

**TOWN OF WINDHAM
ARCHITECTURAL REVIEW BOARD**

371 State Route 296
P.O. Box 96
Windham, NY 12439

Date: April 1, 2021

Present: Chairman – Tom Poelker
Members – Executive Vice Chair Lisa Jaeger, Matt Jordan, Claudia Lane

Absent: Member – John O’Grady
Recording Secretary – Janine Soule – Minutes and comments are based on the Recording of the meeting by the Members due to Recording Secretary not present at meeting.

Also Present: Eddie Gulino

Opening Meeting: On a motion by Chairman Poelker, 2nd by Executive Vice Chair Jaeger, 4 in favor, 1 absent, the ARB Meeting was opened at 7:02 PM.

Site Plan Review Application # 01-2021 – Mill Rock Restaurant: 5398 State Route 23, Windham. Eddie Gulino is here. Executive Vice Chair Jaeger asks if there is going to be sliding glass doors off the back and Eddie says that they will 18 feet. Chairman Poelker reads the Short Form EIS and SEQR review. Applicant needs to provide a sketch / design of building and lighting plans. Chairman Poelker would like in the record that the Planning Board is entertaining the expediting of the process of Site Plan Review to hold a Public Hearing, April 15, 2021 based on information that the applicant is going to obtain in the next 24 to 48 hours so we can have the 10 day notice of Public Hearing for the Town Clerk for the newspapers. Applicant will need to send Certified Return Receipt notifications to abutting neighbors within 500 feet. Green and White receipts from Certified Return Receipts have to be given to the Planning Board.

Sign Permit # 02-2021 – Marshall & Sterling Insurance: 5399 Main Street, Windham. No one is present. Members still have questions on locations and designs. Tabled until April 15, 2021.

Minutes from March 18, 2021: The Meeting Minutes from March 18, 2021 were presented to the Board and on a motion by Member Lane, 2nd by Member Jordan, 4 in favor, 1 absent the Minutes were approved with revisions.

Adjournment: On a motion by Member Lane, 2nd by Chairman Poelker, 4 in favor, 1 absent, the ARB Meeting was adjourned at 7:55 PM.

Respectfully submitted,
Janine Soule
Planning Board Secretary