

**Village of Lyndonville  
Meeting of the Planning Board  
21 August 2018**

Held in the Village Hall  
At 2 S. Main Street, Lyndonville, NY

Planning Board Chair Kelly Cousins called the meeting to order at 7:01 p.m.

**Members Present:** Chad Arlington, Kelly Cousins, Steve Vann

**Members Absent:** Ben Holland & Ginny Hughes

**Others Present:** Code Enforcement Officer, Dan Wolf

DRAFT

**APPROVAL OF THE MINUTES**

To correct language to clearly reflect the motions made and discussions held in regards to the Food Truck regulations, creation of a historic preservation guide, and Western Orleans Comprehensive Guide. Additionally, pages 3 and 6 of the draft need to be removed as they are unneeded duplicate pages.

**On the motion** of Chad Arlington, seconded by Steve Vann to amend the previously adopted minutes of the June 20, 2018 regular meeting.

Vote: 3 Ayes ; 0 Nays; 0 Abstain. Carried.

**On the motion** of Steve Vann, seconded by Chad Arlington to approve the minutes of the July 18, 2018 regular meeting.

Vote: 3 Ayes ; 0 Nays; 0 Abstain. Carried.

**UNFINISHED BUSINESS**

Mr. Wolfe stated that he has taken the corrected Planning Board Decision form, showing the Village Planning Boards approval of a Certificate of Appropriateness for parcel 25.17-1-32.1 to begin facade work on Future Webber Hotel, to the County Planning Board. Due to the clerical error of the Village checking the "Site Plan Review" box instead of "Other- Certificate of Appropriateness", the County Planning Board took no action on the site plan review that Mr. Wolfe submitted. Ms. Cousins explained that the Planning Board decision form is generally for village use, and that the County Planning board has its own referral form they require applicants to use.

Ms. Cousins clarified that a certificate of appropriateness was approved at the last meeting, not a site plan review.

Mr. Wolfe has resubmitted a site plan review application to the County to specifically consider the Webber building only, as a hotel and cafe/retail. Mr. Arlington pointed out that it would be in the best interest of the owner to have a survey done, as the dimensions on the current rendering of the property do not match the tax map.

There was some question about if this would have to go to the County Planning Board. Mr. Wolfe directed the board's attention to Village of Lyndonville Zoning Regulation §1001, where it states that a site plan review is required for all applicants of special use permits located within a Historic Preservation District. Ms. Cousins elaborated that due to the absence of anything on file, it would be in the best interest of the Village to have the County review the site plan.

Domestic Animal Ordinances- Mr. Arlington commented on the difficulties in enforcing an animal harboring regulation. Ms. Cousins pointed out that there were five filed complaints from village residents in 2015. These complaints were about a specific residence, where the number of cats has been decreasing.

Mr. Vann suggested that a flyer be distributed about the issue of harboring cats. Ms. Cousins stated that Ms. Kage, a few meetings ago, pointed out that the Village does distribute a flyer about feral and stray cats. Ms. Cousins shared the flyer with the board.

**On the motion** of Chad Arlington, seconded by Steve Vann to recommend to the Lyndonville Board of Trustees that no action be taken at this time, to adopt a domestic animal ordinance.

Vote: 3 Ayes ; 0 Nays; 0 Abstain. Carried.

Mobile Food Vendor Application- Ms. Cousins thanked Teri Woodworth for her help in the creation of the Mobile Food Vendor Application. It was suggested that the property type section be made a circleable option, and the date of creation of the application be included at the bottom of the document. Mr. Vann brought it to attention, that not all those working on food trucks may have training in proper food handling, and so stated that we may have wanted to include a ServSafe requirement in the actual Mobile Food Vendor regulation.

**On the motion** of Chad Arlington, seconded by Steve Vann to recommend to the Lyndonville Board of Trustees the use of the newly created and revised Mobile Food Vendor Application.

Vote: 3 Ayes ; 0 Nays; 0 Abstain. Carried.

Historic Preservation Reference Guide- Work will continue.

Mobile Food Vendor Application Fee- Ms. Cousins stated that peddlers, hawkers, and solicitors are subject to a background check fee for each person, and that, currently, the Village charges a daily, monthly and yearly fee for peddlers, hawkers, and solicitors. Mr. Vann stated that he liked the daily or yearly fee. Mr. Arlington stated that Medina adopted a fee of \$25 per day. Ms. Cousins added that food vendors were permitted to operate no more than 6 days each month. All agreed in the interest of doing more research and hearing other Planning Board Member's thoughts, further discussion will be tabled.

**On the motion** of Kelly Cousins, seconded by Chad Arlington to table discussion on Mobile Food Vendor Application fees until the next meeting.

Vote: 3 Ayes ; 0 Nays; 0 Abstain. Carried.

# DRAFT

Revised Certificate of Appropriateness Application- Ms. Cousins, again, thanks Teri Woodworth for her help creating a Certificate of Appropriateness Application to be used by those within the Historic Preservation District. It was suggested by Mr. Arlington that the final page of the application, that includes the informational checklist, be removed as it is more appropriate for a site plan review. Ms. Cousins suggested that the creation date be included at the bottom of the document and also stated that “zoning” should be removed from the office portion, as this will not go to zoning.

**On the motion** of Chad Arlington, seconded by Kelly Cousins to recommend to the Village Board of Trustees, the use of the revised Certificate of Appropriateness Application.

Vote: 3 Ayes ; 0 Nays; 0 Abstain. Carried.

## **NEW BUSINESS**

None at this time.

## **ROUND TABLE**

Ms. Cousins mentioned that the public hearing for the Western Orleans County Comprehensive Plan has been rescheduled for sometime in September. Also, she will share any information she has on the Yates Local Waterfront Revitalization Project. Ms. Cousins also explained that Village of Lyndonville Zoning Regulations books are almost finished being updated. The Code of the Village of Lyndonville can be found online.

## **MEETING ADJOURNED**

Next regular meeting is scheduled September 19, 2018 @ 7:00 p.m.

**Moved by** Kelly Cousins, seconded by Chad Arlington to adjourn the meeting.

Vote: 3 Ayes; 0 Nays; 0 Abstain. Carried.

Meeting was declared adjourned at 8:05 p.m.

Respectfully submitted,  
S. Vann