

TOWN OF CLARKSON – PLANNING BOARD

February 7, 2017

PRESENT – Board Members

Conrad Ziarniak – Chairperson
John Jackson
William Rowe
Dave Virgilio
Leslie Zink

Support Board Members

Richard Olson, Town Attorney*
Chad Fabry, Code Enforcement*
J.P. Schepp, Town Engineer*

*Excused

CALL TO ORDER

C. Ziarniak called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance and a moment of silence honoring Veterans, military service members and first responders.

Meeting Procedures

C. Ziarniak indicated there was nothing further from the Town Board regarding staffing of the Planning Board Secretary position. Until this changes, C. Ziarniak will now take the meeting minutes. They will be in a very basic summary fashion, as it would be impossible to include any significant detail and still be an active participant.

In order to assist in taking the minutes, C. Ziarniak will implement a procedure for “obtaining the floor” and “yielding the floor”, which means anyone wishing to be heard on the record will raise their hand or indicate otherwise to the Chair so that they may be granted the floor. When they are finished and have yielded the floor, the Chair will grant the floor to the next person, etc.

This procedure will assist in taking minutes to ensure that only one person at a time is speaking. It will also facilitate a more methodical approach in reviewing applications and allow for accurately documenting issues that require follow-up or further information.

C. Ziarniak indicated that whenever possible, the applicable section of the Town Code, Design Criteria for Land Development document, Comprehensive Plan and/or other proposed zoning district regulations (i.e. Hamlet-Mixed Use) that pertains to the type of application being presented should be noted. For example, if the application is for an apartment complex, the Board should start their evaluation by referring to Section 140.23 (Multiple-Residence Requirements). This will assist in a more methodical approach and provide a legal framework and justification for changes the Planning Board requests/requires from the developer, as well as a basis for denying an application.

WEB QA

The Board started work on implementing WEB QA for planning board applications. Four types of PB applications were identified: Site plan, Subdivision, Special Permit and Fill Permit. These four choices will be added to a drop-down field for “Application Type”. PB also noted that applications are assigned a local number (i.e. PB2016-01) by the Building Department. This will be used as the local identifier for each application, and an “Application Number” field will be added in WEB QA to track them.

Board then proceeded to brainstorm a list of all review elements that would ever be considered when reviewing applications. A lengthy list of elements was compiled and will be distributed to members via email after the meeting. At the next meeting, items on the list will be categorized and prioritized with the goal of creating a checklist that can be used for any application received.

Motion to Adjourn at 8:00 PM by D. Virgilio. Second by W. Rowe. Unanimously approved.

Respectfully Submitted,

Conrad Ziarniak, Chairperson

Approved 2/21/2017