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## City of Saratoga Springs

### PLANNING BOARD

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

PB Members
Mark Torpey (Chair)
Kerry Mayo
Charles (Chuck) Marshall
Todd Fabozzi
William J. McTygue
Mark Pingel (Vice Chair)
Patricia Morrison

#### PLEASE NOTE:

**The Planning Board meeting will be held in the City Council Chambers in City Hall**

- Comments may be submitted up to 12PM on the day of the meeting using the [Public Comment form on the Planning Department page](#).

#### PLANNING BOARD MEETING AGENDA

Thursday, March 23, 2023 at 6:00 p.m.

#### Salute the Flag

#### Roll Call

1. Approval of Meeting Minutes:
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	Ordinance Type	Project Index
1	<a href="#">20230028</a>	<b>3368 S Broadway Hotel Expansion Site Plan</b>	3368 S Broadway	Site plan review for an addition to an existing hotel to incorporate 17 new rooms in the Gateway Commercial - Rural (GC-R) district.	UDO	
2	<a href="#">20220031</a>	<b>182 Excelsior Zoning Amendment</b>	182 Excelsior	Request to the City Council for additional time to provide an advisory opinion on a proposed text amendment to the UDO.	UDO	

#### 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	Ordinance Type	Project Index
3	<a href="#">20220502</a>	<b>Advisory Opinion to City Council - UDO Amendments proposed by Design Review Board</b>		Consideration of advisory opinion to the City Council for amendments to the Unified Development Ordinance (UDO) proposed by the Design Review Board (DRB).	UDO	
4	<a href="#">20230064</a>	<b>Hutchins Road SUP 2271 Rt 50</b>	2271 NYS Rt 50	Special use permit for a multi-family residential project totaling 16 dwelling units in the Gateway Commercial - Rural (GC-R) district.	UDO	
5	<a href="#">20230008</a>	<b>Duplainville Site Plan and Land Disturbance Activity</b>	00 Duplainville	Site plan review and land disturbance activity permit for a proposed 45,480 sq. ft. flex commercial warehouse with corporate office and 25,000 sq. ft. cold storage accessory building and associated site work in the Industrial - General (IND-G) district.	UDO	

#### UPCOMING MEETINGS AND WORKSHOPS

[April 13](#) - workshop April 6 at 5pm

[April 27](#) - workshop April 20 at 5pm

#### 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](mailto:susan.barden@saratoga-springs.org)