

Town of East Hampton
Economic Development Commission &
Planning & Zoning Commission
Workshop
Tuesday, August 24, 2021
Town Hall 2nd Floor Meeting Room and Zoom
6:30 PM

MINUTES

EDC Members Present: Matthew Reich (Chair), Tim Csere, Walt Jedziniak,
PZC Members Present: Jim Sennet, Angelus Tammaro, Michael Kowalczyk
Others Present: Jeremy DeCarli, Planning and Zoning Official

1. Call to Order

Chairman Reich called the meeting to order at 6:32pm.

2. Discussion of Definitions & Regulations for Home Occupation & Home-Based Business

Members present reviewed the draft definitions and regulations provided by Staff and several changes were made. Discussion then turned to creating regulations for a Home Based Business, which would require a review and permit. Topics of discussion included parking, customers/clients, employees, and on-site sales and the difference between providing a service versus a retail sale. Members present also discussed the appropriate size of signage and whether signage was needed and what the purpose would be. It was determined that a small sign would be advantageous for assisting in finding the location, especially in areas where cell service is limited. Members reviewed different sizes of signs and determined that an 18" x 24" sign would be the maximum, or 3 square feet.

Staff was asked to begin drafting a regulation with focus on signs, parking, customers, and employees. It was suggested that the equivalent of one full-time employee who is not a resident may be appropriate. The draft language will be reviewed at the next meeting.

3. Adjournment

The meeting was adjourned at 7:32pm.