

TOWN OF AMITY PLANNING BOARD
Meeting Minutes
10-12-2017

Meeting called to order at 7:05PM;

Members present: Wendy Skinner, John Maynard, Doug Serra, John Clouse; Town Board Liason: Barb Zlomek; absent: Paula VanDyke

Pledge of Allegiance led by W. Skinner

Approval of minutes: Motion to approve minutes from 9-14-17 by D. Serra, seconded by J. Clouse; carried 4-0

Liason report: Update on water district project – drafts are in the hands of the attorney

Update on Land Use Law – Local Law # 2017-01 needs to be sent by the attorney to Albany for approval

Town board will contact C. Weinman (Amity Lake Association) and G. Funk (private landowner) regarding EOP for dam at Saunders Pond; DEC should comment as well

Old Business: Proposed budget to be submitted to town board for budget workshop discussion:

Planning board chairperson	\$2000 annual
Planning board members	\$4800 annual (@ \$100 per person per meeting attended)
Planning board supplies	\$250
Planning board training	\$350
Land Use Officer	\$2500*

*Should be budget neutral, with fee revenues covering cost of LUO

Recommendation to Town Board for Building Inspector / Code Enforcement Officer:
\$25 / hour door to door; going rate for mileage; \$25 / hour for office time

Permit fees to be charged for implementation of Land Use Law site plan reviews, approvals and permits; J. Clouse will revise some numbers; the original draft has been submitted to Town Board for comment

New Business: Land Use Law Implementation and Enforcement; J. Clouse presented an overview of the process to acquire permits for building with recommendations:

1. Apply for permit – What are you building
2. Application review – How are you building (specs on construction, utility, etc)
3. Permit approval – Permit issued with warnings / additional requirements for scheduled inspections by appointments
4. Corrections required upon inspections
5. Systems testing
6. Certificate of Occupancy issued upon compliance of all requirements

Land Use Law Forms and Documents; J. Clouse presented sample Site Plan Review form; W. Skinner requested that the Land Use Law, upon NYS approval, be put in a binder with all related and required forms and documents necessary to implement and enforce it; J. Clouse will submit forms for review for all permits and certificates at next meeting

Land Use Officer is required to enforce and implement Land Use Law; discussion of appropriate candidate to fill this position; W. Skinner suggested that a name be submitted to town board for approval; motion to put forth name of D. Serra as LUO by J. Maynard; seconded by J. Clouse; carried 3-0; D. Serra recused himself from vote

Next Meeting: November 16, 2017 @ 7PM at Town Hall

Motion to adjourn: J. Maynard; seconded by D. Serra; carried 4-0.

Meeting adjourned at 8:50PM

Respectfully submitted,

Wendy J. Skinner