

Town of Hamburg
Planning Board Meeting
May 2, 1990

A special meeting of the Planning Board was held on Wednesday, May 2nd, 1990 at 7:30 p.m. in the Planning Board room for the purpose of discussing some in-house issues that have been held in abeyance for some time.

Those in attendance included: Chairman Richard Crandall, Vice-Chairman Elgin Cary, Secretary Gerard Koenig, David Phillips, Sandy Carnevale, Steve Strnad. Others included: G. McKnight, Attorney Dan Gorman, Councilman Mark Cavalcoli, Town Engineer Jack Gilbert, Rick Lardo and new Town Engineer, Jerry Kapsiak.

Initial discussion centered on problems regarding the site plan review process as it relates to the Engineering Dept. Mr. Jack Gilbert, outgoing Town Engineer, noted that in the future, Mr. Rick Lardo will be attending Planning Board meetings which will aid immensely in the process. If someone is present at the meeting, some items can be resolved first hand. It was also noted that many times, items are left unanswered from meeting to meeting as the Planning Board has a sea of paper in front of them which cannot be addressed in one evening. Suggestions were made that if the site plan is not in good order, the developer should be taken off the agenda until input is received from all Town Agencies.

Councilman Mark Cavalcoli stated that he will review the Development Check list to determine whether it is complete and accurate. Also, a letter should be sent to developers denoting what is expected of them and that site plans should be submitted in a timely matter. Otherwise, they will not be reviewed.

Mr. Strnad was asked to find out about the Committee that was designated to oversee site plans so that there is a better line of communication between fire depts.

The issue of Sorrento Cheese also came up. Councilman Cavalcoli stated that he has been contacted by Mr. Mikac of Woodlawn with respect to this project and that run off is going into Rush Creek. Mr. Lardo informed the board that the change was made by the County and they reversed the flow. Revisions were to be made to the site plan. However, new drawings have not been submitted. Councilman Cavalcoli stated that he will discuss the matter with the Building Inspector and put out a cease and desist order.

A new fee schedule for rezonings and site plan review has been compiled. The question now is, will a Public Hearing be required and if so, how many days before should it appear in the newspaper, 5 or 10 days? Attorney Gorman stated that he does not feel a public hearing is necessary.

Subdivision Regulations--have been reviewed by some of the

members. Further questions should be referred to the Town Engineering Dept.

Concern was raised about site plan review at the regular Planning Board meetings. Often, there are several pages of comments in site plans that the Planning Board members and the applicant see for the first time at the Planning Board meeting.

Mr. McKnight is to contact all review agencies and request review and comments as soon as possible so that plans can be revised prior to Planning Board meetings. With the large number of projects constantly under review, it is a waste of Planning Board meeting time to have the applicant appear and then say that there are so many changes that need to be made, there is no sense reviewing the application. At the present time, this means that there is a 1-1/2 month gap before they can reappear before the Planning Board.

Open Space--a meeting of the Green Space Committee will take place on May 3rd, at 2:00 p.m. for the purpose of establishing some guidelines.

Chairman Crandall distributed copies of the final Hamburg Future Development Advisory Report which has been in the making for the past year.

Another meeting has been scheduled for June 6th at 7:30 p.m.

May 7, 1990

Memo To: Engineering Department
Building Dept.
Traffic Safety
Conservation Board
Fire Departments

From: Planning Board

At a special meeting of the Planning Board held on May 2, 1990, concern was raised about site plan review at the regular Planning Board meetings. Often, there are several pages of comments in site plans that the Planning Board members and the applicant see for the first time at the Planning Board meeting.

I was asked to contact all review agencies and request review and comments as soon as possible so that plans can be revised prior to Planning Board meetings. With the large number of projects constantly under review, it is a waste of Planning Board meeting time to have the applicant appear and then say that there are so many changes that need to be made, there is no sense reviewing the application. At the present time, this means that there is a 1-1/2 month gap before they can reappear before the Planning Board.

If any of you have a problem with this procedural change, please contact me.

B. Mc Knight
George McKnight, Director of Planning

TOWN OF HAMBURG

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Town Clerk
GEORGE DANYLUK

Supt. of Highways
RICHARD A. SMITH

Receiver of Taxes
ROBERT A. MARS

TO: Planning Board

FROM: Engineering Dept.

DATE: 5-10-90

SUBJ: PLANNING BOARD SPECIAL MEETING 5-2-90
AND FOLLOW-UP MEMO DATED 5-7-90

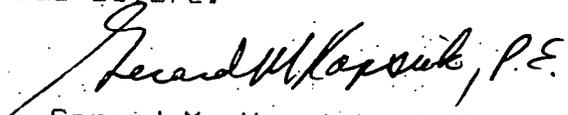
In regard to your 5/7/90 memorandum which summarized the site plan review process discussed at our interdepartmental meeting of 5/2/90, we have the following comments:

1. It was discussed and agreed that all plans were to be submitted to the Planning Board in acceptable format no later than ten (10) days prior to the Planning Board meeting for which the project is on the agenda. If the applicant failed to meet this deadline and acceptability requirement, they would then be removed from the agenda.
2. In order to meet the above requirement, the applicant would need to make an initial submittal at least three (3) weeks prior to the ten day deadline date. This would allow the Engineering Dept. one week for review and comment, followed by a week for the developer's engineer to respond to the comments and make appropriate revisions, followed by another week for review of the revised submittal by the Engineering Dept. and final revision as may be necessary by the developer's engineer prior to the ten day deadline date. Therefore, a full month is necessary for initial submittal previous to the date of the Planning Board meeting.
3. Since the Planning Board agenda is presently booked at least six weeks in advance, it appears that the above schedule is workable and will prove to be of time-saving benefit to both the Town departments and the developers. However, it is all dependent on the schedule being able to be adhered to in a smooth and timely manner. The time frame for the Engineering Department's review will be contingent upon the size of the project, quality of the submittal, and current workload within the department. In addition, it would be essential that other Town Departments and

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the developer's engineer closely comply with schedule for the various submittals and that the deadlines be strictly enforced by the Town, in order to avoid last minute submittals which do not allow sufficient review time.

4. Is Engineering still to submit our comments to Planning? Will Planning assemble a package of all Town comments and mail them? Designers and owners don't take comments seriously unless the Board tells them to address all the items. A form letter should be developed and sent directing them to address all comments. If this is not done, then the system will be right back to where it was before.


Gerard M. Kapsiak, P.E.
Town Engineer


Richard Lardo
Principal Engineer

RJL:jnl

cc: Councilman Cavalcoli