

Planning Board Meeting
March 26 2024
7:00 p.m.

PRESENT: Board Members: Larry Watts, Aaron Buzzinski, Sandy Sargood, Don Bradley, Steve Hadden Tr. Deb Alter, Atty. Alaina Finan, Bldg/Codes Mark Surdam, Treasurer Denise McMahon, Deputy Clerk Judy VanDerKar, Village Clerk Olivia Schneider

This meeting in general to discuss compliance regulations for the board itself and obtain information from Attorney Finan.

Alaina handed out NYS Site Plan Review booklet with general information for procedures and guidelines and states she will check into NYCOM and other resources for training in person and on line for board members. Page 11 sets forth typical development considerations with sections:

- 1) Regional and local environs
- 2) Natural features
- 3) Circulation
- 4) Design and esthetics
- 5) miscellaneous

Going forward there will be an AGENDA setting forth the case. All paperwork submitted will be made public and sent to all board members for review prior to the meeting; ideally sent out on Friday for a Tuesday meeting

VILLAGE BOARD passed a local law enabling the board to appoint up to 2 alternates to sit on the board in case of absence and or recusal of members on certain cases. At the next Village Board meeting the board should **APPOINT ALTERNATES TO PLANNING BOARD** and also **APPOINT CHAIRPERSON TO PLANNING BOARD**. Chairpersons are normally appointed on a yearly basis, in absence of this there can be a chairperson nominated for each independent meeting.

Village Clerk will scan Atty Finan a list of the current board members and their terms for her review

Going forward, chairperson will call meeting to order; tonight's meeting Aaron Buzzinski calls the meeting to order

In general, the chair will call meeting to order, the agenda will state case to be heard, public hearing will be set, discussion, resolution on decision, conditions listed or additional steps that need to be taken would be stated in resolution.

Bldg/Codes Mark Surdam to check on SIGNAGE code for specifics

Board member Don Bradley states that he gave the mayor a “bible” from NYS regarding planning board and asked mayor to look into the fact that the planning board may visit sites, travel to sites, make decisions, on behalf of the village but the board members are not actual employees of the village; where does this leave them in case of injury or any other situation to be covered under insurance, etc?

Atty. Finan to look into the question of liability as noted above by Don Bradley

JIM GILLESPIE, Stewarts Corporation. Presents new Stewart’s store project and location of 129 Church Street. Barber and Fricke and residential property owned by Abigail Baskin will be demolished and site cleared. Store to be approx. 4500 square feet, 3 fuel islands.

Bldg/Code Mark Surdam asked Mr. Gillespie for a timeline. Gillespie states as soon as possible. As soon as site plan application is approved prior to actually closing on properties needed for acquisition for project.

Atty. Finan and Bldg/Code Mark Surdam to get together on compiling a site plan review application form, and will get together with Gillespie.

Project will also need SEQR with the application.

Demo permit will be needed for the 2 properties,

Atty. Finan states she will look into the fact that there will need to be a coordinated review with Rensselaer County?

Decision on signage will be determined by the next meeting.

Currently the project proposed a 35 square foot sign and they believe our code only allows for 12 square feet?

Next planning board meeting will be held on April 30th at 7:00 PM.

Meeting adjured at 7:36PM.

Olivia Schneider
Village Clerk