

APPROVED: 1/16/14

**MINUTES OF THE
TOWN OF HIGHLANDS PLANNING BOARD
NOVEMBER 21, 2013**

A regular meeting of the Town of Highlands Planning Board was held in the Town Hall, Highland Falls, New York, on Thursday, November 21, 2013, at 7:00 P. M.

THERE WERE PRESENT:

Board Members:

Erik Smith, Chairman
Terry Holt, Deputy Chairman
Cathy Kelly
John Hunter
Chris Dyroff

M. Justin Rider, Attorney, (Rider, Weiner & Frankel, P. C.)
Leslie J. Dotson, Town Planner (Garling Associates)

ALSO PRESENT: None

The meeting was called to order at 7:00 P. M. by the Chairman with the Pledge to the Flag. It was noted that all Members are present and there is a quorum.

A motion was made to approve the September 19, 2013 Minutes, with changes.

Motion: Dr. Kelly Seconded: Mr. Hunter Approved

The Chairman asked Mr. Rider about procedures for **Executive Session**. Mr. Rider explained that our Board uses proper procedures, noting the reason for entering Executive Session is a requirement. Minutes are optional.

COMMUNICATIONS - None

VOUCHERS – October - November, 2013

Rider, Weiner & Frankel, P. C.

General Planning	\$352.62
Hudson Highlands	296.00

Garling Associates

General Planning	\$136.50
Hudson Highlands	147.00
Preparation for Training	147.00

Secretary, Fran DeWitt \$103.95

The Chairman will submit these vouchers to the Comptroller.

OLD BUSINESS - None

NEW BUSINESS - None

The Chairman noted that there are pending applications before the Board, but no new applications have been presented.

TRAINING – ENVIRONMENTAL ASSESSMENT FORMS, SEQRA

**By Ms. Leslie J. Dotson, Town Planner (Garling Associates)
Training included the following:**

- In addition to this evening’s training, she offered to bring in a laptop and projector with a DVD that the Orange County Municipal Planning Federation has prepared.
- The new EAF forms took effect on October 7, 2013.
- New applications coming before a Board must use one of the forms (Short or Full).
- With an older project that is being amended, there is an option of using the old form.
- There is an On-line workbook for both the short and long form, with links for many of the questions under the DEC Website Permits.
- Short form used for unlisted actions.
- Recommends using the short form whenever possible, as does the DEC. Decisions are based on whether it is a Type I or Type II project and other factors.
- Discussion included the Fort Montgomery Marina process of development.
- Provided many details and examples for the questions on each of the forms.

The Board thanked Leslie for her presentation.

PUBLIC COMMENT - None

Happy Holidays!

At 8:55 P. M., a motion was made to adjourn the meeting.

Motion: Mr. Hunter Seconded: Dr. Kelly Approved

Respectfully submitted,

Fran DeWitt, Recording Secretary

**The next Regular Planning Board Meeting is
Thursday, December 19, 2013**