

VILLAGE OF SCOTIA PLANNING BOARD

Meeting Minutes

August 7, 2017 7:00 p.m.

Call to Order:

Chair Eric Buskirk called the meeting to order at 7:02 p.m.

Attendance: Planning Board Members: Eric Buskirk, Carl Herzog, Bryan Reed, Village Attorney Lydia Marola, Board of Trustees Liaison Thomas Gifford

Voting members: Eric Buskirk, Carl Herzog, Bryan Read

Excused: Carl Yanoch, Deanna Hitchcock, Alternate Member David Moehle, Building/Plumbing Inspector Luis Aguero

Minutes of the Planning Board meeting held February 6, 2017

Tabled until September Planning Board meeting.

Minutes of the Planning Board meeting held March 6, 2017

Tabled until September Planning Board meeting.

Review of Design Guidelines

The Mayor has charged Trustees Thomas Gifford and Thomas Tiberio with the task of reviewing and updating the Village Design Guidelines in cooperation with the Village Planning Board. Trustee Thomas Tiberio was in attendance, along with Trustee and Liaison Thomas Gifford to review and discuss possible revisions to the Design Guidelines. Because no two projects are alike, the Planning Board should have discretion to enforce the guidelines as appropriate for each individual application. The language in the current Design Guidelines limits the amount of discretion that the Planning Board has. Terms such as “must” and “required” should be removed unless the items are Village code. The photos used for examples are also outdated, and should be updated with newer, recent projects. In a previous discussion, the Building/Plumbing Inspector advised that the Design Guidelines no longer reflect the Village code for parking space requirement and should be amended. Also to be reviewed is the number of required parking stalls, as not all building uses require the same number of spaces. The current Design Guidelines describe sidewalk pavers as being the preferred method of installation for the decorative walkways. However, these have proven to be problematic over the recent years and have begun to heave and create uneven surfaces. Thomas Gifford suggests changing the preferred method to stamped concrete, if this is determined to be a more durable and lasting method. Other items mentioned were the setback requirements, structure height/number of stories, window transparency and the installation and maintenance of ornamental trees. The end goal is to be able to provide applicants with a comprehensive resource to prepare a complete and satisfactory site plan to present to the Planning Board, without having to return for revisions. Chair Eric Buskirk will set up a Google docs for members to edit and submit changes to be reviewed during the September meeting. Trustee Thomas Gifford will take photos and also share these with the board members to include in the revisions.

Training Status Report

Current Training Hours:

Deanna Hitchcock:	2.75
Carl Yanoch:	(-3)
Eric Buskirk:	(-.5)
Carl Herzog:	(-2.5)
Bryan Reed:	(0)
Alternate David Moehle:	(-4)

New Business:

Old Business:

Citations for violations of site plan approval will be discussed with the Building/Plumbing Inspector for properties that have not followed through with conditions of approvals.

Adjournment:

Motion: By Carl Herzog; seconded by Bryan Reed;

To adjourn meeting at 8:13 pm.

All in favor.

Respectively submitted,

Newe Haile
Village of Scotia Planning Board Clerk