

TOWN OF MIDDLESEX
PLANNING BOARD
Minutes – June 4, 2009, 7 pm

Board members present: Lynn Lersch; Robert Mincer; Bruce St. Lawrence

Public Present: Donald Shieve, Keith & Nancy Gilliland

Staff Present: Dawn Kane, CEO

Meeting opened at 7pm with internal board discussion on agenda items to review.

Agenda – Stormwater Management & Erosion Control Laws, Board process for transmitting internal document flow.

Mr. And Mrs. Gilliland inquired about the Site Plan Review process and the expected time frame for Site Plan Review. Board member Bruce St. Lawrence explained the process and referred them to the Office of Code Enforcement for direction of what steps to take to get on the Planning Board's agenda for Site Plan Review.

Board members reviewed process with Dawn Kane, CEO. Board discussion on using a "Notice of Referral" as an inter-office transmittal form to streamline internal document flow. Lynn shall send it to Bob Multer for review.

Board discussion on Site Plan Review determination with "Conditional Approval" was discussed. A referral to our Town Attorney was suggested for clarification as to when permitting begins. Also clarification of the process whereby the Town of Middlesex may format a "letter of surety" or approval of bond and what those perimeters are for use in specific applications.

Dawn Kane, CEO reported that a determination was made by our Town Attorney stating that side yard setback measurement is from any point on the structure wall whether above or below grade. This would include any type of overhang or cantilevered structural designs.

Next month's agenda: Draft Stormwater Management & Erosion Control Law. Priority workshop on this topic on June 18th to make sure it is ready to recommend to the Town Board for review.

Draft minutes for approval next month: May 21st and June 3rd.

Meeting adjourned: 9:15pm

Minutes submitted by L. Lersch; Revisions to Lsammy5@frontiernet.net