

Village of Hilton
Planning Board Minutes of December 10, 2007
Approved January 14, 2008

Members Present: Chairman Mark Hedberg, Chris Brower, Robert Hunte, Joe Galatio

Members Absent: Dana Brunett

Others Present: Vice Mayor Walt Horylev, Code Enforcement Officer Mike Lissow,
David McCracken

1. Called the meeting to order at 6:30 p.m. with the pledge of allegiance to the flag.
2. Chairman Hedberg explained the Planning Board's responsibilities and functions.

3. CONCEPTUAL REVIEW

Proposed Action- Renovation of single family home to two family
Applicant- Joe Julian
Location- 40 South Avenue

- a. Joe Julian was present to represent this application. This house was purchased as a foreclosure to be rented out with two living units. The Village's records do not reflect that the home is a duplex, it is taxed as a single family home.
- b. Mr. Julian explained that they were unaware that the property was not legally approved by the Village as a two family. The two living areas were existing. Improvements are underway now including, kitchen and bath updates and repaving the driveway.
- c. The property was inspected by Mike Lissow. Mike stated the necessary requirements for building seem to be met at this time.
- d. Chairman Hedberg explained that the applicant must apply to the Zoning Board of Appeals for a Conditional Use Permit, which requires a Public Hearing. This application also requires Site Plan Approval from the Planning Board.
- e. Trustee Horylev offered that parking, lighting, entrances are items that will be reviewed. A site map was submitted at this meeting by the applicant.
- f. It was noted that the EAF form was filled out incorrectly, the reverse side was completed in error. The applicant must submit another EAF form and was provided with a fresh copy.
- g. The applicant stated that no changes to the exterior are expected, except for repair to the gutters.
- h. Chariman Hedberg asked the purpose of the barn. Mr. Julian stated the tenants will have use of the barn for their storage and tenant parking.
- i. Mr. Julian state the site map is incorrect, the driveway is completely paved. Mr. Lissow explained that parking for two (2) vehicles per unit is required by code. The applicant stated that 4700 square feet of blacktop is currently provided.
- j. The refuse will be paid by the owner and collection will be provided by the Village of Hilton.
- k. The board deemed this a Type II Action; therefore no further review is required. Chairman Hedberg asked for a motion to waive Site Plan Review based on that there are no substantial increase in services, no new structures proposed and no exterior changes to the property. This approval is also based on the applicant obtaining a Conditional Use Permit from the Zoning Board of Appeals. The motion was made by Joe Galatio, seconded by Bob Hunte, approved 4-0. The applicant will proceed to the Zoning Board of Appeals for the Conditional Use Permit.

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4. DISCUSSION

There was much discussion regarding possible library sites. Trustee Horylev stated the Planning Board's suggestions should include the criteria used. Chairman Hedberg agreed to review the sites discussed and submit a more detailed list of suggested sites.

5. REPORTS

- a. Liaison's Report- Walt Horylev gave his report.
- b. Code Enforcement Officers Report- Mike Lissow gave his report.
- c. Chairman's Report- Chairman Hedberg gave his report.
- d. Member's Report-No report given.

6. MINUTES

Chairman Hedberg asked for a motion to approve the November 13, 2007 minutes as amended, motion made by Chris Brower, seconded by Bob Hunte, approved 4-0.

7. DATES

Next Scheduled Meeting	Monday, January 14, 2008
Agenda Deadline	Monday, December 31, 2007

There being no further discussion, the meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

Amy Harter
Recording Secretary