs. Mr. Still seconded the motion. All were in favor.

**Cardinal Hayes Home for Children – Request for initial site plan review, without change of use, for a covered main entry with an ADA mandated handicap accessible ramp and new roof on their main building located at 12 Exmoore Lane.** Fred Apers, Wayne Frenzel and architect Edmond Loedy represented Cardinal Hayes Home for Children at this meeting. Chairwoman Roberts asked for a recap of past meetings. Mr. Frenzel told the Planning Board members that they had presented this request to the Village Zoning Board of Appeals at a Public Hearing on July 31, 2012. The Zoning Board of Appeals referred the matter to the Planning Board for site plan approval before they could rule on the

variance requests. Mr. Frenzel noted that their request to the Planning Board is for an ADA mandated handicap accessible ramp along with a covered entry way and new roof on their main building. Mr. Apers said that these are immediate needs; the existing roof leaks and the handicap accessible ramp is ADA mandated. Mr. Apers noted that the main building would maintain its use as office space. Mr. Clouser and Mr. Apers discussed the proposed minor roof pitch change along with the non-functional dormers. Mr. Clouser mentioned that the proposed roof line change would be an improvement. All agreed. Mr. Apers also said that they hope to bring additional site plan requests in the future. Chairwoman Roberts asked if an addition was planned. Mr. Apers replied “yes” – in the future. Mr. Still asked about the required setback. Mr. Loedy said they will need a 15 ½ foot front variance. Mr. Clouser reminded Mr. Loedy that a building permit will be required for the proposed ramp. Mr. Loedy noted that they already have a building permit for the roof work. Mr. Apers asked if they could start the roof work since they already have the necessary permit – and there will not be a change in footprint - just a different slope to the roof. Mr. Clouser and Chairwoman Roberts said that they would be taking a “calculated risk” if they started before the Zoning Board of Appeals and Planning Board voted in favor of their requests.

After discussion, Mr. Colomello moved and Mr. Still seconded a motion to refer this matter back to the Zoning Board of Appeals for a variance request to accommodate the handicap accessible ramp. All were in favor.

Secretary Gould will attempt to schedule a Zoning Board of Appeals meeting before the September 18, 2012 Planning Board meeting and will notify everyone when the date is set.

Chairwoman Roberts asked Secretary Gould to schedule a Public Hearing on the Cardinal Hayes Home for Children request for the September 18, 2012 Planning Board meeting.

**Other Business: Seth and Bethany Gross** – were scheduled to attend this evening’s Planning Board meeting as a follow-up to their appearance at the June 19, 2012 Planning Board meeting requesting Site Plan approval and a special use permit to change their driveway to conform to prior regulations and to add three parking spaces for their home occupation hair salon. A review (was also scheduled)of Building Inspector Ken McLaughlin’s field inspection to address unresolved issues: 1) three parking spaces; 2) building address number (#4) to be affixed to their cottage; and 3) removal of the second professional chair within the salon. Mr. and Mrs. Gross did not attend the meeting. They sent a follow-up e-mail on August 22, 2102 to Secretary Gould apologizing and citing a family emergency. They requested to be put on the agenda for the September 18, 2012 meeting.

**Motion to Adjourn:** Motion was made by Mr. Colomello and seconded by Mr. Still to adjourn. All were in favor. The meeting was adjourned at 7:59PM.