

**Tivoli Village Planning Board Meeting
Minutes of Monthly Planning Board Meeting
May 17, 2010 DRAFT**

CALL TO ORDER/ DETERMINATION OF QUORUM

Meeting was opened at 7:03 pm and a quorum was determined to be present for the conduct of business.

Planning Board Attendees:

Acting Chairman Harry Colgan
Robert Roff
Leigh Palmer
Alternate: Domenic Scarpulla

Also Present:

Mayor Tom Cordier
Village Trustee Susan Ezrati
Applicant Joe Cicileo
(Applicant Domenic Scarpulla)
Recording Secretary Gabrielle Green

Absent:

Chairman Peter Sweeny

NEW BUSINESS

Dominic Scarpulla recused himself as a member of the Planning Board and joined the meeting as an applicant.

Site Plan for 53 Broadway, Madalin Hotel: Acting Chair Colgan asked the board to review the application for Site Plan Review to add concrete and level off the original porch on the South side. The application was reviewed by the County, the response being that it was a matter of local concern. A concern was brought up about the American Disability Act and whether or not the porch would still conform to the regulations. It was determined that the handicap ramp on the East side of the building was adequate. Mayor Cordier added that Code Enforcement Officer Steve Cole and Building Inspector/ZEO Bob Fennell took measurements of the altered porch and that it still meets all of the requirements.

Leigh Palmer noted that the applicants required a Site Plan amendment. Joe Cicileo noted that the original Site Plan was approved as per the drawings (some copies of the original drawings were attached to the application). It was noted in the property file that the original Site Plan had been filed with the Village, but were unable to locate the drawings at this time.

Acting Chair Colgan reviewed the short EAF submitted by the applicants with the board with a negative response to all of the questions. There were no further comments about the application.

Leigh Palmer moved to approve the Site Plan as amended. Robert Roff seconded the motion. All were in favor. Motion carried.

Dominic Scarpulla returned to the meeting as a Planning Board member.

Mayor Cordier took some time to review the current process with the Planning Board. He handed out a packet from 2008 compiled by Greenplan about the Tivoli Site Plan review process. He noted the packet contained a checklist that the Planning Board should start using for every case so as not to skip any steps in the process. Mayor Cordier referred to mistakes that were made in the past, particularly with Kaatsbaan, where things were not documented and procedures were not properly followed. He announced that Michelle Greig of Greenplan would be coming to the next Planning Board meeting to speak with the board.

It was noted that there was some confusion among the board as to when a building permit was needed. This is information that should be readily available by the building department. Harry Colgan also noted that the Village uses State building codes. Dominic Scarpulla noted that there was some confusion over which should come first; the building permit or site plan? Mayor Cordier noted that this information was presented on the checklist he mentioned earlier.

OLD BUSINESS

Leigh Palmer moved to approve the minutes of April 19th, 2010 as amended. Robert Roff seconded the motion. All were in favor. Motion carried.

ADJOURNMENT

Leigh Palmer made a motion to end the meeting at 7:41 pm and was seconded by Robert Roff. All were in favor. Motion carried.

Respectfully Submitted,

Gabrielle G. Green
Secretary
Planning Board