

**VILLAGE OF MONROE  
ARCHITECTURAL APPEARANCE REVIEW BOARD**

**2017 MARCH MONTHLY MEETING**

The regular monthly meeting of the Architectural Appearance Review Board of the Village of Monroe, 7 Stage Road, Monroe, New York, was held on March 13, 2017, at the Village Hall, 7 Stage Road, Monroe, NY. Present: Chairman Mancuso, Members Burroughs, Dupcak and Galipeau Absent: Member Stora.

**PLEDGE**

Chairman Mancuso called the meeting to order at 7:05 P.M. with the Pledge of Allegiance.

**MILLPOND PLAZA**

(74 Millpond Plaza , Taxmap #207-1-11)

Nancy Forrest, Gleode Signs, appeared before the AARB for the Millpond Plaza proposed monument sign. Chairman Mancuso asked if the application has been before the Planning Board. Ms. Forrest explained the project has been before the Planning Board and the sign, setbacks, planter and lighting have been approved. The only remaining items to be determined is the electric connection and AARB approval. Chairman Mancuso responded the AARB approves a project visually and a building permit must be obtained from the Building Department before any work can begin.

The proposal is for one, 36 square foot, double faced, internally illuminated monument sign. The sign will be anchored by a steel support in a concrete foundation. At the base of the sign will be a ground level 16” high x 18” deep x 84” wide planter. The sign itself is a 3M product. The cabinet will have a brown metal header and base cover with a black aluminum frame and white plexi-glass panels. The lettering “Millpond Plaza” will be white on dark brown vinyl. The remaining lettering will be dark brown vinyl on the white plexi-glass background. The planter will contain both perennials and annuals. The monument will take up two parking spaces.

Member Burroughs asked how bright the sign will be and if it will be illuminated all night. Ms. Forrest responded that she doesn’t know the exact brightness, but it will be like any other lit cabinet sign. The lights will be turned off after the close of last business.

Chairman Mancuso commented that he would like to see the address number on the sign, other board members agreed. Ms. Forrest said the “Millpond Plaza” letters could be reduced in size and the address number placed on top.

The AARB and Ms. Forrest agreed to put a 4” address number “74” on the top of the sign.

**Motion made by Member Burroughs to accept the proposed sign as presented with the addition of a 4” address number at the top. Seconded by Member Galipeau and unanimously approved.**

**APPROVAL OF MINUTES**

**Motion made by Member Dupcak to approve the Minutes of August , 2016, seconded by Member Burroughs and unanimously approved**

**ADJOURNMENT**

**Motion To Adjourn at 7:30 PM made by Member Galipeau, seconded by Member Burroughs and unanimously approved.**

Respectfully submitted,

*Helen W. Knickerbocker*

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AARB Secretary