

Planning Board Meeting Minutes

Village of Ballston Spa

Held on January 8, 2019

The meeting was called to order at 6:58 by Chairman Rory O'Connor.

Chairman present: Rory O'Connor

Members present: Mike Barabasz, Mike McNamara, Scott Burlingame, Pete Martin

The board reviewed the minutes from the previous meeting. Motion made by Member Barabasz to approve the July minutes, seconded by Member McNamara. All ayes.

Motion made by Member Barabasz and seconded by Member Martin to approve the December minutes. All ayes.

Chairman O'Connor speaks briefly about the different municipality forms they reviewed at the last meeting. He has concluded that the Saratoga Springs forms seem to be the most thorough. He would also like to see the forms available on the Village website, along with links to each code that is applicable.

The board feels it is important to have checklists to simplify the application process for both the Village and the applicant. This should make things run more smoothly.

Chairman O'Connor goes over some updated fees he feels would be beneficial. The Village only has a standard \$35 application fee and nothing else. Most other municipalities have many other fees, for things like minor subdivision, plan review, and use variances.

Member McNamara speaks briefly about the suggested fee schedule. He recommends it be mentioned that if an engineer has to be used for an applicant, that be mentioned on a separate line as "to be determined", as that would be determined on as needed basis. There needs to be wording on the fee schedule for funds kept in escrow as well.

Other than these few changes, the board approves of the suggested fee schedule.

Chairman O'Connor and Code Enforcement Officer Dave LaFountain talk about the current forms that are being used for the building department. Mr LaFountain is happy with their current forms, as they are the forms he designed last year. He asks the board if they have any recommendations on ways the forms can be improved, but they all agree that if the forms seem to be working, there's no reason to change them.

The board then goes over each form they would like to adopt into the Village and changes that need to be made to each one. There are many applications and checklists, that will be used depending on the type.

The board then discusses between themselves and with Mr LaFountain the actual process for an applicant. Currently, the applicant will go to the building department first, knowing they are going to get denied due to current code. Then, Mr LaFountain gives them a written denial, and informs them to contact the ZBA. The board doesn't think it's necessary for the applicant to go through the building department for a denial. They

should be able to go directly to the ZBA with an application, which is typically the step taken before being sent to the Planning Board.

Chairman O'Connor opens the floor to the public at 8:08.

Resident/Trustee Elizabeth Kormos of 89 Hyde Blvd believes it would be beneficial to add definitions or a guide on the website where the forms are found so residents understand which application and checklist they need for their project.

The board members discuss the website and state there are a few items that are incorrect and need to be changed.

Chairman O'Connor closes the floor to the public at 8:10.

Motion made by Chairman O'Connor to adjourn at 8:12, Member Barabasz seconds the motion. All members – aye.

Meeting adjourned at 8:12.

Respectfully submitted,

Shari Kanarek
Secretary