

**November 19, 2009**

**PLANNING BOARD MINUTES**

**PRESENT:**

Gladys Gentile, Chairman (GG)  
Phil Schiavone (PS)  
Jennifer Sigler (JS)  
Ray DiBiase (RD)  
Kevin Koubek, Village Engineer  
Cindy Suarez, Secretary (CS)  
Mayor Margot Garant, Liaison (MG)  
Laura Schwanof c/o EEA Environmental Consultants

**ABSENT:**

Mark Brosnan (MB)

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*The Planning Board meeting was held in the first floor conference room at 121 West Broadway, Port Jefferson, NY 11777*

**TRUSTEE REPORT (MG, Liaison):**

- Resolution passed to hire Environmental Attorney, Maureen Lichionne on an hourly basis for support to do environmental reviews on large issues and sensitive sites.
- \$2500 awarded to EEA to locate a grant for landfill maintenance equipment and make composting more effective.
- ARC signage code process being reviewed to streamline the process and make it more user friendly.
- Michael Schwarting for the Harbor Square Mall Site will make application. The memo of the lease was recorded when Sandra Swenk was mayor. The building was leased to the Village at that time and research is being done to see by terms how would parking be counted.
- MG to ask clerk where archived files of Village are located.
- Harbor Square Mall (Michael Schwarting) will be making an application to the ZBA soon. There is a lease agreement with the Village that states by terms "how would the parking being counted?" Sandra Swenk was the mayor at that time and will be contacted for comments.

**GENERAL BUSINESS:**

Discussion was had with respect to the following:

1. The Board approved minutes of 10/22/09 as amended. Members approved 11/19/09 draft findings fact summary on **Map of Jefferson Hollow** application.
2. Discussion on Board's procedure since "Robert's Rules of Order" is not widely used the Board may establish their own rules of procedure. Motions on applications do not require a second to keep things moving along.
3. Certified stenographic record is required for all major applications, and desirable for all hearings.
4. **#12 Walnut Street** delay could have been avoided if a pre-submission conference had been held prior to formal site plan application.
5. Proposed revised fee structure was discussed with MG, BOT Liaison :
  - Higher fees on variance requests have resulted in applicants doing a thorough review of their proposed projects.
  - Single & Two family CEU requests \$500 appears to be fair.

- Conditional use variance = \$3500.
  - Transcript fee = cost.
  - Delete fee for PB presub for single-family dwelling.
  - Village code section 250-52C reads “Presubmission Shall meet with PB or representative”.
  - Presub requirement and fee should be a separate application (not part of application for development).
  - Presub application should require a conceptual (basic) site plan not stamped and to include choice of meeting with PB or PB representative; fee will be \$250 per session.
  - Change of Use permit = requires a public hearing. The use is approved first, site plan is approved thereafter, and fee should be \$500.
  - Recreational fee should be set at \$2500 per lot. Major = four or more lots.
  - Individual lot grading inspection = \$1500.
  - Extension of site development = \$500.
  - Amendment of site development (post approval) = \$500 (GG to research definition of “amendment”).
  - Bond = cost of improvements = review fees.
  - Site Development = fee = 8% of value of bond.
  - EAF = Short form included in application. Long form = \$400 + consulting fees.
  - Public notice poster size and fee to increase.
  - Members will revisit fee structure discussion at next scheduled meeting.
6. Remove two weeks presubmission timetable for follow up submission of site plan.
7. Add lot line shift to code.
8. Discussion on uptown revitalization program.
- Tax accessor to identify each parcel, use and occupancy.
  - Establishment of an “incentive district”.
  - Possibility of working with SUNY SB to offer off-campus housing.

The meeting ended at 10:00PM.

Respectfully submitted,

*Cindy Suarez*, Secretary