

## Germantown Planning Board Minutes

September 26, 2019

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

Meeting was opened at 7:00 p.m.

Pledge of Allegiance.

The July 25<sup>th</sup> meeting minutes were reviewed and unanimously approved (There was no meeting in August).

Applications: Dave Weiss application was not complete in time for this meeting.

- Missing completed short form SEAF and review to determine if county planning board review would be required.
- Planning board discussed ways to process applications in the future to prevent them from being delayed (Preliminary Application reviews, follow up by contacting the applicant).
- Contact CEO and review the referral process (Once we obtain a referral, reason it is being referred, specific zoning that triggered referral, we can run with it).

Old Business:

Updates on Checklists/Procedures projects.

- George is continuing to review/revise the existing applications, zoning forms for the town residents. The planning board desires the applications have a revision date at the bottom (So everyone is using the most recent revision of the form). The applications and guidance on "How to information" package would be available both on-line and in hard copy packets. Added to George's part is a top sheet form that would be the CEO's referral (George will get with Sam regarding that).
- Chris Brown's "How To" information packet was discussed in detail. It is agreed this packet will serve as a guide to the residents regarding how to apply for Zoning actions in the Town (Building Permit, Variance, Lot Line Adjustment, Site Plan Review/Special Use, and Sub-division). This project is a refinement of the "Process Overview and Information Packet" discussed at our July meeting. It will include Email contacts and phone numbers that residents can use to guide them through the process.
- Our draft internal checklists were provided to each member at the July meeting. These are intended to guide our review and will be revised/updated as the board uses them to provide for a smooth uniform review of each action that comes before our board.

New Business: None

Other Business:

- George requested that Chairman Tim inquire if a deputy CEO could be funded by the town to cover absences of the CEO and/or if additional help could be provided for the Wednesday night building department reviews.
- Jen suggested having Jami attend office hours with CEO to fix communication gaps.
- Peter added that he supports the Planning Board making things as easy as possible for the residents, But we can't take on the burden of doing the CEO's job.
- Tim stated last year the Town hosted a working group that included the CEO, ZBA, and Planning Board to meet, train, and communicate with each other. He will inquire if that can be conducted again.

Chairman Tim Otty advised that he provides an informal update to the Planning/Zoning sub-committee each month by Email prior to the Town Board meeting (Ron, Britney, Rob). In that he will convey the issues/concerns regarding the processing of applications and improving the communications between the Building Department, ZBA, and Planning Board.

Applicant Dave Weiss was in attendance and stated he appreciated the Planning Board addressing issues regarding assisting residents in completing applications and providing assistance/guidance during the process. He requested a preliminary review of his application prior to our next meeting to make sure it was ready for the formal review process. Jen, George, Chris volunteered to identify a time and location to conduct that review and provide guidance (It was discussed that the Zoning Law allows preliminary reviews, However that review must be less than a quorum and must be limited to assisting with preparation/presentation assistance and not create a conflict of interest or indicate approval/disapproval of the requested action).

Chairman Tim advised our procedures include a statement discouraging ex parte communications. He will seek guidance regarding how we can avoid breaking that policy and still be able to provide guidance/assistance to residents.

Meeting Adjourned:

On a motion by Peter, seconded by Chris with all in favor and none opposed this meeting is adjourned at 8:35 p.m.

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