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| **Attendees** | **Board:** C. Ptacek-Chair, R. Krueger, J. Long, M. Louy, E. Petrillo,  A-M. Sheehan, I. Bonin-Clerk/Secretary | **Public: NONE** |
| **Topic** | **Discussion** | **Next Steps** |
| 1. Call to order, Pledge/Roll Call/Quorum | * Quorum present
* Meeting called to order 1832
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| 2. Minutes Review  | * Motion to approve by M Louy . Second by A-M Sheehan. Discussion with corrections. Minutes approved 6-0 .
 | Clerk to make corrections and post minutes |
| 3. Public Hearing | * Public Hearing- NONE
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| 4. Application and Sketch Plans | * Ken Drinkwine-#9-22 (on hold)
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| 5. Subdivision in progress/Hold over apps. | * Drinkwine application on hold
 | Irene/Chuck to follow up |
| 6. Chairman’s Report | * Report to Hebron Town Board with no follow up actions. Discussion with Supervisor regarding decommissioning plan of Solar Farm. Town has not received follow up from Norbut at time of Town Meeting 2/13/22. This needs to be in place prior to moving forward with development.
* Materials/handouts reviewed regarding renewable energy as it relates to decommissioning, appeals, etc. Ms. Louy shared the new office being stood up at state level- Office of
* Open position on Planning Board needs to have public advertisement. This will be initiated by Town Board/Clerk. Encourage current members to also recruit for position.
 | Chuck to follow up with Brian Campbell, Town Supervisor |
| 7. Clerk/Secretary Report | * Continue to work with Dave regarding hand off of materials. Awaiting access to HPB email.
* Requests for new building and additions to current structures coming in via phone calls. Asking for direction for these calls/inquiries. Per board members…new requests start with Washington County offices
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| 8. Old Business | * **Land Subdivision Regulations and Guidelines**
	+ Revised 11/2020
	+ Needs to be updated as the 2020 version is the most UTD
	+ Consider a small committee to work with legal to be sure UTD with state laws, consistency throughout document
 | Irene to get from Dottie and send to members. Be prepared to bringto March meeting to discuss changes |
| 9. New Business  | * **Saratoga Training**
	+ Department of State moving more training onsite
	+ New York Planning Federation offers continuing Education and can get annual membership for the town board members
	+ Mr. Petrillo attended Case Law and found very interesting. Provided handout to members
	+ Michelle shared handouts from her presentation
	+ Irene attended Overview of Planning Board…recommendation to consider alternate member for Planning Board to cover when there is a conflict of interest with members.
* **Site Plan Review**
	+ 2004 plan was reviewed and during that period the Town Board presented in public hearing and was not endorsed/enacted at that time.
	+ “Intrusive Development” what is qualified as intrusive? Members identified need for definitions to support statements. Consider to have Pamela Landi come to walk board through developing our Site Plan. Need to understand what does/does not come to the board. Consider looking at state definitions.
	+ Per Michelle’s article, NYS Local and Gov Services call out issue of sub division and site review cannot be done on one project. Investigate how that works and how HPB can consider this
	+ Renewable energy: need to consider wording that refers to “anti-glare”, “shuttering”, EPA compliance of recent standards and setbacks, aesthetics, screening, impact on wild life/vegetation
* **Fee Schedule**
	+ Board is taking into consideration surrounding town site fees to compare. Hebron’s fees are currently below surrounding towns.
	+ Reviewed spreadsheet of surrounding town’s fees.
	+ Regulation pamphlet could be increased consider increase from $2 to $5.
	+ Solar ordinance fee… consider creating fee schedule that mirrors Hartford
	+ Many opportunities to collect fees through the planning board
	+ Bring to Town Board with Site Plan to get approval/support for both
 | Follow up with Hebron town on status of trailer ordinanceChuck will reach out to Pam LandiMembers review materials on Site Plan and prepare for March MeetingChair to bring recommendation to Town Board for direction.  |
| Adjournment | * Motion to adjourn by J. Long second by E Pelletier. Approved 6-0
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