

TOWN OF JERUSALEM  
DRAFT  
 PLANNING BOARD MINUTES

December 4, 2014

The regular monthly meeting of the Town of Jerusalem Planning Board was held on Thursday, December 4, 2014, and called to order at 7:00 pm by Vice Chairman Jen Gruschow.

<b><u>Roll Call:</u></b>	Ron Rubin	Excused
	Jen Gruschow	Present
	Jack Wheeler	Present
	Ed Pinneo	Present
	Donna Gridley	Present
	Tim Cutler	Present
	Tom Pritchard	Present

**Others Present:** Mike Steppe, Town Board; John Phillips, CEO and Ashley Williamson, Recording Secretary.

**Minutes:**

November Minutes

Typo- change 'Kernahan stated it felt it would be a need courtesy' to 'Kernahan stated he felt it would be a needed courtesy.'

A motion was made by Gridley to approve the minutes as amended of the November meeting. The motion was seconded by Wheeler. All were in favor.

**Applications: None.**

**New Business:**

1) Chair & Vice Chair

Gridley nominated Ron Rubin as Chairman and Jen Gruschow as Vice Chair, other board members agreed.

Gridley made a motion to appoint Ron Rubin as Chairman and Jen Gruschow as Vice Chair. Wheeler seconded the motion. All were in favor.

2) Procedure Discussion

Gruschow stated that the biggest issue the Planning Board has been having is whether or not an application is complete. The Law reads that the Planning Board determines whether an application is complete or not. The Board may want to amend the Steep Slopes Law to clarify what a complete application is. The process right now is the Board receives the application before it goes to Soil & Water

and sometimes amendments are needed, and those amendments are brought to the meeting for the board to review that night. Gruschow suggested that in the new procedure or Law it needs to state that a completed application is when Soil & Water is satisfied, and use the 60 days that's allowed. The way the Law is written, it does not give ZAP Secretary Elaine Nesbit the ability to determine if an application is complete or not because the Law says the Planning Board determines if the application is complete or not. Nesbit said that Chairman Rubin, CEO Phillips and herself had previously met and discussed how Phillips is the one to first let the applicant know that the process may take longer than 30 days. That way when the applicant does submit an application, they have already had a conversation about the process. There was a general discussion about sending the plans to Soil & Water and then having enough time to review the amended plans. There was a suggestion that the deadline be moved back to allow more time for Soil & Water to respond and to give the Planning Board members more time to review the comments from Soil & Water. Nesbit said she has already done that for the 2015 schedule. Phillips suggested if Soil & Water has comments/concerns that they need to be addressed by the applicant then those concerns should be met or taken care of before the Planning Board reviews the application, many board members agreed.

Gruschow summarized the discussion of the Board, they need to change the due date of the application to allow more time, and the applicant has to satisfy Soil & Water comments, once the comments of Soil & Water are satisfied another set of final plans will be sent to the Board at least 10 days before the meeting, also something in writing from Soil & Water saying the concerns have been satisfied.

#### SEQR

Nesbit explained that the Board needs to see Part 1 & 2 as a whole. The applicant is required to fill out Part 1. Part 2 is to be completed online using the Mapper function. Nesbit stated she has no problem going through and double checking Part 1 with Mapper to verify the Archeological and etc. questions have been answered correctly. The way the State form works, it will automatically fill in some of the answers for you from a database the State has. Then the draft should be sent out to the board for them to review. The Board should be reviewing the SEQR form at the meeting with the applicant there. Nesbit stated she does not want the Town to get into trouble, but she has contacted other Towns (Milo & Gorham) to verify that is how they handle the SEQR form. The form needs to be reviewed in front of the applicant, so the applicant can hear the discussion and answers in Part 2.

Gruschow stated she had an email discussion with Shawna Bonshak, the Yates County Planner and her email said the process they are doing now is wrong. The SEQR needs to be filled out with the applicant present because it is their project and they need to be asked the questions. Part 2 and 3 are supposed to be filled out by the Lead Agency, the entire Board. Nesbit should only be filling out the ones that are automatically filled in by the Mapper, but the other questions should be left blank. Gruschow suggested writing it in at the meeting and then Nesbit can then retype the form. The Board needs to not lead the applicant through answering the questions. The current process was an attempt to speed the process up, but the Board was in agreement that they should start filling out the SEQR form together. Steppe suggested talking to the Town Attorney about the process that is decided upon.

**Old Business:** None.

**Committee Reports:**

- a. Agriculture Advisory Committee (Donna Gridley/Chair) - No Report.
- b. Branchport Hamlet – Jen Gruschow/Chair – The committee has focused on 4 projects.
  - 1- ‘Welcome to Branchport’ signs.
  - 2- Applying for funding for Street Scape Improvements (TAP application)
  - 3- Clean up Sugar Creek, walkway with some woodchips
  - 4- Finalize Façade Guidelines- distribute to Town Board, Planning Board and Business owners for comments.
- c. Comprehensive Plan Review Committee- Ed Pinneo—No Report.
- d. Town Board liaison – Mike Steppe reported the Town adopted the Local Waterfront Revitalization project. The Town Board had a presentation from Sheriff Spike about the heroin problem in Yates County. The Ag-Res Zoning changes had been stopped for a few months, they re-involved Jim Crevelling to go back and get a “final draft”.

**Announcements:**

No January Meeting.

**Adjournment:**

At 7:55pm Gridley made a motion to adjourn the meeting, seconded by Wheeler.