

Planning Board Minutes DRAFT 5/4/26  
May 4, 2026  
6pm

The meeting was opened at 6:04pm, by Chair John Owens

Present: John Owens, Gary Simpson, Kathy Clemens and Dick Schutt

Minutes: Gary moved to approve minutes, seconded by John, all ayes

Public Comments: no news

New Items to Discuss: Kathy moved to accept Sandy Pierce's resignation, seconded by Dick Schutt, all ayes.

Ongoing/Old Items Real Property will be consulted to complete a custom report of parcels: name, mailing and location addresses in excel format. We all decided to Prior request to the Town Board to have the town clerk post the Planning Board email address on the Town website, on the Contact Information section, for the purpose of the public to have access to the Planning Board has not been done to date.

Comprehensive Plan Survey on line and hard copies match Survey responses can be submitted: on line, mail back to us, or drop off at the town hall. Kathy will check survey compatibility with mobile device Distribution via Mail and Town Hall. Notice of survey on board, town website (imbed hyperlink in a button), and the paper.

Announcements/Education/Updates Members are participating in the Planning Board and Zoning Board Staff training 1.5hrs.

Mail, Notices. & Other items: none.

Board Discussion John, report to town board,request town clerk to advertise for a vacancy on the Planning Board, with perspective candidate applications sent to the planning board for consideration. Kathy will talk to Real Property for an excel special report, mobile device compatibility and try to get info from Sancy

Wrap-Up Next meeting will be JUNE 1, at 6pm; training at 5pm.

Motion to adjourn by Rick, second by Dick, , all ayes.

Planning & Zoning Board Staff- Training Session  
May 4, 2026 5pm  
NYS DOS

Functions:

- Comprehensive Plan oversight
- Subdivision, site plan, other regulations
- Annual budgets
- Other Plans - Farmland protection, open space, LWRP

Regulatory

- Subdivisions
- Site Plans
- Special Use Permits
- Other: sign permits, historic preservation, Architectural Review

Zoning Board of Appeals

- Municipalities with zoning must have a board of appeals
- Buffer for aggrieved applications and Supreme Court

ZBA has appellate jurisdiction

Municipal Contact

- Provide forms, general information, access to regulations/studies, direct to right person, distribute packets, checklist of materials needed to complete application

Record: Application (SEQR), evidence of compliance, minutes, testimony, county report, findings, decision

- Local regulations municipal departments: Codes, DPW, Engineering, Legal, Fire/Police, Community Development
- Applicants explain what is required to bring (check list),

Public meeting vs Hearing

- Meeting: listen and observe public, up to board to permit or not
- Hearing: open meetings la quorum, post notice, meeting schedule time/date 1 week in advance, 72 hrs posting, website, public rights to attend, streamlining, provide url

Remote participation/videoconferencing

- Public locations where seen, heard, and remote location open to public
- Non public extraordinary circumstances

Record disclosure requirements

- Records to be discussed at open meeting must be available for public review 24 hrs ahead- proposed resolution, law, rule/regulation, etc

Subject to open meetings law if a work session to discuss applications; if not and observing and collecting information may not be open to OML

Order of business for meetings:

- Read minutes, consideration of applications, new applications, time/place for special meeting, preliminary agenda, set next meetings

Hearing notice: publish in paper, mail to applicant, park commission (if needed), other agencies Gml section 239-m and 239-n

How SEQRA works beginning of next session