

Hammondsport planning Board  
June 22, 2010

Board members present: Dr Sam Pennise, Chairman John Ridge, John Jensen, Paul Albee & Matt Doyle

Also present: ZBA Bob Magee, Lela Martuscello, Cindy Tallo, Larry Foster, Anne Green, Brett Steves , Dick Leonberger & Alicia Slowinski

Chairman Ridge called the meeting to order at 7:03pm

Chairman Ridge ran through the status of following site plans:

2010-2 Robyn Locey 41 Shethar Street- in process  
2010-9 John Jensen & David Clark 35-39 Shethar Street - in process  
2010-12 Jim Keena 51 Shethar Street - in process  
2010-13 Jim Keena 49 Shethar - stop work order 6/8/10  
2010-16 - in process  
2010-17 Laura Hepburn - incomplete application  
2010-18 Jim Keena 41 Shethar Street - application incomplete  
2010-19 Jim Keena 41 Shethar Street - in process, need to make field measurements  
2010-20 Linda Carl 17 Shethar Steeet- open  
2010-21 Jim Keena - 41 Shethar Street - stop work order 6/810  
2009-25 Jim Keena - in process  
2009-38 Jim Keena - in process  
2009-39 Jim Keena - stop work order 6/8/10

John Jensen asked why the new spreadsheet has no spot for site plan complete. Bob Magee stated this document was a work in process and that will be added as they update the form.

Cindy Tallo asked what the time frame on 2010-21. Wondering when they will get permit from building inspector.

Chairman Ridge requested Bob simplify and streamline the application process. The following are the drafts for concept review, concept review checklist and full site plan review.

New concept review application: Bob explained that applicant according to code should make six copies of application once completed. On page 2 a map giving the applicant an idea of what the planning is looking to see. Page 3 is a blank page for applicant to sketch out there drawing. Page 4 is a narrative page. Page 5 is for board to document there decision, write facts on project and show role call if decision is to waive site plan.

Bob asked the board for comments on this new form. Dr Sam Pennise saw no issues as long as this application will move the process on quicker for the applicant.

Lela Martuscello asked if the site plan is not waived the application does not say where it goes from there. Bob stated that if not waived it will move on to public hearing.

Chairman Ridge asked shouldn't the application show that we will be proceeding to site plan review after concept review so the applicant understands where they stand.

Bob noted this form is still a work in progress.

Second document is the concept review checklist:

Bob explained that if not filled out completely the applicant will review it back to complete. If application is complete Bob will check the box showing the application is complete and a notice of decision with a small right up.

John Jensen explained that these forms go to ZBA first before they come before the board. Dr Sam Pennise stated that applicants need to be aware that even though ZBA made findings the application still needs to come before the board.

Third document full site plan review form:

Bob explained this form has more overview for the applicant and the applicant can sit with board and have them help with completing it.

John Jensen thought it good that the board not pick out certain numbers for the applicants to fill in but to have them fill in all questions.

Chairman Ridge what the applicant may feel is unimportant may be very important to the board.

Bob wanted to explain question # 23: fees paid.

The master application has no fees until the end of the process. All other applications are to be paid upfront, in order to submit application it must be complete and paid for.

Bob stated there are time lines on these applications. Once turned clock starts to tick. If a problem occurs during process than the time line is suspended. Time starts back up when issue has been corrected.

The third page of application asks if a SEQRA is needed. Date of public hearing.

The fourth page walks through the steps after a public hearing.

The whole process should take less than 62 days to complete.

Lela Martuscello asked how the public hearing date get chosen? Bob stated it is the boards decision, must give 14 days notice. The board needs to remember that the village clerk needs to get this in paper and send letters to neighbors. Please give her enough time to accomplish this when setting a public hearing.

Dr Sam Pennise thought the fairest thing would be to consult with village clerk first.

Bob stated that the process starts with Lela moves that to Terry Debuck than to Bob. Sometimes it takes a day or so to get these application to them.

Board asked that packets be delivered the Friday before the scheduled planning board meeting.

John Jensen made motion that packets be delivered on the Friday before the board meeting.

Matt seconded

All in favor

Motion approved

John Jensen asked to table the three documents until they are finished being updated.

Bob will email them before the next meeting.

Matt told the board he handed his letter of resignation into the village clerk.

Dr Sam Pennise made motion to adjourn the meeting

John Jensen seconded

All in favor

Meeting adjourned at 8:34 PM