

## Germantown Planning Board Minutes

July 25, 2019

Members in attendance: Chairman Tim Otty, Emil Ericson, George Sharpe, Jen Crawford, Chris Brown.

Meeting was opened at 7:00 p.m.

Pledge of Allegiance.

The June 27<sup>th</sup> meeting minutes were reviewed and unanimously approved.

Applications: None

Old Business:

On-going work on Planning Board Checklists.

Each member provided update on what they worked on individually and the board discussed the current status and direction of efforts:

- Chairman Tim provided draft checklists for Site Plan Review/Special Use Permit, Sub-division, and the revised Lot Line Adjustment. Each member will be provided these in electronic format to make notes, revisions, questions/comments so we can go smooth on these documents.
- Chris Brown provided a "Overall Flow Chart" of the building, planning, and zoning process for the Planning Boards review.
- Jen Crawford provided a detailed example of a review checklist example (Which she had combined and tailored from her review of checklists in use by other planning boards).
- George Sharpe provided suggested corrections and clarifications to the current application forms in use in Germantown.

After discussion of each of the preceding efforts the Planning Board determined we have three separate projects/efforts:

**Chris Brown** is taking the lead on producing a "**Process Overview and Information Packet**" this is intended to be shared on the website, via the building department, town clerk, and printed copies that can be distributed via other means (The Library, placed in the information boxes in town hall, were some of the suggestions. This project will require the review and input of the CEO and ZBA as it is intended to put something out there to aid all residents in navigating the building, planning, zoning review process.

**George Sharpe** is taking the lead in "**updating applications**" - reviewing the current forms, applications and updating/providing clarifications a couple examples were

provided. It is understood updating the applications will require review by CEO, ZBA, and approval by Town Board.

**Tim Otty** has provided draft checklists to each member and will send word documents out for individual input/revision. The ***checklists are internal documents*** giving page numbers and a general flow to the planning board review. They will be used as a guide/reference during the planning boards review of applications before us. The discussion included these documents will be living forms that are changed as we use them and refined to efficiently direct our review. They will be kept by the Planning Board Secretary and updated as necessary.

New Business: None

Other Business:

Chairman Tim Otty indicated the board had matters to discuss the employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of particular person; and to discuss proposed, pending or current litigation and asked for a motion to enter executive session for that purpose.

Motion made by George Sharpe and 2<sup>nd</sup> by Emil Ericson. All members voting in support.

Chairman Otty advised the three members of the public in attendance that it was anticipated after coming out of executive session the Planning Board would immediately adjourn with no other business for the evening. All three members expressed appreciation for the Town Planning Board and the efforts they witnessed regarding the three ongoing projects.

Entered executive session at 8:05 PM

Came out of Executive session at 8:30 PM

Meeting Adjourned:

On a motion by Chris, seconded by George with all in favor and none opposed this meeting is adjourned at 8:31 p.m.

Timothy J. Otty – Chairman (In the absence of Jami L. DelPozzo- Planning and Zoning Secretary)