

TOWN OF STANFORD  
PLANNING BOARD  
MEETING OF 10-26-11

PRESENT:

Robert R. Butts, Chair  
Gerry Fernandez  
Conrad Levenson  
James Fouts  
Thomas Angell  
John Royall

Mr. Butts called the meeting to order at 7:45pm.

PUBLIC HEARINGS:

KAGAN/ FRIED LOT LINE ADJUSTMENT-

Mr. Butts opened the hearing on the application for lot line adjustment at 2868, and 2944-3000 Salt Point Turnpike. Mr. Houston submitted the affidavit of publication of the legal notice for the hearing, published in the Poughkeepsie Journal. No comments were made. Mr. Angell moved to close the public hearing. Mr. Fouts seconded. All in favor: Unanimous. Motion carried.

BUSINESS:

KAGAN-FRIED LOT LINE ALTERATION-

Mr. Butts noted that the Planning Board received a letter from the Building Inspector, dated October 5, 2011, which indicates that the tennis court does not have any setback requirements. The Building Inspector also submitted a Certificate of Occupancy for the construction of a tennis court at 2944-3000 Salt Point Turnpike.

Mr. Angell moved to approve the application for a minor subdivision/ lot line alteration. Mr. Fernandez seconded. All in favor: Unanimous. Motion carried. Mr. Butts signed the mylar, and asked that Mr. Houston provide the Planning Board with three copies of the signed map for the file.

#### HEWITT-WEINDLING LOT LINE ALTERATION AND MINOR SUBDIVISION-

Mr. Butts explained that he made the request for a more detailed report from the CAC, but has not received a response. Mr. Houston presented a revised map and a response letter to Mr. Clouser's comments. Mr. Butts instructed the applicant to provide Mr. Clouser with the updated map and response letter. He explained that once the CAC has provided more detail, the Board will then be able to conduct SEQRA review and schedule a public hearing.

#### OTHER BUSINESS:

##### APPLICATION CHECKLISTS-

Mr. Butts explained that Mr. Clouser is in the process of reviewing the checklists. The matter will be carried over to the next meeting.

##### ESCROW POLICY-

The Board reviewed a letter received from Town Supervisor Stern regarding the Planning Board's implementation of the Town's escrow law. Mr. Butts stated that the current escrow law is insufficient. He explained that stated escrow deposits and replenishment amounts on the fee schedule are at times too high, or too low for certain applications. Mr. Butts also noted that the Town Code currently requires that the Board allow the applicant 15 days to respond to an escrow request, prior to stopping the consultants from working on the application. He noted that during this 15 day period, it is possible for consultants to continue work on an application and thereby increase the amount of unpaid fees. He suggested that the Planning Board should have discretion to increase or decrease escrow deposits, as appropriate, and that the 15-day timeframe to respond to escrow requests be amended as well.

Mr. Angell suggested that the Planning Board use a retainer letter with the consultants, which specifies the limit of the amount of fees to be incurred. Mr. Butts noted that some projects have 2-3 consultants working from the same escrow account. Mr. Fernandez suggested that the Planning Board get an estimate of review costs from the consultants, to inform the applicant. Mr. Butts agreed to draft a recommendation and to circulate to Board members

for comment. He added that he will respond to Supervisor Stern's letter once the Board agrees on policy recommendations.

MINUTES-

Mr. Angell moved to approve the minutes of September 28, 2011 as written. Mr. Fouts seconded. All in favor: Unanimous. Motion carried.

PLANNING BOARD VACANCY-

Mr. Angell moved to enter into executive session to discuss personnel matters. Mr. Fouts seconded. All in favor: Unanimous. Motion carried.

Mr. Angell moved to return from executive session. Mr. Fernandez seconded. All in favor: Unanimous. Motion carried.

Mr. Butts noted that, while in executive session, the Planning Board discussed personnel issues, no minutes were prepared, and no actions were taken. Mr. Angell moved to recommend Mr. Gary Lovett to the Town Board for appointment to the Planning Board. Mr. Fernandez seconded. All in favor: Unanimous. Motion carried.

The meeting was adjourned at 8:45 pm.

Submitted By: \_\_\_\_\_

Michelle Turck, Planning Board Secretary

Approved By: \_\_\_\_\_

Robert Butts, Chair