

### **3/16/04 Planning Board Minutes**

The Special Meeting on Tuesday, March 8, 2004, was called to order by Chairman Streif at 8:00 PM.

Members present: David Baker Fred Streif, Chairman  
Mike Cirocco  
Tom Reid also: Gene Stevenson, Water Superintendent

The minutes of the last meeting were approved as submitted.

Chairman Streif commented the Planning Association meeting from January 21, 2004 on Street Designs and Smart Growth didn't apply to the Town.

Chairman Streif asked the Planning Board members to acquaint themselves with the upcoming presentations on the agenda of the March 16, 2004 Planning Board Meeting by visiting the following locations:

- 1.the plaza on the corner of Main St, Blossom Rd and Transit Rd for Bill Adams and Enterprise Rent A Car
- 2.St. Gabriel's Church on Clinton St.

Chairman Streif asked to have hard copies of the agenda, the minutes and any recommendations sent to the Town Board from the Planning Board sent to him along with e-mail. Any Planning Board member wanting hard copies sent to them along with e-mail should let the secretary know. A directory of Town e-mail addresses will be dispersed at the next Planning Board meeting.

Chairman Streif announced a joint meeting of the Elma Town Board, Planning Board and Zoning Board on Saturday, March 27, 2004 at 9:00am to discuss 280-AG's and subdivisions. Notices were sent out regarding the meeting.

After a lengthy discussion the Planning Board have proposed recommendations regarding subdivision regulations as follows:

Item 1. Page 12304; Article I G( Authority for Subdivision Control; 123-1 (A)

Authorization of Subdivision plat approval: states the Planning Board has authority to recommend approval but Town Board has final approval. The Planning Board spends more time and has more expertise on the subject matter of subdivisions and would like to discuss at the work session, the Planning Board having final approval of subdivisions. The Board will vote on this matter at the next Planning Board meeting. (The Planning Board amended to leave Item 1 in the minutes for discussion at the March 27, 2004 work session by five (5) ayes and two (2) noes vote at the Planning Board Meeting on March 16, 2004.)

Item 2. Page 12306; Article II G (Declaration of Policy; 123-2 (A) The Comprehensive Master Plan is designed to ensure that any new subdivision developments conform to the Town's Planning goals. The Board proposed to add item (8) to read: All proposed developments must be consistent with Comprehensive Town Master Plan for growth and conservation of green space.

Item 3. Page 12322; Section 123-12 on set amounts of Performance Bonds for full costs of improvements in reference to Springbrook Shores, Chairman Streif questioned as to whether the Board has received or reviewed:

1. The Performance Bond (a surety bond to guarantee project completion)
2. Maintenance Bond; or
3. General Liability Insurance.

The code states the Planning Board should be setting the amount and seeing it through under the guidance of the Town Attorney and the Building Dept. to make sure amount is acceptable. Before a plat is approved it needs to be stamped and signed by the Planning Board and Town Board. A general plat stamp is used including the names of other departments like the Town Engineer, the Town Attorney, the Water Superintendent and the Highway Superintendent. Other departments involved in the subdivision development process and plat approval should be signing off on the final plat approval.

Item 123-12 needs to be addressed before the signing off on final plat approval. Mr. Cirocco has drawn up a checklist of procedures to follow in order for the developer to receive final plat approval. Mr. Baker asked if the placement of streetlights should be part of the guidelines. The Building Dept is responsible for the developers providing plans and specs for the placement of streetlights. Gene referenced Buffalo Creek Estates

streetlights. Also mentioned was the placement of monuments on property corners. A suggestion was made the Planning Board encourage the Building Dept receive completed drawings from the developer to include placement of streetlights, underground utility cables, etc before issuing COGs. Each development needs to be approved on a case by case basis.

Item 4. Page 12328; item 2. Deep Lots. Discussed as to why this section is in the Codebook. A suggestion was made the Town Board review this section and decide as to whether it should be eliminated. There maybe be legal issues involved.

Item 5. Page 12330; section B paragraph (1); Streets. In reference to Springbrook Shores, the streets need to be coordinated so as not to cause undo hardship to adjoining property and can be accessed by existing public street. All areas of Springbrook Shores Development should be accessible even if not developed. Gene Stevenson would like to add to the Town Code the specifications for the roads/streets of subdivisions to state: Streets/roads should not be fully blacktop until the project is 80% complete so as not to damage the road from constant construction traffic usage.

Item 6. Page 12333; section C, item 1, paragraph (a) Amount of land dedicated to parks and public open space. The Town Attorney will be asked if the last sentence of this paragraph can legally be eliminated.

Item 7. Page 12334; section C; item 3; The Town Attorney will be asked to review raising the \$250.00 per proposed dwelling unit in the project. Also in section C; item 3; under 277 of the Town Law, the Planning Board may request money in lieu of parks and public open space to be placed in a special fund.

Item 8. Page 12351; Clustering; Town Law 281 was discussed. The Town Board authorizes the Planning Board approval of cluster developments. At the Association of Towns Meeting Chairman Streif learned the Planning Board may require clustering. A copy of Supplemental Cluster Housing & Townhouse Regulations will be sent to the Town Board and the Zoning Board for review or to make any recommendations so the Planning Board will have a set of guidelines to follow.

Item 9. Page 12354. Section 123-26; Authorization of final plat approval should include not only the Planning Board and the Supervisor but the Town Engineer, Town Attorney,

Water Superintendent and Highway Superintendent. This matter pertains to an earlier discussion on section 123-12.

The Planning Board would like to review and discuss at the joint work session of the Boards on March 27, 2004, the Master Plan adopted on March 22, 2003 and what other Towns are involved. Hard copies have not been received.

Chairman Streif suggested being more restrictive with zoning will help Elma to reserve its Rural Community character.

The Town of Elma Zoning Ordinance Review Comments will be reviewed at the next Planning Board meeting.

A 1998 memo from former Board member George Blair on the transfer of development rights and the Planning Board's recommendations to the Town Board on 280-AG's was briefly mentioned.

There being no further business, the meeting was adjourned at 10:20 PM.

Respectfully submitted,

Jennifer Ginter  
Secretary-Clerk

After reviewing the items of original March 8, 2004 minutes the Planning Board approved to amend changes at the March 16, 2004 meeting. Approval of amended changes will be in the minutes of that meeting.