



# CITY OF SARATOGA SPRINGS

## PLANNING BOARD

City Hall – 474 Broadway  
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Mark Torpey, *Chair*  
Jamin Totino, *Vice Chair*  
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Ruth Horton  
Sara Boivin  
Kerry Mayo  
Shawna Jenks, *Alternate*

PLANNING BOARD MEETING – THURSDAY, MAY 14, 2020

**RECREATION CENTER, 15 VANDERBILT AVE**

### DRAFT AGENDA

6:00 PM

NOTE: THIS MEETING IS BEING HELD VIRTUALLY USING ZOOM VIDEOCONFERENCING  
– To view the webcast live, or once recorded, go to [www.saratoga-springs.org](http://www.saratoga-springs.org). – To participate or provide input during the meeting, register here. – Input may also be emailed, no later than 12PM of the day of the meeting, to [jennifer.merriman@saratogasprings.org](mailto:jennifer.merriman@saratogasprings.org).

#### SALUTE TO THE FLAG

#### A. APPROVAL OF MEETING MINUTES:

#### B. POSSIBLE CONSENT AGENDA ITEMS

Note: The intent of a consent agenda is to identify any applications that appear to be ‘approvable’ without need for further evaluation or discussion. If anyone wishes to further discuss any proposed consent agenda item, then that item would be pulled from the ‘consent agenda’ and dealt with individually.

#### C. APPLICATIONS UNDER CONSIDERATION – Note: agenda item discussion will not begin past 10:00pm

1. [APP. #20200155 GUARINO/HANER SUBDIVISION](#), 21 Park Pl., final subdivision review of a proposed two-lot residential subdivision in the Urban Residential – 4 (UR-4) District.
2. [APP. #20190604 THE CLUETT HOUSE BED AND BREAKFAST](#), 2 Clement Ave., permanent special use permit for a neighborhood bed and breakfast within an Urban

Residential – 1 (UR-1) District.

3. [APP. #20200188 CHOW BELLA](#), 50 West Ave., special use permit for reuse of an existing building for dog-related retail sales and services in the Transect-5 (T-5) Neighborhood Center District.
4. [APP. #20200187 CHOW BELLA](#), 50 West Ave., site plan review for reuse of an existing building and site for dog-related retail sales and services in the Transect-5 (T-5) Neighbor Center District.
5. [ZBA APP. #20200208 STEWART'S SHOP REDEVELOPMENT](#), 402 Lake Ave, consideration of SEQRA Lead Agency (area variances) for the redevelopment/expansion of this facility for a 4,130 sq.ft. convenience store with two self-serve gasoline canopies in the Rural Residential (RR) District.

**D. UPCOMING MEETINGS:**

May 28 (workshop: May 21 5pm)

NOTE: This agenda is subject to change. Please check [www.saratoga-springs.org](http://www.saratoga-springs.org) for latest version.

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

The Planning Board reviews a wide variety of applications and its primary responsibilities include four land development decisions including New York State Environmental Quality Review (SEQR), Special Use Permit (SUP), Site Plan (SP) and Subdivision (SD).

The rules regarding public input depend on the type of application before the Planning Board.

*SEQR and SP:* The Planning Board reserves the right to allow **public comments** 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.

*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.

*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.

#### **GENERAL GUIDELINES FOR SPEAKERS:**

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.

- All meetings are video recorded and webcast; please provide public input in a respectful manner.
- Public input will occur after the Applicant has presented the project to the Planning Board.
- Speak clearly into the microphone and state your name and address.
- 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.
- Individuals may not donate their allotted time to other speakers.
- Face the Planning Board at all times, do not engage in direct discussions with the audience.
- 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.

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