

**Dutchess County Planning Board
MINUTES – July 13, 2016**

Present

Colleen Cruikshank
Joel Diemond
Michael Dupree
Hans Hardisty
Edward Hauser
Hans Klingzahn
Warren Smith
Jill Way
John Weisman
Randall Williams
John Metzger, *Legislative Liaison*
Anne-Marie Smith, *County Attorney Liaison*
Brad Barclay, *Staff*
Jennifer Coccozza, *Staff*
Emily Dozier, *Staff*
Brian Kehoe, *Staff*
Anne Saylor, *Staff*
Lynn Schara, *Staff*
Eoin Wrafter, *Staff*

Absent

James Nelson
Rick Wilhelm

Hans Klingzahn, Chairman, called the meeting to order at 3:30 PM. Introductions were made by all.

At this time, a quorum was present. A motion to accept, without change, the minutes from our May 11, 2016 meeting was made by John Weisman, and seconded by Michael Dupree. There were no objections, and the minutes were accepted.

Commissioner's Update, Eoin Wrafter

Eoin reported that in 2016, the Department completed 191 referrals through the end of June, which was 39% of our yearly projection of 405. Projection may be a little high since over half of the municipalities have adopted the Referral Exemption Agreement. A lot of referrals have been more complex, therefore taking more time to complete (i.e., zoning, commercial). As a result, about 84% have been completed within 21 days. Jen added that a lot of referrals are coming in incomplete, perhaps due to inexperience on the part of the zoning/planning board secretaries because they are new to their positions.

Applications for the Municipal Consolidated Shared Services Grant Program and the supplement have been received. The applications far exceed the amount of grant funding available.

Partnership for Manageable Growth Program

The Legislature approved the grant agreement for Steel Farm and we anticipate being able to close by the end of August. Manne Farm should close by the end of 2016. We hope to close on the remaining three projects by the end of March 2017.

Eoin then posed two questions to the board for consideration:

- Would it be helpful for land trusts to present a small PowerPoint type presentation for each application to board as part of application review process? If so, what kind of timing – before or after scores? Before or after visit? This would be in addition to the paper submission.
- Economics – what might be acceptable as a form of economics from the applicant side? Many farmers view their economics as proprietary so they are cautious about revealing it.

After some discussion, it was agreed that:

- A slide presentation would be helpful before scoring
- All land trusts need to have skills to submit equal presentations
- Future viability, as opposed to current status, is more important. Clear statements of potential spillover effects are necessary. Avoid speculation.
- Better economic quantification of the data, rather than just the narrative, is needed.
- Site visits are much more convincing than the written application.
- Slide presentation should include photos (essential if someone is unable to attend the site visit).

Any further suggestions can be sent directly to Eoin.

Draft County Complete Streets Policy

Emily Dozier gave background on the concept of Complete Streets, which is to enable safe travel for people of all ages and abilities, whether you are walking, riding a bike, using a wheelchair, taking transit, or driving, by designing and operating streets to facilitate all modes of transportation.

Nationwide, about 900 municipalities have adopted Complete Streets policies, in which they consider how to accommodate the many different modes of transportation when developing a project. Emily pointed out that these policies do are not a requirement that a developer or contractor must comply with; they are simply meant to encourage consideration and awareness of all types of transportation.

Dutchess County currently does not have a Complete Streets policy, so a draft policy and checklist were developed by the County's Complete Street's Committee. The policy applies to any transportation-related improvement on County facilities (County roads, bridges, buses and bus stops, parks, trails, and buildings). The Committee has received input from the Planning, Public Works, Office for Aging, and Health Departments, as well as our County Attorney's office,

so now they are asking the Planning Board for comments and review. Public Works has been using the checklist as a tool when they review projects.

Emily reviewed the policy with the Board. Questions arose about forcing a developer to construct a transportation improvement. Emily explained that the policy wouldn't force a developer to do anything; however, DPW could use the policy to encourage a developer to consider improvements to their site plan as part of a highway work permit application. There are also several exceptions to the policy, including if the cost of providing accommodation is excessively disproportionate to the need or probable use. Eoin added that having clear goals from the beginning of a project helps plans move faster through the process and can save time and money.

In summary, the policy will formalize the County's intent to support all types of transportation, by people of all ages and abilities. The adoption of the policy will allow departments to follow a consistent policy in evaluating projects affecting County facilities. The checklist was designed as a tool to foster discussion about the incorporation of transportation facilities in the planning stage, not to approve or deny a project.

At our next meeting on September 14, 2016, the Board will consider a resolution in support of the Complete Streets Policy. The policy will be submitted to the Legislature for adoption in October.

Miscellaneous

Hans Klingzahn reminded the Board that the Planning Federation is interested in hearing about any training needs municipalities may have.

Eoin informed everyone that the American Planning Association's national conference will be held in New York City next year for the first time in 15 years. He is hoping to send a few of the planners to attend.

Our next Dutchess County Planning Board meeting will be held on Wednesday, September 14, 2016, at 3:30 pm.

With no further business, Randall Williams motioned to adjourn and John Weisman seconded. The meeting ended at 5:10 PM.

Respectfully submitted,

Lynn Schara