



City of Saratoga Springs

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

PB Members	
Mark Torpey	(Chair)
Mark Pingel	(Vice Chair)
Todd Fabozzi	
Charles (Chuck) Marshall	
Kerry Mayo	
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, November 30, 2023 at 6:00 p.m.

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	Project Index
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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	20230216	118 Woodlawn Special Use Permit	118 Woodlawn, 121-125 Woodlawn	Special use permit for a private/social club in the Urban Residential - 3 (UR-3) district.	
2	20230245	118 Woodlawn Site Plan Review	118 Woodlawn, 121-125 Woodlawn	Site plan review of a private/social club and associated site work in the Urban Residential - 3 (UR-3) district.	
3	20230524	12 Ballston Chipotle Site Plan	12 Ballston	Site plan review of a proposed 2,344 sq. ft. restaurant with outdoor seating and associated site work in the Neighborhood Center (T-5) district.	
4	20230861	400 Loudon SUP Unitarian Universalist Congregation	400 Loudon	Special use permit for a place of worship in the Rural Residential (RR) district.	20230593
5	20230919	3376 S Broadway Treehouse Brewing Special Use Permit	3376 S Broadway	Special use permit for outdoor dining and micro-production of alcohol associated with an eating and drinking establishment in the Gateway Commercial - Rural (GC-R) District.	
6	20211081	126 West Ave Site Plan Review	126 West Ave	Site plan review of a proposed mixed-use development, including office and residential units in the Transect - 4 (T-4) district.	20211081

UPCOMING MEETINGS AND WORKSHOPS

- November 30: Workshop - November 16 at 5pm
- December 14: Workshop - December 7 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.

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

