

# PLANNING & DEVELOPMENT COMMITTEE

## *MINUTES*

**April 19, 2016**

**6:00 pm**

Council Board Room

One Batavia City Centre, Batavia NY

Members present: *Edward Flynn, Matthew Gray, Robert Knipe, Rachael Tabelski*

Members absent: Duane Preston, Marc Staley (Alt.)

Others present: Meg Chilano – Recording Secretary, Jason Molino – City Manager,  
Felipe Oltramari – Director, Genesee County Planning Department,  
Doug Randall – Code Enforcement Officer

### **I. Roll Call**

Roll call of the members was conducted. Four members were present and Acting Chairman Flynn declared a quorum.

### **II. Call to order**

Mr. Flynn called the meeting to order at 6:02 pm.

### **III. Previous Meeting Minutes**

Mr. Knipe moved to approve the minutes; the motion was seconded by Ms. Tabelski, and on roll call, was approved 3-0-1.

Votes in favor: 3 (Edward Flynn, Robert Knipe, Rachael Tabelski)

Votes opposed: 0

Votes abstained: 1 (Matthew Gray)

**RESULT: Approval of March 15, 2016 meeting minutes.**

### **IV. Proposals**

- A. Special Sign Permit: placement of two 15.64' x 1.5' window signs on the north elevation of this commercial building located within the BID

Address: *85-89 Main Street*

Applicant: Ken Mistler, (owner)

Actions: Applicant was not in attendance; application was tabled.

**MOTION:** Mr. Knipe moved to table the application; the motion was seconded by Mr. Gray, and on roll call, was approved 4-0.

**RESULT: Application tabled.**

- B. Sign Permits and Special Sign Permit: placement of two window signs and one awning sign on the north elevation of this commercial building located within the BID. The second window sign, Pollyanna and Dot, will cause the text on the window to exceed the maximum coverage by 1.69 sq.'

Address: 200 East Main Street (aka 202 East Main Street)  
Applicant: Leanna Dirisio and Ashley Bateman (business operators sharing the same lease space)

Actions: 1. Review application  
2. Discussion and action by the board

**1. Review Application**

Mr. Flynn summarized the proposal. He noted that the Genesee County Planning Board recommended approval.

**2. Discussion and Action by the Board**

Mr. Knipe pointed out that the sign is transparent and so in terms of how much of the window is darkened there is no issue. He observed that the sign is classy and Ms. Tabelaški agreed. Mr. Flynn commented that the sign sets an example for downtown.

**MOTION:** Ms. Tabelaški moved to approve the application; the motion was seconded by Mr. Knipe, and on roll call, was approved 4-0.

**RESULT: Sign and Special Sign Permit approved.**

The awning sign hangs beneath the sign for Charles' Men Shop. Ms. Tabelaški asked if the signs match. Ms. Bateman answered yes.

Mr. Gray asked if the fonts match. Ms. Bateman affirmed that they do.

**MOTION:** Mr. Knipe moved to approve the application; the motion was seconded by Mr. Gray, and on roll call, was approved 4-0.

**RESULT: Sign Permit approved.**

C. Sign Permit: placement of a 1.16' x 16' awning sign on the north elevation of this commercial building

Address: 200 East Main Street  
Applicant: Richard Mistretta (business owner)

Actions: 1. Review application  
2. Discussion and action by the board

**1. Review Application**

Mr. Flynn described the proposal. He reported that the Genesee County Planning Board recommended approval.

**2. Discussion and Action by the Board**

Mr. Mistretta pointed out that the sign is the same size as the previous sign.

**MOTION:** Ms. Tabelaiki moved to approve the application; the motion was seconded by Mr. Gray, and on roll call, was approved 4-0.

**RESULT: Sign Permit approved.**

**V. Other/New Business/Updates:** Discussion of digital signs

City Manager, Jason Molino, had prepared a sheet with the key components of a digital sign code discussion, such as definition, location, duration, etc., which the board used as the basis for its discussion. Felipe Oltramari, Director of the Genesee County Planning Department, participated in the discussion and offered guidance to the board. The board reached a consensus on the following items:

- Definition: a general definition to allow for flexibility and expanding technology
- Location: digital component can only be as much as 30% of the total square footage allowed for a free standing sign
- Districts: board wishes to see a zoning map with a color overlay highlighting the districts but agreed on no digital signs in a historic district
- Duration: safety is the key and the board will look at further studies
- Review: there will be an annual permit renewal process
- Number: one sign per parcel per business (will check on plazas)

Based on the feedback from the PDC, the City Manager's Office, with assistance from the Genesee County Planning Department, will begin to craft the legislation.

**VI. Setting of Next Meeting:** May 17, 2016

**VII. Adjournment**

Ms. Tabelaiki moved to adjourn the meeting at 7:25 pm; Mr. Flynn seconded. All voted in favor.



Meg Chilano

Bureau of Inspection Clerk