

DRAFT
Planning Board Meeting Minutes
May 12, 2026
8:00 p.m.

PRESENT: Rob Luntz
John Ghegan
Geoffrey Haynes
Steve Krisky
Eva Thaddeus

ALSO PRESENT: Vincent Salanitro, P.E., Village Engineer
Jeannette Koster, Village Attorney (via Zoom)
Bill Brady, AIPC Nelson Pope Voorhis
Len Simon, Village Board Trustee & Planning Board Liaison
Stacey Nachtaler, Village Board Trustee & Planning Board Liaison

1. CALL TO ORDER

Chairman Luntz called the Planning Board meeting of May 12, 2026, to order at 8:00 p.m. and noted that the first order of business is the resignation of Eva Thaddeus, a wonderful board member who is leaving to go full-time to the Conservation Advisory Council. Chairman Luntz thanked Eva Thaddeus for her service to the Planning board. Eva Thaddeus responded that it has been her pleasure to be a part of the board.

2. OLD BUSINESS

- a) *Referral from Village Board of Trustees to review Local Law Introductory No. 7 of 2026, the EAF and the CAF to amend the provisions of Chapter 179 "Property Maintenance" and Chapter 230, "Zoning", of the Village Code to revise the law governing posted signs.*

The Planning Board, along with attorney Jeannette Koster, who participated via Zoom, and Bill Brady, Principal Planner from Nelson, Pope, Voorhis continued their discussion of Local Law Introductory No. 7 of 2026, and went through a memo prepared by Nelson Pope Voorhis, dated April 10, 2026.

Bill Brady went through the memo prepared by Nelson Pope Voorhis dated April 10, 2026, that is attached to these minutes.

Steve Krisky asked for recommendation from Nelson Pope Voorhis for suggestions as to how to clean up the many signs that are posted at entry points to the Village, particularly Route 129 where there is a hodgepodge of signs that are visually displeasing, and hard to read. Bill Brady said that it could be possible to receive a grant for this project, and attorney Jeannette Koster advised the board to be careful as you if you allow one group to post, then you must allow all groups to post.

The Planning Board asks for clearer definitions for the terms "Commercial Signs," and "Sign Area." A commercial sign would be related to a business, and a non-commercial sign would be everything else, but this term is used very often in the code and there are some areas that need to be clarified, like directional signs on commercial buildings. The Planning Board would also like clarity on transparent signs and window decals, and if they applied to the sign area.

The Planning Board suggests that the language regarding the maximum size of the signs should be made clearer and thinks that there should be a section on the sign permit application that clearly states the requirements and size limits.

The Planning Board would like the code to clearly lay out the approval process, and when a sign permit is referred to the Advisory Board on the Visual Environment, (VEB), or when it goes to the Planning Board. There was a discussion about possibly referring non-conforming applications to the Zoning Board of Appeals for a variance, or relief. The Planning board would like it written in the law that when an application is referred to the VEB, they have 30 days to provide a response.

The Planning Board would like to clarify what is the best length of time to allow temporary signs, and discussed whether, after the allowed time period, you would need to apply for a sign permit, even for lawn signs, and would there be a fee for these permits?

The Planning Board asked if existing signs would be Grandfathered in, and if they are grandfathered in, would there be a grace period? The Planning Board would like some language added that all signs, including temporary signs, need to be maintained, and any signs that are in bad repair would be taken down, or a violation would be issued.

The Planning Board suggests language that would prevent “temporary” signs from being taken down briefly, then put back up. For temporary signs, it was suggested that they be dated when they are put up either on the front of the sign, or on the back in sharpie. Language should also be included that any signage required by law be excluded from permit regulations, for example, NY State signs on gas stations. Additionally, language should be added to the permit application that applicants must comply with any State laws applicable to their signage, and the cannabis dispensary was cited as an example of this.

The Planning Board would like to make sure that the code did not allow for inflatable “tube-men” type of balloons, typically seen at car dealerships or car washes. Language should be added for grand opening celebrations. And for non-conforming signs, Jeannette Koster suggested that the Board should look to Briarcliff Manor’s code.

Regarding trees, there should be some language stating that anything secured to a tree should be done in a way that does not injure the tree, like rope or cord.

The Planning Board believes that in order to ensure compliance, the sign laws should be strictly enforced. Attorney Jeannette Koster suggested adding a section to the code that would include fines for non-compliance.

3. APPROVAL OF MINUTES – Draft Minutes April 14, 2026

Eva Thaddeus made a motion to approve the Planning Board minutes of April 14, 2026, as amended, seconded by John Ghegan, and the motion carried by a vote of 5 – 0.

4. ADJOURNMENT

There being no further business to come before the board, the meeting was duly adjourned at 9:18 p.m. with a motion by Chairman Luntz.

Respectfully submitted, *Karen Stapleton*, Secretary to the Planning Board