



**City of Saratoga Springs**

**PLANNING BOARD**  
 City Hall • 474 Broadway  
 Saratoga Springs, New York 12866  
 518.587.3550

PB Members
Mark Torpey (Chair)
Kerry Mayo
Charles (Chuck) Marshall
Ruth Horton
Todd Fabozzi
Jason Doty
Shawna Jenks (Alternate)
Mark Pingel
William J. McTygue (Alternate)

**Note: This meeting is being held via Zoom**

- To participate or provide input during the meeting, [register here](#).
- To view the webcast live or once recorded, go to [www.saratoga-springs.org](http://www.saratoga-springs.org).
- Comments may be submitted up to 12PM on the day of the meeting using the [Public Comment form on the Planning Department page](#).

**PLANNING BOARD MEETING AGENDA**  
**Thursday, May 26, 2022 at 6:00 p.m.**

**Salute the Flag**

**Roll Call**

- 1. Approval of Meeting Minutes**
- 2. 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.

Agenda Order	Project #	Project	Project Location	Project Description
1	<a href="#">20220130</a>	<b>52 Kirby Area Variance</b>	52 Kirby	Advisory opinion to the ZBA for a proposed two-lot subdivision in the Urban Residential - 1 (UR-1) district.

**3. PB Applications Under Consideration - NOTE: Agenda item discussion will not begin past 10:00 p.m.**

Agenda Order	Project #	Project	Project Location	Project Description
2	<a href="#">20220325</a>	<b>12 Ballston Site Plan Review</b>	12 Ballston	Sketch plan review for a proposed 2,350 sq. ft. restaurant with drive-thru and outdoor patio and associated site work in the Transect - 5 (T-5) district.
3	<a href="#">20210989</a>	<b>Stewart's 402 Lake Site Plan</b>	402 Lake Avenue	Site plan of a proposed new 4,000 sq. ft. convenience store, gasoline pumps, and associated site work in the Rural Residential (RR) district.
4	<a href="#">20210755</a>	<b>269 Broadway Site Plan</b>	269 Broadway	Site plan review of a proposed multi-tenant commercial building and associated site work in the Transect - 6 Urban Core (T-6) district.

- May 26 (workshop - May 19, 5pm)
- June 9 (workshop - June 2, 5pm)
- June 23 (workshop - June 16, 5pm)

**GENERAL MEETING GUIDELINES**

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 depends on the type of application before the Planning Board.

**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.

**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.

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.

Note: This agenda is subject to change. Please check the [website](#) for latest version.

**GENERAL GUIDELINES FOR SPEAKERS**

- 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. Susan Barden: 518-587-3550 x2493 [susan.barden@saratoga-springs.org](mailto:susan.barden@saratoga-springs.org)