

TOWN OF FORESTBURGH PLANNING BOARD
MINUTES
November 27, 2018

Meeting called to order at 7:02pm by Chairman Richard Robbins at the Town Hall.

Members Present: Katherine Barnhart
Anthony Cardoso
Vincent Galligan
Susan Hawvermale
Richard Robbins, Chairman
Robert Sipos

Attorney Present: Jacqueline Ricciani

Recording Secretary: Billie Jean McGinnis

Approval of Minutes

Minutes for October were reviewed and grammatical errors were corrected.

Motion to Approve the minutes as amended made by Susan Hawvermale, seconded by Katherine Barnhart.

Vote: All in favor.

Public Comment on Agenda Items

There are no comments from the public.

Establish Dates for Planning Board Meetings in 2019

Meetings will be held on the 4th Tuesday of each month with the exception of December. That meeting will be held on December 17th.

Continued Review of the Draft Proposed Subdivision Code

The board continued review of the subdivision code. Changes were made as discussed. Amendments were made to correct inconsistencies.

Richard Robbins spoke with Ed Homenick from the Real Property Services Office regarding the filing of plats in phases. The language in the subdivision code was discussed at length and amended as follows:

K. Filing of final plat; expiration of approval. The applicant shall file the approved final plat, or a section of such plat, in the office of the County Clerk within 62 days from the date of final approval or such

approval shall expire. In the event that the applicant in a “phased” project has only received final approval for one such phase – or section – it shall file the plat showing the entire parcel, the approved phase, and for the balance of the parent parcel, it shall indicate that this parcel is a proposed future subdivision. It may show on this plat, the preliminary lots of future phases. The signature of the Chairperson of the Planning Board signifying final approval shall constitute final approval of that phase, or section of the overall subdivision.

Jacqueline Ricciani advised the Board to be aware that when giving 180 day extensions, the expiration may not fall near a meeting date. She suggested rather than going to a specified date, go to the end of that month.

One point of discussion regarding shared driveways is that easements shall be subject to approval and recorded with the County Clerk. It will also be made a condition of final approval. Easements shall be of a dimension as recommended by the Town Engineer and approved by the Planning Board.

Anthony Cardoso identified language giving the Planning Board discretion to waive fees in lieu of creating park land. It was decided to eliminate this language to avoid ambiguity. In all instances there shall be a reservation of land for a park or the payment of a fee in lieu of the creation of a park. Fees are determined by the Town Board Fee Schedule. Jacqueline Ricciani will research park land fees used by neighboring towns. The Planning Board will make suggestions to the Town Board on the amount of the fee.

Jacqueline Ricciani will provide a clean copy of the Subdivision Code for next meeting. She will also identify any open issues that need to be discussed. Richard Robbins explained that our next step is to close any open comments, review the clean copy of the code then present it to the Town Board.

Planning Board Member Comments on Items Not on the Agenda

Due to the holiday, the next meeting will be held on December 18th instead of December 25th.

Motion to adjourn at 9:13pm made by Susan Hawvermale, seconded by Katherine Barnhart.
Vote: All in favor.