

Town of Torrey Planning Board November 18, 2013

Meeting called to order at 7:03 PM by Chair Dave Granzin

Members present – Jack Hessney , Floyd Hoover, Elaine Thiesmeyer, Linda Lefko

Excused- Sam Selwood Floyd excused for Fire Dept. meeting

Discussion on appointed member Tim Hansen's lack of attendance. Mr. Hansen has not taken his oath within the mandated timeframe of 30 days, therefore making his appointment null.

Motion by Linda 2nd Jack approving the August minutes, carried.

Motion by Elaine 2nd Linda approving the October minutes, carried.

No Ag Advisory Committee report.

No County Planning Board report

No Hydro-fracking report

Wastewater Committee is to meet on Wednesday Dec. 11, 2013 at 8:00AM

No Comp Plan updates.

Short discussion on Milo's adult entertainment law. Dave encouraged members to review it for future discussions.

Discussion on recommended changes to Zoning Law and Steep Slopes Law. Town Board called for a hearing December 8th but must be rescheduled due to The Yates County Planning Board will review first, and offer recommendation, then Public hearing will be set for January 14, 2014.

Linda reported on the Town Boards response to the law changes. One comment was that this change puts a lot of power in the hands of the Code Officer. Jack stated the Town job description presently in place, details the Code Officers duties and powers. The Town Board on its decision to hire, does entrust the employee with this power.

Discussion with process of reviewing Steep Slopes permit process. Concerns last month's meeting was that all board members did not visit the site being reviewed. Jack was concerned with the size of the plans/drawings for the application. He was unable to read the plans due to the small scale. Dave remarked that this is not a process issue but an execution problem.

Jack also did not have the footer plans.

Secretary stated that the Town copier will only copy certain size. Dave stated on the application it is the applicant's responsibility to supply the large copies, not the Code Officer or Clerk. This board needs at least 7 copies per application.

Jack feels that there is a need for initial meeting which would determine that all information for the steep slopes application needed has been submitted.

Discussion on site plans with engineering stamps. The responsibility of execution of engineered plans is not on this board but the contractor.

Linda stated if the members do not have the plans that it is useless to visit the site.

The Eskildsen land was first proposed as a reclamation project when reviewed later on an interested person wants to develop the land. Linda would like to have reviewed the paperwork before visiting the site. She feels that permission would be needed prior to the visit.

A statement should be added to the Steep Slope Application granting the Planning Board members permission to visit the site independent of the formal site visit.

Clerk suggested that a expiration date for the permit application. If more information requested is not supplied, the application is invalid after a certain amount of time.

Jack is concerned with the property on Houston Road. The engineered plans were not followed by the contractor.

A discussion on who determines an application is complete. The Planning Board or Code Officer.

Dave wrote a list of steps for the application process.

The following process steps were agreed to by the Planning Board.

- 1) The application must include at least one full scale topographical drawing of the proposed project which must be available for Planning Board members for review.
- 2) The applicant should provide enough copies of the application for each Planning Board member to have a copy.
- 3) The Planning Board members should be notified as soon as possible that the application packages are available. Members can pick them up at the Town Office.
- 4) After the application has been received and the fee paid, the Zoning Officer will contact Soil and Water to set up a site visit. The Planning Board members will be notified of the date and time of this site visit so they can attend if possible.
- 5) When the Planning Board reviews the application, the first order of business will be to determine by vote if the application is complete. If the application is not absolutely complete the Planning Board will then determine, by vote, if the missing information can be waived or not. If the missing information is of sufficient importance that it cannot be waived the application review will be tabled until the missing information is provided. If the missing information can be waived without affecting the review, the Planning Board will continue with the review.

Also a statement should be added to the Steep Slope Application granting the Planning Board members permission to visit the site independent of the formal site visit.

Update: City Hill Excavation signed the Holtzman application as land contractor, the following day after planning board approval of Holtzman site plan.

Motion to adjourn by Linda, 2nd Jack carried at 8:30pm.

Respectfully submitted,
Betty Daggett