

**VILLAGE OF SOUTH GLENS FALLS
PLANNING BOARD
DRAFT PRESENTATION OF MINUTES
Wednesday April 13, 2016**

MEMBERS IN ATTENDANCE OTHERS IN ATTENDANCE

David Linehan, Chairman Trustee Tony Girard
Debbie Fitzgibbon
Gayle Osborn
Thomas Wade Jr. [TJ]

MEMBERS ABSENT or Recused

Nick Bodkin

ALTERNATE NOT IN ATTENDANCE

Kim Wilson

- I. **The MEETING was CALLED TO ORDER by Chairman Linehan at 7:00 P.M. The chair introduced and** all in attendance / presenting written agenda.
- II. The Chair asked for a review and approval of (**March 9, 2016**) meeting AND hearing minutes. Gayle Osborn **moved** to approve the **March 9, 2016 Debbie Fitzgibbon seconded** and the motion to approve the minutes passed unanimously.
- III. **SITE PLAN (S) REVIEW (S) [pursuant to – code Ch. 119 OR SUBDIVISION REVIEW [pursuant to – code Ch. 153-41] & OTHER REVIEWS IN PROGRESS:**

Chair Opened Meeting and presenting agenda

March meeting minutes approved unanimously

Matters regarding the comprehensive plan:	SEE: OLD BUSINESS
Matters regarding capital improvements to: <u>Commercial Use Property</u> Dwelling, Multiple Family /Residential Use Property Industrial Use Property	
Matters regarding subdivision of land:	
Matters regarding zoning of land:	
Matters regarding other reviews or actions:	2016 DRAFT AMENDMENTS TO PB BY-LAWS. <u>Comprehensive Plan WORKSHOP WITH VILLAGE BOARD AND OTHER INVOLVED PERSONNEL RESCHEDULE?</u>

IV. APPLICATIONS and /or Pre-Submissions FOR SITE PLAN REVIEW

APPLICATION(S) FOR SITE PLAN REVIEW [pursuant to – Chapter 119] or SUBDIVISION REVIEW [pursuant to 153-41 Village Code.] &/or OTHER Reviews: (Application(s) reviewed by Zoning Administrator and payments received by Clerk /Treas. on or before application SUBMITTAL DEADLINES FOR THE CALENDAR YEAR 2016).

Matters regarding the comprehensive plan:	SEE: OLD BUSINESS / Matters regarding other reviews
Matters regarding capital improvements to: <u>Commercial Use Property</u>	Opinion from the planning board as to the need for parking lot review for him and 51 Saratoga Ave.
Dwelling, Multiple Family /Residential Use Property Industrial Use Property	
Matters regarding subdivision of land:	
Matters regarding zoning of land:	
Matters regarding other reviews or actions:	Update of comprehensive plan

The chair turned to the evenings agenda [#2 under OLD BUSINESS] – a continuation of the review of the planning board’s bylaws. The chair provided the planning board bylaws [an April update.] A dated version can be found on the village website. By-laws were first adopted on December 10, 2003.

The chair stated that he wanted to review the “APRIL UPDATE” especially those items for amendment discussed at the March meeting

- a roll call vote of members to determine completeness of applications
- review of written decisions of code enforcement officer regarding the need or no need for a review
- allowable or not allowable uses, special uses for the district of the proposed project
- updating the bylaws to reflect an application submission deadline (currently three weeks in advance as per the 2016 meeting schedule)
- prior to any classification of a project pursuant to SEQRA a board review of Part I – inclusive of *an eaf mapper review*
- discuss preparation of written minutes (who may / should)
- also review check list(s)

The chair also briefly explained the process of updating by-laws. SEE: **Article 18: Adoption and amendments to by-laws.** The chair made copies of notes of 1/18 /12 that highlight issues needing “legal counsel” review. SEE: Attached 1/18/12 Notes by: Attorney Muller

The board together read through and considered language for amendment in areas of its bylaws. [SEE: “MAY UPDATE” of by-laws.] Debbie Fitzgibbons wanted to see specific reasons for an alternate’s participation / voting privileges. [SEE: Salkin comments Attached] The chair agreed and would include the Department of State’s memorandum and recommendation.

TJ Wade asked about Emerald Ash Borer and the Village’s need to protect its street trees. The chair explained that the beetle – as of now - has not been found locally. But has been found south of Saratoga County and that individual beetles may travel some 35 miles per year for new host trees. The chair believes that the village does not have a large percentage of Ach street trees but a survey that includes lawn / landscape trees of residence should be engaged.

V. OLD BUSINESS

1. Village ASH Tree Survey **FOR EAB (Agrilus planipennis or Agrilus marcopoli) using NYS Heritage Program iMapInvasives** Request for supply of 2 Garmin eTrex Venture HC GPS Receiver units made] Chair to attempt to consider recommendations of (1/7/15) **CAPMO PRISM Task Force** where local governments are now encouraged to conduct surveys of their Ash trees and alerting landowners to the threat of Emerald Ash Borer. DEC placed and collected trap(s) in Village in 2015. [A special report on EAB in Albany this past week 11/9/15 on Channel 13 http://wnyt.com/article/stories/s3954174.shtml](http://wnyt.com/article/stories/s3954174.shtml)
2. **Review/ Update Planning Board Bylaws**

VI. NEW BUSINESS

1. **Respond to the Village Board's [Trustee Bill Hayes] request of to UPDATE PLANNING AND ZONING WEBSITE in 2015(?). Update Village Zoning Codes and Planning Policy pursuant to the most recent comprehensive plan.**

VII. CHAIR'S REVIEW OF CORRESPONDANCE / Resources

1. Various E-Mails, Calls
2. Planning Commissioner's Journal
All content on PlannersWeb.com is now free membership is no longer required. Check out the hundreds of articles on a wide range of planning topics -- especially aimed at the citizen planner.
3. DFL_in receipt of Village Board Meeting Minutes
4. Internet Resources:
[DOS Opinion-explanation on Alternates](#)
[Guide to Planning and Zoning Laws of New York State](#) [p.91-140]
South Glens Falls [Village Code Chapters \[153-35 Amendments authorized](#)
Saratoga County Map-Viewer <http://www.maphost.com/saratoga/>
NYS Local Gov. Handbook [NYS Local Government Handbook](#)
Site Plan Reviews Pursuant to sections 7-718 of the Village Law
Local Gov. and School Accountability [Local Accountability / Gov. & Schools](#)
Governor's Initiative <http://cutpropertytaxes.ny.gov/>

VIII. REVIEW FUTURE AGENDA ITEMS - ANNOUNCEMENT for next Planning Board scheduled for **Wednesday April 13th, 2016.** Submittal Deadline is **Wednesday March 20th, 2016.**

IX. REQUEST OF CHAIR FOR MOTION TO ADJOURN

Gayle Osborn moved to adjourn the meeting **Debbie Fizzibon seconded** and the motion passed unanimously. The meeting was adjourned at **7:35 P.M.**

David F. Linehan

David F. Linehan, Chairman
For: SGF Village Planning Board

Meeting was
adjourned at
7:35 P.M.

1/18/12 NOTES BY: ATTORNEY MULLER

2012 ISSUES / CHANGES FOR PLANNING BOARD REVIEW - By amending LOCAL LAW (CHAPTER 119) OR by amending PB BYLAWS OR changing VILLAGE POLICY

create by by laws or policy of board

Expand or Schedule Special office hours (Saturday hours) at Village complex?

- Questions on application during business hours difficult
- When and by whom is an application is deemed complete
- Update application to include applicant(s) i.e. phone numbers, emails

OR Make available printed application packages on the Village website

- Trustee Bill Hayes coordinates with web master
- Where and when are Application Fees made payable Posting / deposit copy for record to proceed with preliminary review
- Post minutes to Village website

create by laws or policy of board

Applicant Request to schedule pre-submission conference - FROM Code Enforcement TO PB chair

- **Pre-submission should MUST include all members and interested parties**
- See Chapter 119 [Reorganize chapter to emphasize pre-submission conference?]

revise Code

create by by laws or policy of board

Receipt of 'complete' Applications and Plans Preliminary and /or Final - [prepared by a professional?]

- Distribute application and plans to planning board members, alternate member, trustee liaison, clerk, DPW, fire department, police department (12 sets inclusive of code enforcement 13 if to be referred to the county pursuant to GML 239m)

Require a recent survey inclusive of improvements and encroachments?

- Current language of Ch.119 check list [3] Boundaries of the property plotted to scale, encroachments and boundary line trees six inches caliper or greater.
- Are boundaries plotted from county tax maps adequate? Is there a need to see encroachments
- County referral pursuant to GML prior to village planning board Preliminary review.

revise Code

Preliminary Review

- Determine SEQR Classification? [who, when, how] - Coordinated vs. independent review or lead status between boards Zoning first - Planning second? Forms for Unlisted Action Long or Short?
- Forwarding time sensitive required referrals / documents [maintain calendar -]
- Recording of decisions in time frames as required by law or regulation (?)
- Specific recommendations by Saratoga County or NYS DOT? (Record of curb cuts at NYS DOT) - Prior to Village PB review?

revise Code

create by laws or policy

Approvals with Conditions

- Update 'check list' / record of conditions or terms for approval prior to a building permit?
- Use and policy for professional review of plans such as Stormwater management
- Enforcement of Conditions by - written record/ of minutes? on site plan? - in a deed description or on a map of survey of parcel prior to filing?
- Process to change or amend an "Approved Site Plan?" - "Working drawings"

revise Code

Require mylars of working drawings / plans - signed by members of the planning board

Maintenance of an Applicant or Parcel file [Tax map parcel number]

Retention of files for properties (number of years?)

record retention is PERMANENT

FOIL requests (forms required? email records vs. mailing printed copy)