

**TOWN OF BRANT
PLANNING BOARD
MINUTES OF THE FEBRUARY 6, 2024 MEETING
Brant Town Hall, 1272 Brant North Collins Rd, Brant, NY 14027**

DATE	J ROSS 2027	BRODIE 2024	GIACCHINO 2028	D RITZ 2030	2026	HASKINS 2029	CZYZ 2025	ALT 1 PANTERA	ALT 2
1/3/24	CANCEL	CANCEL	CANCEL	CANCEL	CANCEL	CANCEL	CANCEL	CANCEL	
2/6/24	present	Excused	Present	Present		Present	Present	present	

Also present was:

Frank Broughton / ZBA Chairman

Chairman Debra Ritz called the meeting to order at 7:03 pm. She acknowledged all those present including Meg Pantera who was recently appointed as an Alternate member. She also acknowledged Barb Daniel as secretary and herself as Chairman.

The Chairman spoke of the need to streamline and standardize the process of permit applications to eliminate misinformation given to applicants. She explained that when a building permit application is received by the Town Clerk's Office, it is given first to the Code Enforcement Officer and the applicant should only work with the Code Officer first. The Planning Board only gets involved with the permit if it is denied by the Code Officer.

She noted that in the past, applicants would be sent to the Planning Board seeking help with their denied permit. However, the Planning Board, who was not always kept in the loop with the Code Officer would be unsure of where the applicant was in the process of their application. Debra explained that better communication was needed between the Code Officer, Town Clerk, Planning Board and Zoning Board of Appeals to determine why the permit was denied.

Approval of December 14, 2023 Planning Board minutes: Brenda Giacchino motioned to approve the minutes of the December 14, 2023 Planning Board minutes. Debra Ritz seconded the motion. 6 ayes, 0 nays. **MOTION CARRIED.**

Possible addition of new member to replace Joe Ostrowski: Debra advised that following Joe Ostrowski's resignation, the Planning Board needs a new voting member. She will be looking into Don Clark being appointed because he has expressed interest. She asked if anyone had any objections. No objections noted.

Diane Czyz also advised that Sheila Rauker was interested in becoming an Alternate member. Debra advised Diane for her to contact her.

General discussion: Debra noted that she is open to suggestions or critiques regarding the way Planning Board meetings are conducted. She asked if anyone had anything to discuss. Brenda asked if the fees associated with permits should be re-evaluated as she feels they are too low. Frank Broughton who was present, stated the Town Board is working on proposing new fees.

Discussion regarding training on meeting days: The Chairman discussed the possibility of conducting training during meetings with no impending applications. The consensus was positive. Those present stated they would appreciate being able to gain training hours during meetings. Debra stated she will also send training links via email to members. The first online training she recommends is the "Planning Board Overview".

Frank Broughton advised the Board that the Town Board cannot withhold payment to them for not completing training hours. He added that lack of training cannot rule out any decisions made by the Board.

Debra suggested the Planning Board hold a training for Thursday March 7th. Frank Broughton suggested the written training option because the session doesn't have to be completed in one meeting and can be carried over to the next meeting.

Frank then noted that the Solar Law scheduled for adoption may require input from the Planning Board at the March meeting.

Brenda asked that a notification be sent to members advising of training or application review.

Debra motioned to adjourn the meeting at 7:31 pm, seconded by Janice Ross. 6 ayes, 0 nays. MEETING ADJOURNED.

Respectfully submitted,

Barbara Daniel
Planning Board Secretary

**TOWN OF BRANT
PLANNING BOARD REPORT
2/6/24**

BRIEF SUMMARY OF DISCUSSIONS:

- Miscellaneous Planning Board changes were discussed, such as standardizing application reviews to eliminate confusion and ensure speedy resolutions for applicants.
- Approved December 14 minutes
- Discussed possible new members to replace recent member resignation and vacant Alternate position.
- Discussion and decision to hold training sessions during Planning Board meetings when no impending applications are being considered.