

**TOWN OF ULYSSES
PLANNING BOARD
MINUTES
05/07/13**

Approved 6/4/13

Present: Chairperson Ken Zeserson, Board Members: Sarah Adams, Rod Hawkes, Rebecca Schneider, John Wertis, Town Board Member Nancy Zahler, Environmental Planner Darby Kiley

Excused: Stan Beames, Peter Fry

Agenda

Mr. Zeserson called the meeting to order at 7:00 pm. He asked Ms. Zahler to introduce herself as well as each Board member.

He asked for additions to the agenda. Mr. Wertis stated he would like to review definitions. He reviewed our zoning and found there was not a definition for open space. He felt this would a worthwhile edit for this Board. The members agreed to this addition. Ms Adams stated she would like to discuss design criteria for parking, signage, etc. The members agreed to this addition. The agenda was approved.

Minutes

Mr. Zeserson stated the minutes of 03/19/13 and 04/02/13 needed to be approved, Mr. Wertis MADE the MOTION, Mr. Zeserson SECONDED the MOTION. Vote was taken- UNANIMOUSLY APPROVED-Minutes APPROVED.

Privilege of the Floor

No one was there for privilege of the floor.

Site Plan Review

Ms. Kiley presented a draft of text compiled as of August 21, 2012 by this Board. She stated the Town Board has a tentative timeline to wrap up the Lakeshore and Conservation Zone. It would be the chance to edit and update the Site Plan Review process. The members agreed and due to time that has elapsed decided to review from the beginning

The Board discussed and made edits to the document that Ms. Kiley would compile and distribute. The discussions included adding a description of the project on the application, include all wetlands to be on site plan documents, schedule the Planning Board meeting within 1 week after application deemed complete so members have time to review, add Ag. Committee to list, consultation fee paid by applicant vs. Town, parkland, and utilities back for review would this include wood burning furnaces-it was decided that it would not.

The following are the edits discussed (changes in *italics*):

Second paragraph of 3.4.3:

A sketch plan conference will be scheduled with the Planning Board, *no sooner than one week after the Zoning Officer deems the sketch plan materials are complete*. The applicant must submit the following materials:

1. Completed and signed application form, *including a description of proposed project*;
2. Payment of all application fees, *based on the most recent fee schedule adopted by the Town Board*;
 - c. Topographic or contour map to adequate scale and detail to show site topography and natural features *such as Unique Natural Areas, Critical Environmental Areas, and all streams and wetlands or evidence of these such as hydric soils or vegetation indicative of wetlands*;

First paragraph of 3.4.5:

Site inspections. The Planning Board (*individually or as a group*), and any such persons as they may designate, may conduct such examinations, tests, and other inspections of the site deemed necessary and appropriate.

Section 3.4.6

At its sole discretion, the Planning Board may consult with agencies or individuals, including but not limited to the Zoning Officer, fire commissioners, *agriculture committee*, conservation advisory committee, commission of public works, other local and county officials, in addition to representatives of federal and state agencies including the USDA Natural Resource Conservation Service, Tompkins County Soil and Water District, the State Department of Transportation, and the State Department of Environmental Conservation.

Consultation where fees are involved requires approval by the Town *Board*. *These fees* shall be borne by the applicant.

Section 3.4.10

If the proposed project includes dwelling units, the Planning Board may, in accordance with the provisions and requirements of Town Law § 274-a or any similar or successor law, *require a park or parks suitably located for playground or other recreational purposes to be shown on the site plan, or, to the extent permitted by § 274-a, monies in lieu of parkland*.

Ms. Kiley stated she would incorporate the changes as noted and reviewed and distribute the document for review.

Ms. Kiley stated the ZBA would be reviewing a subdivision on 05/15/13. If variance is granted it may come before this Board on 05/21/13.

Mr. Zeserson adjourned the meeting at 8:00pm

Respectfully submitted,

Robin Carlisle Peck
Administrative Assistant