

**The Town of Waterford  
Planning Board  
65 Broad Street  
Waterford, NY 12188**

**Minutes of May 11, 2009**

The Agenda meeting began at 7:00 pm followed at 7:30 pm by a workshop session on proposed zoning changes.

At 8:00 pm the regular meeting began. Attendance was taken, present were members Peter Fletcher, David Wendth, Robert Lefebvre, Harriett Fusco and Chairman David Woodin. Also present was Richard Hurst; Planning Director, Rene Lipatas; CHA, and Ray Carmel; Code Enforcement

Mrs. Fusco made a motion to waive the minutes of the April 13, 2009 meeting and accept as submitted, seconded by Wendth. The motion passed 5-0.

Fletcher	yes
Wendth	yes
Lefebvre	yes
Fusco	yes
Chairman Woodin	yes

Ms. Lipatas provided the Board with the current definitions of word usage as related to Town Code. Discussions ensued and adjustments and deletions were made to make these areas more accurate and up to date.

Mr. Wendth addressed the categories of Assisted Living Facility, Elder Care Use, and Hospital. Adjustments and changes were made to the definitions as applicable.

Mr. Hurst stated that the Building Inspector is the first person every applicant should see before appearing in front of the ZBA or Planning Board. He wants each Board member to be clear on this process and follow through. The Building Inspector will make an interpretation based on the information the applicant provided on the Zoning Verification form. The applicant then has the option to appear before the ZBA if they do not agree with this decision. If repeated issues reoccur, then this Board can discuss them.

Mr. Hurst went on to discuss the billing procedure for the Building Department and escrow accounts. The Zoning Verification form is free, appearing before the Planning Board is free, but if the applicant needs to talk to Rene, the Town Engineer, this costs the Town money. If the project is referred to the engineer then the Board needs to get an estimate from Clough Harbour and money needs to be placed in escrow by the applicant

prior to this conversation. The Planning Board and Clough Harbour will not do any work on the project until the escrow account has been established. This needs to be a process that we follow. The Town has to account for all the time and effort placed on these projects and receive payment. This also helps the applicant, they know what to expect monetarily and they can decide if they wish to go forward.

Ms. Lipatas stated that any work that is done on a particular project gets billed to the escrow account. Any work that is done prior, such as the initial review, gets billed to the Town because the escrow account has not been set up as yet. They will work to fix this process. There will be a quicker turnaround time.

Mr. Hurst asked the Board about Carl Walters' property on Fonda Road and if it was ever subdivided. There is a for sale sign on the lot.

Chairman Woodin questioned the status of Lot 22 in Riverbend.

Ms. Lipatas stated the lot grading will be addressed by Ray and then by herslef. An escrow account has already been requested for this lot due to its unique size.

Mr. Carmel added that at permit time, the grading fee is collected.

Mr. Hurst addressed the Town fee schedule and changes that need to be made. The County is requesting an updated list. PRD fees were discussed and the fee for sketch plan should be raised to \$50 and the engineer or building department will establish the escrow. The lot line adjustment should also include engineering costs.

Chairman Woodin stated that he will prepare a written formal request to the Town Board for changes to the Town Code. These include amending the allowed uses in C-2 Commercial District and in the M-1 Manufacturing District, allowing aluminum fencing in Riverbend and deleting the reference of \$10,000 as a threshold to require site plan review.

The Chairman made a motion to accept this proposal of changes to the Town Code as one and refer this matter to the Town Board for approval. The motion was seconded by Fusco. The motion passed 5-0, with voting as follows:

Fletcher	yes
Wendth	yes
LeFebvre	yes
Fusco	yes
Chairman Woodin	yes

Mr. Carmel added that he would like to address other word definitions as related to Town Code and comments to include more adjustments at next month's meeting. This is an ongoing process that will take time.

Chairman Woodin made a motion to close the meeting at 8:55 pm, seconded by Fusco.