

VILLAGE OF SCHUYLERVILLE

PLANNING BOARD

MINUTES

September 25, 2023

The Village of Schuylerville Planning Board met for its regular meeting on Monday, September 25, 2023, 6:30pm at the Village Municipal Center. Members present: Chairman Michael Patterson, Ronalee Myers, Beth Woodard, Ed Carr, Alternate Patti Smola and Secretary Helene Patterson. Absent was Sean Healy and alternate member Cassandra Wilusz. No public was present.

Chairman Pattersen announced that the Public Hearing for 13 Ferry Street was still opened because Mr. Liptak at 13 Ferry Street did not have the completed documents to present to the Planning Board. The meeting will remain open until said time that the documents are received unless members decide to adjourn or close the Public Hearing. The board agreed the Public Hearing remain open.

Chairman Patterson stated that, paperwork for the referral for 13 Ferry Street (site plan and environmental impact) was submitted to Saratoga County Planning Board for their meeting that was held on Thursday September 21st. Secretary Patterson stated that she had called the County office to inquire about the status of the referral this afternoon and they have given permission to move forward with no objections. Kim Lamberty from the County Planning Board office will be sending an official letter stating the same.

Chair Patterson presented the Public Hearing and Regular meeting minutes from August 21, 2023 to the board for review and asked if there were any questions or concerns.

Member Myers made a motion to accept the August 21st Public Hearing minutes and Regular meeting minutes as presented. Seconded by Member Smola. All Ayes, motion carried 5-0.

Member topics:

- Chair Patterson and Member Woodard brought up the discussion of application forms. Secretary Patterson presented the board with a few examples taken from the Town of Half Moon as suggested by Saratoga County Planning Board. Adapted forms (for the Village of Schuylerville) presented were CHANGE OF USE/TENANT and SIGN application. Draft Change of Use/ Tenant application needed a few corrections. Chair Patterson would like to have corrections made to forms and fee schedule together for the next meeting. Sign application needed to be worked on regarding specifications as stated in the Zoning Code. The Zoning Code does currently have a Special Use Permit and Site Plan Review application/form.

- Discussion of signs – Size and placement and interpreting such from the Zoning Code. What constitutes as a “sign” i.e., Decal on window, sandwich board etc.. Section 4.2 of the Zoning Code law was read and the need for clarification was discussed with consideration to the historic district and comprehensive plan. Further review will be needed by the board.
- Member Myers stated that she received a copy of the fee schedule for permit applications from past Chair, Bob Foster and will forward that to the Secretary to communicate the information to the members of the current Planning Board for review. It was noted that the Planning Board presents a fee schedule or changes to the fee schedule to the Village Board for approval by Resolution.
- Member Woodard and Member Myers stated that a potential new business may be opening at 78 Broad Street, prior retail space occupied by “Dwell “. Member Myers stated CEO Adam Myers has had initial contact with the business owner and directed him to the Village Office. Further discussion followed as to how the Planning Board would or could be made aware of new business seeking to open in Schuylerville.
- Member Woodard brought up discussion of who should be the first contact for a new business. Other questions followed as to how the board would get the information out to new business owners and if the business did not comply, could the responsibility fall on the property owner. Enforcement of Zoning Code through Stop Work order or fines to property owners. Discussion of the Village Office as the first line of contact and directing potential businesses or residence to the Planning Board Chair or Code Enforcement officer from there.
- Member Woodard made suggestions as the board moves forward to annually review the applications and possibly amend. Also, to create a binder for such information: Notes for review or a “log” for items to be addressed and reviewed in the future to create an annual timetable.
- The next Planning Board meeting and continuation of the Public Hearing for 13 Ferry Street will be held at 6:30pm Monday October 16, 2023.

Chair Patterson asked for a motion to adjourn the meeting: **Member Carr made a motion to adjourn the meeting at 7:07pm. Seconded by Member Woodard. All Ayes. Motion carried 5-0.**

*Respectfully submitted,
Helene Patterson, Planning Board Secretary*

