

WORKSHOP MEETING

MEMBERS PRESENT: Denise Heischnian. Chairman, Betsy Taylor, John Hoffman, Earl Fontaine, Tom Judd

ALSO PRESENT: Mayor Anne Morton; Michael Tobin. Village Attorney; Jim Turner, Village Code Enforcement Officer

Notes from an informal workshop meeting of the Planning Board.

TOPIC: Modification of criteria for site plan submissions

DISCUSSION:

A discussion amongst the attendees regarding the criteria for site plan submissions, focusing on the documentation necessary for site plan review at Planning Board meetings. Mayor Anne Morton stated that the criteria for submissions for site plan review were somewhat vague, and resulted in many repeat appearances by applicants. Village Attorney Mike Tobin discussed the possibility of forgoing site plan review for detached garages and other detached accessory structures less than 600 square feet in area. All Board members agreed that a copy of a tape map of the property, drawn to scale, reflecting all structures, including all dimensions of proposed new structures, should be included by the applicant with the site plan

review application. Board member Betsy Taylor suggested that perhaps a sample of the tape map could be included in the materials given to applicants.

It was determined that the following are to be included by the applicant in the application for a building permit on all freestanding structures less than 600 square feet in area:

1. A current tape map, drawn to scale, signed by a surveyor, showing all elevations and locations of all current additions as per Village of Honeoye Falls Code Section 190-39, Number 16.
2. Location, size and dimensions of all windows, doors, all trim and architectural details.
3. Type of materials to be used.
4. The proposed structure will not be used to house more than two (2) cars, and will not have a second story.

Any proposed structures greater than 600 square feet in area will be subject to the regular site plan review submission requirements, as per the Village of Honeoye Falls Village Code.

TOPIC: Public hearings for Planning Board site plan reviews

DISCUSSION:

Village Attorney Mike Tobin strongly recommended that the Planning Board hold Public Hearings for all site plan reviews. He stated that this would expedite the review process, as the applicants would have to submit their plans in a timely manner, 17-18 days prior to the meeting, for publication in the Sentinel. Mr. Tobin explained that the Public Hearing would serve a twofold purpose: to allow neighbors of the applicant knowledge as to any proposed building in their area, and to tighten the deadline period for applicants, thereby avoiding last-minute submissions to the Board.

Mayor Anne Morton stated that most municipalities have a 2-week cutoff for submissions to their Planning Boards, and the Village should set the new standards for submission with a start date, advertising when

the changes would occur. Mr. Tobin stated that a review by the Chairman of the Planning Board and the Village Building Inspector approximately two weeks prior to the meeting to check applications for completeness would allow applicants time to provide any missing information before the Board meeting.

This would decrease the return visits to the Planning Board, and expedite the decision process. It was suggested by Mr. Tobin that the Chairman and the Building Inspector set the agenda at the time of their review of submissions. This would ensure that all board members would have adequate time to review submissions prior to the meeting.

It was specified that the public be made aware of the changes in procedure through publication of notices, and that the public should be aware of the expectations of the Planning Board.

It was determined that the following changes in procedure for all applications for site plan review would be made:

1. All applications for site plan reviews will be subject to a Public Hearing. Notice will be published in the Sentinel two (2) weeks in advance to notify the Public of hearing(s). Applicant will post a sign stating the property is under review by the Planning Board no less than ten (10) days in advance of meeting.
2. All submissions necessary for site plan review will be received at the Village office four (4) weeks prior to the next scheduled Planning Board meeting.
3. All applications for site plan review will be reviewed by the Planning Board Chairman and Village Building Inspector two (2) weeks prior to the scheduled meeting. The applicant will be notified if the application is incomplete, and what materials are needed to complete the application prior to its review.
4. The agenda for the Planning Board meeting will be determined by the Building Inspector and the Chairman upon review of site plan review applications two weeks prior to the next scheduled meeting.
5. The Planning Board will accept or reject the site plan in a time period of two weeks after the meeting.

It was also decided that an administrative checklist would be included for Board members to determine if the site plan submission meets criteria necessary for approval and/or completeness. These changes would apply to all site plan review applications, regardless of Public Hearing status.

TOPIC: Informal discussion process by the Planning Board DISCUSSION:

A discussion regarding the changes in the process for informal discussions by the Planning Board was brought up by Village Attorney Mike Tobin. He suggested that there be some guidelines for those approaching the Board for an informal discussion. These changes pertain to the Village of Honeoye Falls Code Section 161-7. Chairman Denise Heischman suggested that during informal discussions, no minutes be taken by the Board Secretary. Mayor Anne Morton stated that when someone approaches the Board for the purpose of informal discussion, they should already be in the process of preparing to submit for site plan review. She further stated the potential applicant should come prepared with plans, points of discussion, and/or conceptual drawings in order to participate in an informal discussion, and that potential applicant should be limited to one informal discussion before applying for site plan review. Mr. Tobin stated that materials necessary for submission for an informal discussion should be received two weeks prior to the Planning Board meeting. It was agreed that the criteria for informal discussions would need not apply to subdivisions and/or developers. except for the submission of materials.

It was determined that the following changes in procedure for all informal discussions held at Planning Board meetings would be made:

1. A prospective applicant may approach the Planning Board no more than one (1) time for the purpose of an informal discussion.
2. Persons participating in an informal discussion at the Planning Board meeting must provide documentation, such as plans, conceptual drawings, or points of discussion as to the idea or concept they wish to discuss.
3. Documentation for informal discussions must be received no later than two weeks prior to the Planning Board meeting in order to be placed on the agenda.
4. The Planning Board Secretary will not keep minutes during informal discussions.

TOPIC: Letters of approval

DISCUSSION:

Mr. Tobin suggested to the Board that in order to expedite applicants receiving their letters of approval from the Board, that a checklist be drawn up to insure that all criteria necessary for approval is met. Mr. Tobin suggested that at the meeting the Board Secretary read the motion back to the Board prior to the Board vote. This would ensure accuracy in documenting any specified major or minor conditions attached to approval of a site plan application, and whether or not the application needs further review by the Board. Mr. Tobin stated that if the motion as recorded in the minutes is accurate, then the letters of approval could be sent out the next day by the Board Secretary. This would ensure that the applicant would receive his letter of approval within 5 days of approval.

It was determined that the following changes in procedure for letter of approval would be made:

1. At the time of a motion being adopted by the Board, the Planning Board Secretary will read the motion in its entirety to the Board prior to their vote.
2. The Planning Board Secretary will send out letters of approval within 5 business days of the meeting.

TOPIC: Public notification of changes in Planning Board procedures

DISCUSSION:

Mr. Tobin stated he would bring the proposed changes before the Board of Trustees at their July meeting. November, 1999 was set as the target date for implementation for the new statutes. Publication of the proposed changes will be in the Sentinel and in the Fall Village newsletter.

Respectfully submitted,  
Sheila Coleman  
Planning Board Secretary