GUIDELINES FOR PUBLIC INPUT

The Planning Board appreciates meaningful and thoughtful input from the community.

- Please note that the Planning Board has no jurisdiction over code enforcement.
- Face the Planning Board at all times, do not engage in direct discussions with the audience.
- Speak clearly into the microphone and state your name and address.
- Use concise, it
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- Written comments will be distributed to the Board and made part of the public record.
- Speakers providing public input will be timed to ensure compliance.
- Comments to the Board should specifically relate to the application under consideration and be directly relevant to
- Do not repeat points made by previous speakers.
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7. **2017.087 24 Caroline Apts Exterior Modifications**
   24 Caroline Street, Architectural Review of egress balcony and ladder within the Transect-6 Urban Core District.

**PROJECT DOCUMENTS**

**C. DRC Applications under Consideration**

1. **20190359 Strauss Walkway and Stairs**
   26 Fifth Ave, Historic Review of exterior modifications (walkway and front stair materials) within the Urban Residential -1 district.

   **PROJECT DOCUMENTS**

2. **20190343 Walbridge Bldg Exterior Modifications**
   107 Lake Ave, Historic Review of exterior modifications (front porch renovation, change in materials) within the Urban Residential -3 district.

   **PROJECT DOCUMENTS**

3. **20190356 Perry Residence Exterior Modifications**
   201 Lake Ave, Architectural Review of exterior modifications (rear sliding door, new roof over west elevation doorway) within the Urban Residential -3 district.

   **PROJECT DOCUMENTS**

**D. Upcoming Meetings:**

May 1, 2019 (Caravan: Tuesday, April 23 at 5:00 pm)

May 15, 2019 (Caravan: Tuesday, May 7 at 5:00 pm)

June 5, 2019 (Caravan: Tuesday, May 28 at 5:00 pm)

June 19, 2019 (Caravan: Tuesday, June 11 at 5:00 pm)

Submit Public Comments for Design Review Commission

**SUBMIT COMMENTS** to members of the Design Review Commission and City Staff about projects on this agenda.

**SARATOGA SPRINGS PLANNING BOARD - GUIDELINES FOR PUBLIC INPUT -**

<table>
<thead>
<tr>
<th>Note: The intent of a consent agenda is to identify any applications that appear to be consistent with the goals of the Board. The Board will be limited to 15 minutes.</th>
</tr>
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<tbody>
<tr>
<td><strong>GENERAL GUIDELINES FOR SPEAKERS:</strong></td>
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<tr>
<td>Planning Board members are volunteers appointed by the Mayor to serve seven-year terms. Each member has a single vote and a quorum (4 or more members) is required to vote on an application.</td>
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<td>- All meetings are video recorded and webcast; please provide public input in a respectful manner.</td>
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<td>- Public input will occur after the Applicant has presented the project to the Planning Board.</td>
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<td>- Speak clearly into the microphone and state your name and address.</td>
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<tr>
<td>- Speakers will be timed – two (2) minute limit for public comment and three (3) minute limit for public hearing. Be concise, it’s OK to speak for less than the time limit.</td>
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<td>- Individuals may not donate their allotted time to other speakers.</td>
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<td>- Face the Planning Board at all times, do not engage in direct discussions with the audience.</td>
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| SUP and SD: The Planning Board is **required** to conduct a **public hearing** with proper notice to all neighbors residing within 250 feet of the project. Each individual speaker will be limited to a total of three (3) minutes. |
|**SEQR and SP:** The Planning Board **reserves the right** to allow public comment as deemed necessary. The total duration for all public comments should not exceed fifteen (15) minutes with each individual speaker limited to a total of two (2) minutes. |

For all applications: Speakers providing public input will be timed to ensure compliance. Applicants’ initial presentation to the Board will be limited to 15 minutes.
Do not repeat points made by previous speakers.
• No laughing, heckling, speaking or clapping from the audience.
• Comments to the Board should specifically relate to the application under consideration and be directly relevant to the evaluation criteria.
• It is best to identify a designated speaker to summarize comments from multiple individuals.
• Written comments will be distributed to the Board and made part of the public record.
• Please note that the Planning Board has no jurisdiction over code enforcement.

The Planning Board appreciates meaningful and thoughtful input from the community.

To learn more about the application review process, please contact the City Planning Department.

Bradley Birge: 518-587-3550 x2515  bbirge@saratoga-springs.org

NOTE: This agenda is subject to change. Please check www.saratoga-springs.org for latest version.