

Town of Bristol

Planning Board

Minutes February 5, 2018

Present: Patti Giordano, Bob Drayn, Joann Rogers, Bob Stryker, Bob Raeman and Secretary Sandra Riker

Others Present: None

Minutes: The meeting minutes of January 2, 2018 were approved by Bob Drayn with a second by Joann Rogers. All Board members present approved.

Planning Board Overview Online Training for whole Board: The training was provided through the NYS Dept. of State Local Government Services. Some of the highlights of the training were:

- The requirements and guidelines for Planning Boards in NYS are found in NYS

Town Law §271.

- A Governing Board member cannot sit on the Planning Board.
- Qualifications for membership must be 18 years of age, resident of the municipality, and a United States Citizen
- Terms of Office-in a Town the appointing authority is through the Town Board, number of members may be 5 or 7 and that number determines the length of the term of appointment, staggered expiration of terms is necessary, and an Oath of Office must be filed with the Town Clerk within 30 days of the appointment
- All Board members are required to have a minimum of 4 hours training a year, the training time can be rolled over to the next year, the Governing Board approves the training, the source & formats may vary
- Advisory powers of the Board include:
 - Development of the Comprehensive Plan-
 - Land Use Studies
 - Land Use Regulations
 - Variance Requests-Area Variance
 - In the case of a subdivision the ZBA must request a written recommendation from the PB or the applicant can be advised by the CEO (Code Enforcement Office) to go directly to the ZBA for the Area Variance, The ZBA cannot make a final determination of the Variance until the recommendation from the PB has been obtained
 - Capital Budgets
- Public Meetings
 - To allow public to listen and to observe
 - Executive Session: public may be excused if the Board requires council from their Attorney
 - Provide access & notice to public and the media
 - Post notice: Conspicuous place, and on the municipal website
 - Under Public Officers Law §103 2(e) agenda & documents available prior to meeting online if possible effective 2/12/2012
 - Public Hearing-is held for the purpose of receiving public comment on a particular matter, there may be one or a few public hearings held in the course of a Public Meeting

Future Dates of Interest

*Next Planning Board meeting
March 5, 2018 continue work on
directive from Town Board at
the December 4, 2017 Joint
Meeting*

Home based businesses: At the December 4th Joint Meeting of Town Board, Planning Board and ZBA the Supervisor asked the Planning Board to address the following:

- Revise home occupation definition and deal with the size of the building and/or space allowed for home business use
- Rework of the Temporary Special Event Permit first presented in 2014
- Review the list of allowed uses in the districts
- Review the list of uses allowed by a special use permit and expand the type of uses
- Consider small retail, how to define it and where it can fit in our zoning districts

Due to the length of the online training continuation of allowed uses, event venues will be discussed at the next meeting.

CEO report: The CEO report for the month of January was provided in the packets for tonight's meeting.

A motion to adjourn the meeting was made by Patti Giordano with a second by Joann Rogers. All Board members present agreed.

Respectfully submitted,

Sandra Riker

Town of Bristol

Secretary to the Planning and ZBA Boards

February 5, 2018 will be the next Planning Board meeting.

The minutes of January 2, 2018 were approved at the February 5, 2018 meeting of the Planning Board with a motion by Bob Drayn with a second by Joann Rogers.

The February 5, 2018 minutes were approved at the April 2, 2018 meeting with a motion by Bob Raeman and a second by Bob Drayn.