

**HAMILTON PLANNING BOARD**  
**MINUTES OF MEETING**  
**Via Zoom 857 1566 5552**  
**Passcode: 549456**  
**One tap mobile – 1 929 205 6099 (New York)**  
**June 1, 2021**  
**7:00 p.m.**

**Members Present:** Rick Mitchell, Marnie Crouch, Corey Beaulieu, Bill Wheaton, Emil Dahlquist, and Jonathan Poore.

**Associate Members:** Pat Norton

**Planning Director:** Patrick Reffett

The meeting was called to order by Rick Mitchell, Chair at 7:02 p.m. with a quorum established via Zoom.

Roll Call: Bill Wheaton – present, Emil Dahlquist – present, Corey Beaulieu – present, Marnie Crouch – present, Jonathan Poore – present, and Rick Mitchell – present.

1. **BOARD DISCUSSION – PROPOSED CODE OF CONDUCT** – Board to consider and potentially vote on text of Code of Conduct for the Board.

Mr. Reffett sent around the latest version of the Code of Conduct from May 28, 2021 to the Board. Ms. Crouch explained that she had made stylistic changes and one reorganization change to the document which was reversing the order of Section 2 and Section 3. Ms. Crouch felt that Planning Members' responsibilities with respect to the community and then to each other should be followed by responsibilities related to the Director of Planning and then to Town Staff.

Board Members agreed that if a Board Member disagreed with a vote, that Member needed to recognize that they are bound by the decision of the Board and if they were advocating any change to that decision, they should not disparage the decision or any other Board Member in expressing their opinion.

As for communication with the public, Ms. Crouch read that Board Members should "refrain from communication with reporters or state officials unless the Board Member explicitly discloses that his or her comments are his or hers alone

and do not reflect the position of the Board unless the Board has authorized the communication by a prior vote.”

Mr. Reffett reported that he had sent the draft to Town Council to be sure that there was no freedom of expression restraints that would be unconstitutional and that it would not conflict with any open meeting law. As soon as Mr. Reffett heard back from Town Council, he told the Board he would bring it back for their vote.

2. **FINISH CONCEPTUAL REVIEW & DISCUSSION OF 40B PROPOSAL FROM HARBORLIGHT COMMUNITY PARTNERS AT (approximate #) 455 ASBURY STREET (also known as southeast portion of Map 20, Lot 11 – immediately north of the Canter Brook Project)** – The Board will continue review of a conceptual 40B presentation and will provide a 40B site plan review with their recommendations to be submitted to the Hamilton Zoning Board of Appeals for their formal review.  
**CONTINUANCE TO JUNE 15.**

Mr. Reffett explained to the Board that at the last meeting Andrew DeFranza had advised the Board that given some of the design changes that were talked about in terms of height and location of structures, it would take them some time to have Harborlight’s consultant team get its graphics together. As a result, the Planning Board’s review would be postponed to its June 15, 2021 meeting.

3. **BOARD BUSINESS** – Discuss Planning Board Project Review Process(es); Discuss upcoming schedule; Review/approve Meeting Minutes of May 4, 2021 and May 18 2021; Liaison reports; Staff reports; Future agenda items; Etc.

With regard to discussing Planning Board Project Review Process(es), Mr. Reffett explained, mostly for new members, that the most frequent approvals done by the Board are Approval Not Required (ANR). Essentially with an ANR, it would be a revision of an existing parcel, for example dividing a 5-acre property into 2 properties.

Mr. Reffett explained that the basis for determining whether to grant approvals is whether the parcel had acceptable access and adequate frontage (125-175 feet depending on the zone). Also, he noted that even though an ANR plan was approved by the Planning Board, it does not mean the new plan meets zoning requirements.

Mr. Reffett told the Planning Board that on June 15, 2021, public groups would be meeting in person and if their audience was too large for the meeting space, those meetings would have the ability to be televised. Mr. Mitchell added that there may be legislative action on the governor's bill that would allow public meetings to continue on zoom and not in person, but that determination had not been made yet. Members voiced concerns with having large groups of people meeting in small spaces such as the Memorial Room at Hamilton Town Hall.

### **Minutes**

Ms. Crouch shared that there was a final version of the May 4, 2021 meeting that was distributed to Members and there was a red-lined version of the May 18, 2021 meeting.

Mr. Poore commented that at the May 18, 2021 meeting he had made a design suggestion that was not included in the minutes. Mr. Poore agreed to send his statement to Mr. Reffett along with where he would like it to appear in the minutes.

Motion made by Bill Wheaton to approve the May 4, 2021 minutes.

Seconded by Emil Dahlquist.

Roll Call Vote: Jonathan Poore – aye, Marnie Crouch – aye, Emil Dahlquist – aye, Corey Beaulieu – aye, Bill Wheaton – aye, and Rick Mitchell – aye.

Unanimous in favor of voting members.

### **Staff Reports**

Ms. Crouch reported that she had received a requisition from the nominee of the Traggorth Companies, Willow Street Hamilton, LLC, seeking approximately \$218,000. A consultant would indicate whether the requisition should be approved and Ms. Crouch would forward the materials to Town Manager, Joseph Domelowicz and Mr. Reffett once they were received.

Mr. Reffett reported on another Planning matter which regarded a potential commercial overlay district in the far east portion of Hamilton close to Chebacco Lake which was formerly a landfill. Last fall a consultant was hired to do an environmental evaluation of that property with the hopes that land could be used for developmental purposes. Mr. Reffett recently reviewed the first draft of that report which at first pass did not quantify exactly what was buildable, and Mr. Reffett asked the consultant to be more specific with the assessment. Mr. Norton volunteered to help Mr. Reffett with the project.

**Adjournment**

Motion made by Bill Wheaton to adjourn the meeting at 7:50 p.m.

Seconded by Manie Crouch.

Roll Call Vote: Bill Wheaton – aye, Marnie Crouch – aye, Emil Dahlquist – aye, Corey Beaulieu – aye, Jonathan Poore – aye, and Rick Mitchell – aye.

**Upcoming Board Meeting(s):** June 15, 2021; July 6, 2021; July 20, 2021; August 3, 2021. (August 17 – OFF)

Prepared by:

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Ann Schlecht

6/11/2021

Attest