



City of Saratoga Springs

PLANNING BOARD

City Hall • 474 Broadway
 Saratoga Springs, New York 12866
 518.587.3550

PB Members
Mark Pingel (Chair)
Michael King
Kerry Mayo
Charles (Chuck) Marshall
William J. McTygue
Patricia Morrison

Note: Meetings are held in person in the City Council Chambers in City Hall

- Please enter City Hall by the Broadway ramp door entrance.
- The door is unlocked 1/2 hour before the meeting start time and is locked 1 hour after meeting start time.
- For entry after 7pm, please use the buzzer outside of the Lake Ave. entrance.

- Comments may be submitted up to 12PM on the day of the meeting using the [Public Comment form on the Planning Department page](#).
- To view the webcast live or once recorded, go to www.saratoga-springs.org.

PLANNING BOARD MEETING AGENDA

Thursday, January 11 at 6:00 p.m.

Roll Call

1. Approval of Meeting Minutes: Oct. 12 and 26

2. Possible Consent Agenda Items

Note: The intent of a consent agenda is to identify any applications that appear to be 'approvable' without need for further evaluation or discussion. If anyone wishes to further discuss any proposed consent agenda item, then that item would be pulled from the 'consent agenda' and dealt with individually.

Agenda Order	Project #	Project	Project Location	Project Description	Project Index
	20230308	Beekman Arts District Expansion	103 Beekman	Consideration of advisory opinion to the City Council for a Zoning Map Amendment from Urban Residential - 3 (UR-3) to Arts & Culture (AC) District for three parcels on Beekman St.	

3. PB Applications Under Consideration - NOTE: Agenda item discussion will not begin past 10:00 p.m.

Agenda Order	Project #	Project	Project Location	Project Description	Project Index
1	20230906	67 West Special Use Permit	67 West	Special use permit for a vehicle dealership - enclosed only in the Neighborhood Center (T-5) District.	
2	20230905	35 Newton Final Subdivision	35 Newton	Final plat review of a two-lot subdivision in the Urban Residential - 2 (UR-2) District.	
3	20230929	53 Putnam Mixed Use Site Plan	53 Putnam St.	Site plan review of a proposed mixed-use building including 4,423 sq. ft. commercial space, 32 residential units, and associated site work in the Urban Core (T-6) District.	20230228
4	20230861	400 Loudon SUP Unitarian Universalist Congregation	400 Loudon Rd.	Special use permit for a place of worship in the Rural Residential (RR) district.	20230593
5	20230996	395 Broadway Site Plan	395 Broadway	Site plan review of a two-story building addition to an existing non-residential building and associated site work in the Urban Core (T-6) District.	20230847

UPCOMING MEETINGS AND WORKSHOPS

January 11: Workshop - January 4 at 5pm

January 25: Workshop - January 18 at 5pm

ANNOUNCEMENT: If you are interested in supporting our community by sitting on a Land Use Board, please fill out [the form](#) on the City's website.

VIRTUAL PARTICIPATION

- Due to unexpected circumstances, one or more of our members may need to participate remotely; if the meeting is remote or hybrid, please find relevant meeting details [here](#).
- A video recording of the meeting will be available [here](#).

GENERAL MEETING GUIDELINES

The Planning Board reviews a wide variety of applications and its primary responsibilities include four land development decisions including New York State Environmental Quality Review (SEQR), Special Use Permit (SUP), Site Plan (SP) and Subdivision (SD).

The rules regarding public input depends on the type of application before the Planning Board.

SEQR and SP: The Planning Board reserves the right to allow public comment as deemed necessary. The total duration for all public comments should not exceed fifteen (15) minutes with each individual speaker limited to a total of two (2) minutes.

SUP and SD: The Planning Board is required to conduct a public hearing with proper notice to all neighbors residing within 250 feet of the project. Each individual speaker will be limited to a total of three (3) minutes.

For all applications: Speakers providing public input will be timed to ensure compliance. Applicants' initial presentation to the Board will be limited to 15 minutes.

Planning Board members are volunteers appointed by the Mayor to serve seven-year terms. Each member has a single vote and a quorum (4 or more members) is required to vote on an application.

Note: This agenda is subject to change. Please check the [website](#) for latest version.

GENERAL GUIDELINES FOR SPEAKERS

- All meetings are video recorded and webcast; please provide public input in a respectful manner.
- Public input will occur after the Applicant has presented the project to the Planning Board.
- Speak clearly into the microphone and state your name and address.
- Speakers will be timed – two (2) minute limit for public comment and three (3) minute limit for public hearing. Be concise, it's OK to speak for less than the time limit.
- Individuals may not donate their allotted time to other speakers.
- Face the Planning Board at all times, do not engage in direct discussions with the audience.
- Do not repeat points made by previous speakers.
- No laughing, heckling, speaking or clapping from the audience.
- Comments to the Board should specifically relate to the application under consideration and be directly relevant to the evaluation criteria.
- It is best to identify a designated speaker to summarize comments from multiple individuals.
- Written comments will be distributed to the Board and made part of the public record.
- Please note that the Planning Board has no jurisdiction over code enforcement.
- The Planning Board appreciates meaningful and thoughtful input from the community.

To learn more about the application review process, please contact the City Planning Department. Susan Barden: 518-587-3550 x2493 susan.barden@saratoga-springs.org