

Minutes accepted and approved.

Motion made by: Member Jordan

2nd by: Member Jaeger

In Favor: 3 Opposed: 0 Absent: 2

Signed and Dated: *Sandra Allen* 12/16/2021

Town of Windham Architectural Review Board Meeting
Thursday, December 2, 2021

Board Members Present: Chairperson: Thomas Poelker
Members: Matthew Jordan, John O'Grady, Claudia Lane, Lisa Jaeger
Secretary: Sandra Allen

Board Members Absent:

Also Present: Larry Gardner, Pawel Trzepaczka, Liz Saunier, Antonia Schreiber, Melissa Forbes, Edward Ragusa, Mary Ragusa, Susan Mannella, Aaron Mannella, Guy Barretta, Candida Ellis, Regina Tortorella, Aaron Perer, Thomas Hoyt

A motion to open the ARB meeting at 7:50 was made by Member Jaeger, seconded by Member Jordan, with an all-in favor.

SIGN-PERMIT: Coldwell Banker 5354 Main Street – Applicant Ellis requested a temporary approval until the signage issue for the building is cleared up. Reviewed the pictures and documents to determine what will be acceptable as the temporary signage. The sign inside posted in the window of the glass door is not a consideration to this Board and the current sign laws. A motion to give temporary approval for the double-sided sign request in the application, near the right side of the second-floor window closest to the door was made by Member Jordan, seconded by Member O'Grady, with 4 in favor and 1 abstain (Member Jaeger recused herself).

SIGN-PERMIT: Windham Spa, Antonia Schreiber. Applicant has requested the placement of a sandwich board style of sign to be placed on the northeast sidewalk of the corner of Main Street and Mitchell Hollow. Received an Approval Letter from the Town Board with the following conditions:

Thank you for your letter of November 15, 2021. Your request was discussed at the Town Board meeting on November 24, 2021. The Board has approved your request "with conditions". Please note the conditions as follows: See Town Board Sign Law #1 of 2018; Addendum #1 Sandwich Board Signs "Special Use Permit", copy enclosed.

Per the meeting notes: "Supervisor Hoyt has a big concern, "as of this year we have agreed to maintain this section of the sidewalk with a snowblower. If the Board wishes to allow the sign, it has to be in an area that is not on the sidewalk... The sidewalk is meant for pedestrians to walk back and forth and now we are allowing an obstruction on our sidewalk... And now that we are maintaining the sidewalk as requested from the public; if it is approved, it has to be put in an area that is not maintained and will not affect the traveling public...The sandwich sign can be moved to the east where there is a space between the sidewalk and the cemetery." Councilman Peters if the law is not followed as written in the law, then our Code Enforcement Officer will write them a letter. Supervisor Hoyt will allow approval of this sandwich sign "with conditions". A motion to approve "with conditions" was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor."

The 'conditions' required from the Town Board was discussed with Applicant Schreiber and she informed this Board that she fully understands all the requirements. Applicant requested a minor change of direction to the arrow on the existing sign. A motion to approve the sign with the minor change of arrow direction was made by Member Jaeger, seconded by Member Jordan, with an all-in favor.

MINUTES REVIEWED: Motion to accept November 18, 2021, was made by Member Lane, seconded by Member O'Grady, with an all-in favor. Motion to accept September 2, 2021, minutes was made by Member Jaeger, seconded by Member Jordan, with an all-in favor.

Meeting was adjourned at 8:15 PM on a motion by Member Lane, seconded by Chairperson O'Grady, with an all-in favor.

Respectfully Submitted,

Sandra Allen, Recording Secretary

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