

**Town of Waterford
Planning Board
65 Broad Street
Waterford, NY 12188**

Minutes of February 11, 2008

The meeting began at 7:30 PM with attendance taken. Present were members Peter Fletcher, David Wendth, Robert Lefebvre, Harriett Fusco and Chairman David Woodin. Also present were Rene Lipatas; Clough Harbour, Richard Hurst; Planning Director, and Mario Caradori; Building Department.

Charles Harnett came before the Board to discuss minor changes regarding the proposed three lot subdivision at 228 Fonda Road by Carl Walters. The easement acquired by the Town for the pump station adjacent to the land was addressed as well as what will be needed from the County.

Ms. Lipatas stated that Mr. Harnett will need to fill out a Section 239M form in order to receive approval from the county for a driveway off Fonda Road.

The Chairman clarified that there will be a Public Hearing for this project with the ZBA on February 26, 2008.

Mr. Harnett stated that he is still waiting to hear back from Carol Sheffer regarding the mailing of notice to adjoining property owners. He was going to speak with Charles Fusco, ZBA Chairman this evening.

The Chairman replied that Mr. Harnett will need the proper variances in order to come back to the Planning Board to move forward with the project.

Mr. Harnett clarified that the existing house on this land is 228 Fonda Road, the other two properties are 226 and 230 Fonda Road, but not in order.

The Chairman stated that the County 911 or in some cases the Planning Board will assign the house numbers. He confirmed the next Planning Board meeting is March 10, 2008, and Mr. Harnett should come back then with the needed variances and we can move forward.

The minutes of the January 14, 2008 meeting were read and a motion to accept was made by the Chairman, seconded by Lefebvre. The motion passed 5-0 with voting as follows:

Fletcher	yes
Wendth	yes
Fusco	yes

Lefebvre yes
Chairman Woodin yes

Mr. Hurst stated that the Building Department is all set with the new forms, which will be utilized soon. The forms that involve the Planning Department need to be addressed again.

Mr. Hurst began with the process of a subdivision. The fee should be paid before the applicant goes before the Planning Board, and the applicant will then turn the application over to the Planning Director who will review it. If the applicant is referred to the ZBA there will need to be an official referral from the Planning Board. The ZBA needs notice that someone will be attending the meeting. The very first step is the Zoning Verification form.

Mr. Wendth asked how the application is handled if the applicant is not the owner, but instead the builder. Some towns he deals with require a copy of the deed also.

Mr. Hurst stated that there is a section on the form for this scenario and it will need to be notarized. Asking for a copy of the deed is also a good idea. This should be included and added to the application, it helps to prove ownership.

Mr. Hurst also added that receipt for payment is necessary so the applicant can move forward. We need to know that they have paid the correct fees.

Mr. Fletcher asked about contact numbers for the applicants in case of questions,

Mr. Hurst replied that the instructions will have the applicable contact numbers and all applications are required to be handed in at least two weeks prior to any meeting.

Mr. Hurst continued his discussion with the forms designed for a Site Plan. The first step in this process will also be the Zoning Verification Form. There should also be a copy of the deed requested for this application, especially if someone wanted to build a house on the property.

Mr. Wendth replied that this is a good idea.

Mr. Caradori asked what happens if the applicant is acting for the owner?

Mr. Hurst replied that we have a place for that in the application and if the owner approves that the agent works for them, this will be notarized.

Mr. Hurst stated that he will be attending the ZBA meeting this month to review the current forms with their members and see what feedback they can provide. The variance approval/denial format needs to be explained.

Ms. Lipatas confirmed that she will adjust the necessary forms.

Mr. Hurst added that the current fee for variance appeal and engineering need to be well documented.

The Chairman answered that the fees for pools and sheds and other relative items should be addressed and we should look at what other towns charge for these permits.

Ms. Lipatas stated that she does have fee schedules from other municipalities for review.

Mr. Hurst agreed that the Town should standardize the fees and be fair.

Mr. Caradori asked about the verification of the cost of the home being built.

Mr. Hurst replied that this will require working with the assessor.

The Chairman asked if there has been any decision regarding the medians in Riverbend.

Mr. Hurst answered that he needs to speak to the Highway Superintendent; no one has been contacted yet and no decisions have been made.

The Chairman asked if there has been any contact with Scott Lansing in regards to the Despart project.

Ms. Lipatas replied that she has not heard from Scott in a while.

Mr. Hurst informed the Board that the park in Riverbend is all set except for the painting of the stripes on the tennis and basketball courts. The Town has \$5,000 in Escrow for this.

The Chairman added that the road by the park is deteriorating and will most likely break apart this spring.

Mr. Hurst replied that the BH Group is now maintaining the roads in that area as far as snowplowing and development in Riverbend has slowed down.

Mr. Fletcher asked about the status of Carriage Way and Mr. Hajeck.

The Chairman replied that he has not heard anything about the progress of that situation.

The Chairman made a motion to close the meeting at 8:55 PM, seconded by Fusco.