

**VILLAGE OF COLD SPRING PLANNING BOARD**  
**85 MAIN STREET, COLD SPRING, NEW YORK 10516**  
**Work session**

May 7, 2014

Members present: Chairman, B. M. Molloy; Members: Karn Dunn, Anne Impellizzeri, James Pergamo and Arne Saari also present were Village Trustee Liaison, Stephanie Hawkins and Village Attorney, Michael Liguori

Chairman Molloy opened the meeting at 7:01 P.M.

**1. Unfinished Business:**

Village Attorney, Michael Liguori reviewed the application process and a preliminary Planning Board application. A discussion ensued over the order an Applicant should take when going before several Boards simultaneously. The following are some of the items discussed:

- Check list for items needed by the board from the applicant.
- Order for an applicant to go through the review process.
- If the project requires Planning Board review. The Planning board should be the lead board.
- Amend wording for the ZBA referral process which would involve larger projects such as a traffic concern.
- A work flow process for an application through the village and a work flow for the Planning Board process.
- Mike Liguori will come back with a road map of how the process will work when the process involves the Planning Board.
- All work and findings should be labeled on the resolution.
- The final site plan approval should be the very last step for an application process.
- If a required item is not submitted, the applicant should not in a letter they are asking for a waiver of that item.
- Two different triggers were discussed which are the following:
  - Common projects that happen about 70% of the time.
  - Uncommon projects that will need to involve hired agencies such as an attorney or an engineer.
- Michael Liguori will speak to the building inspector which will determine whether or not the building inspector would have to come to the next meeting.
- The Building permit application is the start point.

The next meeting regarding the application process will be a work session June 4, 2014 at 7:00 P.M.

Michael Liguori reviewed the meeting schedule and a cutoff date for paperwork coming in by an applicant, which is recommended to be 10 days before a meeting unless the 10 days falls on a weekend.

**K. Dunn** moved to adjourn the meeting and **A. Impellizzeri** seconded the motion. The meeting adjourned at 8:14 P.M.

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B.M. Molloy, Planning Board Chairman

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Date