

Minutes accepted and approved.

Motion made by: Lane

2nd by: Troccoli

In Favor: 5 Opposed/Recused: 0 Absent: 0 Vacant: 0

Signed and Dated: *Sandra Allen 7/18/2024*

Town of Windham Architectural Review Board Meeting

Thursday, July 3, 2024

Board Members Present: Chairperson: Lisa Jaeger
Members: Nathan Holdridge, Claudia Lane, Mike Troccoli
Thomas Poelker via phone
Recording Secretary, Sandra Allen

Board Members Absent:

A motion to open the ARB at 8:33 PM was made by Jaeger, seconded by Holdridge with all in favor.

MINUTES: Motion to approve June 20 minutes was made by Troccoli, seconded by Lane with all in favor.

SIGN PERMIT: Windham Chamber of Commerce. Annual banner for the Autumn across Main Street by the Methodist Church. Applicant must contact DOT to install the banner. Motion to approve was made by Troccoli, seconded by Lane with all in favor.

Reviewed during Planning Board meeting.

SITE PLAN: Todd and Stephanie Grubbs 5383 Main Street. Interested in opening "Clutch Coffee, Cookies and Ice Cream Bar". Received an authorization letter from the landlord. Reviewed a rough sketch of the interior floor plan, there will be a small oven to bake the frozen, pre-prepared cookie doughs and to reheat the pastries. There will be coffee, teas and milkshakes. All work will be interior decorative work, no exterior changes. There are three spots for parking in the front and there is some municipal parking by carvel. Will have an electrician come in to inspect and needs DOH approval. Requested a copy of the lease. Motion to set Public Hearing on July 18th at 7PM was made by Lane, seconded by Holdridge with all in favor. Motion to classify SEQR as Type II was made by Troccoli, seconded by Poelker with all in favor. This should be in the ARB and this information will be repeated in the ARB minutes.

Motion to adjourn the meeting at 8:46 PM was made by Lane, seconded by Holdridge with all in favor.

Respectfully Submitted,

Sandra Allen, Recording Secretary