



**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
Shawna Jenks (Alternate)
Mark Pingel (Vice Chair)
William J. McTygue
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, December 8, 2022 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="#">20220889</a>	<b>52 Kirby Subdivision</b>	52 Kirby	Final plat review of a two-lot subdivision in the Urban Residential - 1 (UR-1) district.	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
2	<a href="#">20221039</a>	<b>Excelsior Ave SUP Extension</b>	Excelsior Ave	Extension of a previously approved special use permit for a mixed-use development in the Transect - 5 (T-5) district.	UDO	20200574
3	<a href="#">20220985</a>	<b>90 &amp; 96 Catherine Lot Line Adjustment</b>	90 Catherine	Lot line adjustment of two lots in the Urban Residential - 2 (UR-2) district.	UDO	20211217
4	<a href="#">20221061</a>	<b>West Ave &amp; Station Lane Sketch Site Plan</b>	West Ave & Station Lane	Second sketch plan review of a proposed mixed-use project in the Transect - 5 (T-5) district.	UDO	20200383
5	<a href="#">20220862</a>	<b>190-194 Grand Area variance</b>	190-194 Grand	Coordinated SEQRA review and advisory opinion to the ZBA for area variances to permit the subdivision of an existing lot to create three lots in the Urban Residential -2 (UR-2) District.	UDO	
6	<a href="#">20220934</a>	<b>Cardona's Site Plan Review</b>	222 Washington	Site plan review of a proposed +/- 2,000 sq. ft. addition to the existing specialty food market in the Urban Neighborhood (T-4) district.	UDO	
7	<a href="#">20220502</a>	<b>Advisory Opinion to City Council - UDO Amendments</b>		Consideration of advisory opinion to the City Council for proposed amendments to the Unified Development Ordinance (UDO).		

**4. Upcoming Meetings**

December 8 (workshop - December 1)  
January 12 (workshop - January 5), 2023

**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 (SEQRA), 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.

**SEQRA 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)

