



TOWN OF CLARENCE

One Town Place
Clarence, NY 14031
(716) 741-8930 fax: (716) 741-4715
www.clarence.ny.us



Scott A. Bylewski
Supervisor

Patrick Casilio
*Deputy Supervisor and
Councilmember*
Councilmembers:
Joseph N. Weiss
Bernard J. Kolber
Peter DiCostanzo
(716) 741-8929

Date: January 18, 2009

Memo for record,

A work session of the Planning Board was held on January 14, 2009. The focus of the meeting was to align all members on administrative items and to discuss procedural items that may improve processes related to project review. Following are notes and results.

A “Process Guide” handed out in early 2008. It will be updated and all members were asked to submit changes, edits or possible additions.

Training – all members have completed the 4 hours of training required in 2008. The suggestion was made that we seek out online training options. Wendy and Tim will bring this up at a meeting with the New York Planning Federation.

Liaison assignments were thought to be of value and will be continued during 2009 as they were in 2008.

Process improvements were discussed. It was suggested that the use of the “matrix” table be limited to larger projects. It was agreed that the matrix and following use will not be inserted into the Land Use Law as planned. The Executive team will continue to prepare a matrix of codes affected by a particular project. It was agreed that handing it out prior to “concept-recommended approval” will prematurely focus members on laws noted on the table and the recommendation options listed and will therein result in less free dialogue about a project and possible solutions. The matrix, when created for all member use, will be handed out with no solution-options noted in what has been the right hand column. This “law-focused-table” will be used as a worksheet by members who can insert their individual comments and therein keep as their personal record. Of course this would be only when the table is handed out for larger projects. A review of matrix use will be done again in mid 2009 to see if the actual usage of the table is working and that through use, various project reviews have become more productive.

Jim Callahan will continue to issue minutes of the Executive meetings.

It was reemphasized that the Executive sessions are not decision making meetings. It is incumbent on all PB members that they study the project folders; review minutes and other documents; consider Executive session minutes and thereby form their questions of the applicants and ultimately their vote.

All seemed to agree that the meeting was a success.

Regards,

Gerry Drinkard