

VILLAGE OF LANCASTER PLANNING COMMISSION - MEETING MINUTES

Location: Council Chambers, 5423 Broadway, Lancaster, NY

Date: 05/15/2003 Time: 7:00 P.M.

MEETING MINUTES

Attendance:

- Richard C. Bulman *
- Robert J. Deutschlander
- Darlene L. Humphrey *
- Leonard A. Vento
- Steven Vriesen
- Mark K. Grucella *
- Mary Kless
- James B. Allein *
- William R. Natalzia
- Jeffrey H. Simme
- James F. Volpe

Arthur A. Herdzik, Village Attorney (Ad-hoc Member)

Note: * indicates those present

Richard Bulman called the meeting to order at 7:05 p.m.

A **Motion** was made to accept the meeting minutes of 04/17/2003.
Motioned by **Mark Grucella** and seconded by **Darlene Humphrey**.
Carried – 4-0

Listed Correspondence – N/A

Site Plan Review –

Other Business: Discussed Site Plan Review Checklist – 1) Building Department
2) Department of Public Works
3) Planning Commission
4) Fire Department

Discussed role of Building Department regarding Site Plan Review. It was suggested that a meeting with the Village Board to address concerns regarding junk vehicles and grass cutting, etc. be setup. Village is beginning to look seedy. The Village is spending a lot of time and money to Revitalize Downtown; however there appears to be no enforcement on Ordinances throughout the rest of the Village. Is this part of Contract with Town? This should be checked out for next meeting. Planning Commission to send letter to Building Department regarding Site Plan Review Checklist and obtain a copy of Agreement between Village and Town on Building Department from Village Clerk.

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Old Business: Follow-up on Planning Conference: Mary Kless would like to attend. Tentative - 3 Day Conference - September 21-24 - Registration \$75-\$100 and \$388/person/double occupancy. Agenda should arrive in mail and when it arrives act on it [July].

Planning Commission Budget: 2002-2003 Surplus Funds were encumbered. It was suggested that every member should receive a copy of current budget.

Sidewalks: MK Grucella inquired on status of Sidewalk Program and if notices/letters were sent. Public Works Department is conducting a survey to determine where and how much sidewalk is to be replaced.

Zoning Ordinance Update: RC Bulman asked about status of U.B. in regards to Zoning update. DL Humphrey contacted party at U.B. regarding cost. A discussion followed regarding options available to the Village under proposal by U.B. Refer to memo of DL Humphrey dated 02/21/03 and letter to Mayor Cansdale and Village Board dated 03/05/03 (copy attached).

RC Bulman questioned if anyone had looked at old Comprehensive Plan (1964) and would get some specifics together before next meeting.

It was the consensus of opinion that the Studio concept (Option #1) would be the most advantageous for the Village to complete the Project. While the Village put aside \$10,000, there was no upset figure to cover any additional charges. RC Bulman proposed checking into any grants that may be available.

Scheduling of Next Meeting – June 19, 2003

Motioned to adjourn this meeting, motioned by Darlene Humphrey, seconded by Jim Allein. Meeting adjourned at 8:01 P.M.

Respectfully submitted,

Patricia A. Slawiak
Planning Commission Secretary

CC: Mayor William G. Cansdale, Jr.
Village Board of Trustees
W. R. Natalzia, Supt. DPW
J. H. Simme, Building Department
T. Derkovitz, Village Clerk ✓
K. W. Delzer, Zoning Board Chairman
J. F. Volpe, Fire Chief

MEMO

To: Mary Kless/Village of Lancaster Planning Commission
From: Darlene Humphrey
Date: February 21, 2003
Re: **Zoning Code Update - UB** (see memo)

Pursuant to our discussion at the Planning Commission meeting held on February 20, 2003, I located a contact person at the UB Planning Department. I spoke with Kate Foster and explained our interest in UB's planning skills. Ms. Foster explained that every fall the individual instructors picked 3-5 projects. Many times she hears of projects and will pass them along to them for review. Ms. Foster advised of four options that have been made available in the past with other communities. I have briefly outline:

1. Referred to as "Studio." Studio is used in extensive projects, such as master planning, disaster planning for snow storms, etc. The instructor and full class (15-20 students) dedicate 3-4 months on the project. This would require a mini- contract and a cost of \$10,000 plus overhead.
2. For less intensive projects there are two types of internship: The first would be during the fall semester and would give 10-15 hours per week. The second internship is two or more students on project for an increased amount of hours, it is during the summer and the students would dedicate more hours. Usually a small stipend is given directly to the students.
3. The class would look at all aspects of the existing zoning code as a case study and provide us with suggestions.
4. A faculty member would be interested in a community service project.

Ms. Foster could not guarantee that any of these options would be available to us. However, when I explained the nature of our task, she seemed to get excited and stated that sounded like it would be a very interesting project. We left it that the Planning Commission would discuss the options and determine what direction we would like to take this project. Ms. Foster is agreeable to be contacted again if we should have any further questions.

I hope this information is helpful to you.

/dlh

*Hand delivered to
Annex Downing
3/5/2003
4 pm*

TO: Mayor William Cansdale and Village Board Trustees

FROM: Planning Commission

DATE: March 5, 2003

SUBJECT: Zoning Code Update Resources

At its regular meeting of February 20, 2003, the Planning Commission discussed the need to update the present Zoning Code which has not been done since 1964. Planning Commission member Darlene Humphrey presented a brief summary of our needs to Kate Foster of UB Planning Department. Ms. Foster explained that every fall the individual instructors picked 3-5 projects. Many times she hears of projects and will pass them along to the instructors for review. Ms. Foster advised of four options that have been made available in the past with other communities.

1. "Studio"--Studio is used in extensive projects, such as master planning, disaster planning for snow storms, etc. An instructor and full class (15-20 students) dedicate 3-4 months on the project. Requires a mini-contract and cost of \$10,000 plus overhead.
2. For less intensive projects--two types of internship: First internship would be during the fall semester and would give 10-15 hours per week. Second internship is during the summer allowing two or more students to dedicate more time to the project. Usually a small stipend is given directly to the students.
3. The class would look at all aspects of the existing zoning code as a case study and provide us with suggestions.
4. A faculty member interested in a community service project.

The Planning Commission is presenting these options to the Mayor and Village Board for the Board's recommendations on ~~the~~ direction to pursue. Ms. Foster is agreeable to be contacted again for further questions.

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