

September 12, 2016 Joint Workshop between the Village Board, Planning Board and Zoning Board of Appeals held at 8 Banta Street, Phelps, New York.

Present: Mayor: Brian Hemminger
Trustee: Howard Hughson
Trustee: Joe DeBrock
Trustee: Bette J. Hicks
Trustee: Michael Cheney

Also Present: Planning Board Member: Mike Blair
Member: Tim Maslyn
Member: Bob Springer

Also Present: ZBA Chair: Pat Hemminger
Member: Dave Clark
Member: Denise Schlossnagle
Member: David Gruschow

Also Present: Clerk/Treasurer: Jill Seifert
Deputy Clerk/Treasurer: Melissa Westfall
Code Enforcement Officer: Jim Murphy
Ontario County Senior Planner: Carla Jordan

Mayor Hemminger opened the workshop at 6:05 p.m.

The purpose of this workshop is to discuss the Ontario County Planning Department & Board's role in local municipal decisions. Brian introduced Carla Jordan, Senior Planner with the Ontario County Planning Department. Carla provided the attendees with a handout (a copy is included as part of these official minutes) outlining the review process. The following are some of the highlights and discussions from the workshop:

- The Planning Department is available to local municipalities to advise on technical processes; referrals are routed through the Planning Department and then presented to the full County Planning Board itself.
- In Ontario County, the majority of the referrals are because of the numerous County Roads and the 500 foot rule.
- Local Boards should remember that during the SEQR process, they may not act on the EAF until after you receive county comments.
- The four types of reviews are exempt, administrative review, Class I and Class II.
- Administrative Review – Signs are the most often referred for this review, residential subdivisions under 5 lots are second, and single family homes with a single area variance third.
- Class I & II – These are seen by the full Planning Board, they do not fall into the administrative review category. Class I's will come back with comments. Class II's have the potential for county wide or inter-municipal impacts.
- Recommendations – approval with comments, approval with modifications; local board must fulfill the modifications prior to moving forward, disapproval; deny for the listed reasons. A super-majority can overrule the county's request.
- All County Planning Board minutes regarding a certain referral should be part of the local minutes for the same.
- After the local decision is made; that information needs to be communicated to the County.
- Representation – usually a local planning board member is recommended and appointed locally and then a resolution and resume is sent to the County Planning Department and Board for consideration. Our representative is at the Town level and is Glen Wilkes.
- The County Planning Board by-laws are currently being updated and should be finished by spring of 2017.
- The County Board meets on the second Wednesday of the month; with the minutes available the following Monday.
- Zoning Board Member Dave Clark questioned whether referrals can be sent to the County prior to being heard by the local boards; Carla indicated that her understanding of our normal procedure is that the applications should be referred after the Zoning or Planning Board has initially met on it. This should be continued, Carla also explained that most of our referrals would be administrative reviews and could be turned around quick thus not holding up an applicant unnecessarily.
- Zoning Board Chair Pat Hemminger questioned if a County Planning Board Member could vote on a referral presented from their local municipality or if a question of conflict of interest is present. Carla indicated that the member should recuse themselves from any such matter. This is applicable for local boards also; any board member who may have a conflict of interest should recuse themselves, this recusion should be shown in the official minutes and no contribution, either for or against, is allowed. It is suggested that the member leave the meeting during this discussion.

Mayor Hemminger thanked Carla and with no further comments the workshop was closed at 6:50 p.m.

Respectfully submitted,

Jill K. Seifert,
Clerk/Treasurer