

**PLANNING BOARD
TOWN OF BETHLEHEM**

January 3, 2006

The Planning Board, Town of Bethlehem, Albany County, New York held a **Regular Meeting**, on January 3, 2006, at the Bethlehem Town Hall, 445 Delaware Avenue, Delmar, NY. Chairman Mathusa presided and called the meeting to order at 7:00 pm.

Present: Parker Mathusa, Planning Board Chairman
Howard Engel, Planning Board Member
Christine Motta, Planning Board Member
Thomas Cotrofeld, Planning Board Member
Katherine McCarthy, Planning Board Member
Daniel Odell, Planning Board Member (2nd Agenda Item)
Brian Collier, Planning Board Member

Michael Morelli, Deputy Director of Economic Development & Planning

Agenda: Presentation to the Board on Special Use Permit & Applications
Troubador Subdivision

Chairman Mathusa called the meeting to order at 7:30 pm and noted the presence of a quorum. He turned the meeting over to Mr. Morelli for a presentation to the Board.

Presentation to the Board on Special Use Permit & Applications

Mr. Morelli noted that the new Zoning Law turned the authority to approve Special Use Permits to the Planning Board. He stated that Special Use Permits were permitted uses within a zone but needs a special permit. The Zoning Law identifies within the Use Chart the uses that need Special Permits. These uses are looked at more closely because the use may have the potential to exhibit characteristics or create impacts incompatible with the purposes of the district in which they are allowed. The items that needed to be submitted, the process and the performance standards were discussed. He reminded the Board that a public hearing is required for all special use permits.

Ms. Moquin discussed the format of the new application forms and additional information that needs to be submitted with the application. Staff will check the submission for completeness and compliance with the Subdivision Regulations and/or Zoning Law. Once the submission is deemed complete, the applicant will submit additional copies to be distributed to the Planning Board. Applications were worked on and preliminary reviews of projects were done prior to the project reaching the Planning Board. The Development Planning Committee reviewed concept plans from potential applicants. The agendas and minutes of those meetings were on the WEB

but copies would be distributed to the Board. She informed the Board that she was their representative on the Committee and if there were issues that they would like applicants to know early on in the process, they could collectively agree on a list and it would be voiced at the Committee meetings.

Mr. Odell thought that it would be very helpful to applicants to have this list, as it would save them time, effort and money.

Chairman Mathusa wanted to know the order that projects were reviewed. Ms. Moquin said that once a submission was determined to be complete, it was assigned a project number and put into the queue for the Planning Board agendas.

With no further discussion, Chairman Mathusa turned the Board's attention to the next item on the agenda.

Troubador Subdivision

This project had been approved with a Conditional Final Approval on July 19, 2005. The design plans for the New York State Department of Transportation were currently being finalized for the required permits but would not be obtained by the January 19, 2006 expiration date of the Conditional Final Approval. The applicant was requesting a ninety (90) day extension that would extend the expiration date to April 19, 2006.

A motion to approve the ninety (90) day time extension request from the applicant for Troubador Subdivision, Conditional Final Approval #227, was offered by Mr. Collier, seconded by Mr. Cotrofeld and approved by all members present.

A motion to approve the minutes of December 6, 2005 as written was offered by Mr. Odell, seconded by Ms. McCarthy and approved by all Board members present.

A motion to approve the minutes of December 20, 2005 as amended was offered by Ms. McCarthy, seconded by Mr. Engel and approved by all Board members present.

A motion to adjourn was offered by Mr. Odell, seconded by Ms. Motta and approved by all Board members present.

The meeting adjourned at 8:05 PM.