

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

Present

Colleen Cruikshank
Joel Diemond
Hans Hardisty
Edward Hauser
Hans Klingzahn
James Nelson
Warren Smith
Jill Way
Rick Wilhelm
Randall Williams
Jennifer Coccozza, *Staff*
Brian Kehoe, *Staff*
Lynn Schara, *Staff*
Eoin Wrafter, *Staff*

Absent

Michael Dupree
John Weisman
Anne-Marie Smith, *County Attorney Liaison*

Joel Diemond, Chairman, called the meeting to order at 3:31 PM. A motion to accept without change the minutes from November 2015, was made by Hans Klingzahn and seconded by Rick Wilhelm. There were no objections, and the minutes were accepted.

Nomination and Reorganization of Officers

Joel Diemond regretfully informed the board that he would be unable to serve as Chairman for the full year. As a result, a motion was made by Warren Temple Smith to appoint Hans Klingzahn as Chairman; the motion was seconded by Jill Way and the vote was unanimous.

A motion was made by Randall Williams to appoint Jim Nelson as Vice Chairman and seconded by Ed Hauser. The vote was unanimous.

The 2016 Planning Board meeting dates were distributed by email and within each board packet. A motion was made by Warren Temple Smith to accept the meeting dates without change; it was seconded by Ed Hauser and the meeting dates were accepted.

Each January, the Planning Board By-Laws are revisited and re-adopted. The By-Laws were distributed by email and within each board packet. Warren Temple Smith moved to accept them as written; Joel Diemond seconded, and the By-Laws were approved with no revisions for 2016.

Training Requirements for Planning Board Members

A dispensation statement was found in January 2013, stating that all board members are subject to a state regulation that four (4) hours of training are required per year for planning

board members. Most of the board meetings held within the year fulfill that requirement. Our interpretation is that if we provide four hours of presentations during the calendar year and a board member attends those presentations, that would fulfill their yearly training requirement. The hours earned are not automatically transferred to another municipal board, but a municipal board can decide to accept those hours if presented by a member.

Eoin invited the board to suggest items of interest for future training sessions; Joel requested continued appraisal of how the relationship between the new appointee (Paul Hesse) and the City of Poughkeepsie progresses.

Jim added that he'd like to stay informed of major projects that the Department is aware of; Jen and Eoin agreed to explore the best way to keep the board informed.

Commissioner's Update, Eoin Wrafter

Eoin reported that in 2015, the Department completed 435 referrals, 13% higher than we had projected for the year. City of Poughkeepsie has several projects that we hope are indicative of future development.

Eoin commended Jen Coccozza for working so diligently with our County Attorney's Office to develop a municipal agreement that communities can sign on for referral reductions. A certain amount of referrals (commonly referred to as "sheds, decks and pools") have little to no county-wide impact or concern. This referral could add 60 days to their approval process. Municipalities who wish to participate may enter into an intermunicipal agreement with the County for a period of one year, with four additional one year extensions. Overall for 2010-2015, about 22% of referrals would not have needed to be referred to us. Eight communities have now signed on to participate and we will be following up with others to inquire about their participation. Once the agreements are fully executed, our Junior Planner, Janet Tisiere, has been reaching out to the Zoning and Planning Board secretaries to familiarize them with the new process.

Eoin explained our new Referral Identifier Tool, which is an online application that assists municipalities and applicants in determining what actions need to be referred to us per NYS GML 239 simply by entering the parcel number. There may be some instances where a property line is just barely exempt from a requirement for a referral; in cases like that where it's a borderline determination, the referral should be sent in anyway.

Partnership for Manageable Growth

An additional \$1M has been approved in the 2016 Capital Program for Partnership for Manageable Growth. Our plan is to do another round of applications after this one.

Brian Kehoe reviewed the final scores of the pending projects with the board. The projects all scored very closely, with marginal scoring differences noted. The board felt very strongly that all of the submitted projects were excellent projects and all are worthy of being funded. A detailed discussion ensued regarding the specifics of each project, as well as highlights of the program.

After the farm tours take place, the board will convene in a special session to vote during late February. Eoin reminded the board that the scores are a starting point and that the final funding decisions will be made by the County Executive.

Questions arose regarding how to handle unfunded applications if a second round of funding is allowed (would applicants need to reapply or could they just update their application). Eoin will have to look into how that process will work.

Community Development Administrator for City of Poughkeepsie

Eoin informed the board of the new initiative to partner with the City of Poughkeepsie to share a planning employee. Paul Hesse has been hired as our Community Development Administrator, employed by the County, but primarily based at City Hall to oversee implementation of planning and development in the City of Poughkeepsie. The revitalization of the City of Poughkeepsie will benefit the County as a whole. Joel Diamond moved that the Dutchess County Planning Board express support for this effort by the Dutchess County Planning Department because it is a very innovative change; it was seconded by Jim Nelson and carried.

Dutchess County Planning Federation

Hans Klingzahn reminded the board that the Dutchess County Planning Federation offers their training programs both in the spring and summer. If anyone has a request for training or leadership, please let Heather LaVarnway know so that they can try to accommodate the need.

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

Respectfully submitted,

Lynn Schara