

# TOWN OF CARROLLTON PLANNING BOARD

## Minutes for October 17, 2017

Present: Chairman Bob Wood, Board Members: Rolland Corbin and Linda Brown, Water/Sewer Clerk Rosemary Fowler, Code Enforcement Officer John Helgager, Highway Superintendent Mike Fox, Town resident Melissa Woods. Excused: Colleen Dixon

The regular monthly meeting was opened at 5:00 PM by Chairman Wood.

**Motion** to accept the September 19, 2017 minutes made by Linda Brown, Seconded by Rolland Corbin. Motion made.

CEO John Helgager informed the Board that the variance issued to Mr. Sig Digitz on April 11, 2017 has now expired. John will issue a letter to Mr. Digitz telling him so.

John presented a letter to the Planning Board for review, before he presents it to the Town Board tonight at their regular meeting. The letter outlines the proposed rezoning of the Municipal Building property (formally the Limestone School Facility). The rezoning and subdivision process should begin as soon as possible for the Town to be following their own Zoning laws.

John stated that in the Town Zoning Law it defines Home Occupancy, what is allowed and what is not allowed. As there are several businesses in Town that are in violation of the Town Zoning Law, he has brought this to the attention of the Town Board. They will discuss this with the Town attorney, Eric Firkle.

The banners on Main Street were installed by the Highway Department this past week. Everyone commented on how nice they look. A big “thank you” to Melissa Woods for all her time and effort purchasing the banners.

There is \$2,451.89 left in the 2017 Revitalization Grant. After a brief discussion, it was decided to purchase as many of the remaining banners as the budget will allow. The winter season banner is the priority. Mike Fox said winter banners would most likely be put up shortly after Thanksgiving. Mike also said when the summer banner is ordered, which will be the American Flag, the ***Union Jack*** should be on the **left** on both sides of the banner. This is the proper way to display the American Flag. Melissa is going to call register**graphics** to get samples of what is available for the winter theme banners.

Melissa Woods, who has been our liaison with Graphics Register, will contact them immediately, given our short time frame to expend the 2017 CR budget. She is going to ask for prices for up to (4) sets of banners: one for winter theme, American flag banner, Spring and a 2<sup>nd</sup> Welcome banner, with colors to be review by PB members and other Interested parties. We will ask that designs and colors be available to be viewed in Rose's office.

Mike Fox inquired about the process for a variance to be issued for the Reinforcement motorcycle property located at 574 Main Street. The organization would like camper trailers to utilize the property for part of the year. The steps for an application for a Special Use Permit are: a letter of intent, public notice in official newspaper, letter to neighboring residents 250 feet from parcel, PB public hearing, recommendation to Town Board, TB public hearing and County Planning Board review. There is a fee of \$125.00, nonrefundable. (Please refer to pages 42 & 43 pertaining to all aspects of an application for SUP, (special use permit).

**Reminder** - Fall Planning & Zoning Training is scheduled for November 8, 2017 at JCC in Jamestown and November 9, 2017 at JCC in Olean. Registration has been paid by the Town.

Motion to adjourn the meeting at 6:15 was made by Rolland Corbin, seconded by Linda Brown. Motion made.

**Our next scheduled meeting is November 21, 2017 at 5:00 PM.**

Respectfully submitted,

Rosemary Fowler