

**TOWN OF POUGHKEEPSIE  
COMMITTEE OF THE WHOLE MEETING  
JULY 12, 2017  
7:00 P.M.  
SUMMARY**

**CALL TO ORDER  
SALUTE TO THE FLAG  
ROLL CALL OF TOWN BOARD:**

**PRESENT:** Supervisor Baisley  
Councilman Renihan  
Councilman Carlos  
Councilman Conte  
Councilman Lepore  
Councilwoman Shershin  
Town Clerk Salvatore  
Town Attorney Nelson

**ABSENT:** Councilman Cifone

**7:12COW-01 DISCUSSION** Creek Road Apartments  
(DIRECTOR WILSON) **Dan Kohler of Hudson Land Design, Architect Michael Berta and John Page Jr. came back before the Board with a new design for Creek Road Apartments. They have scaled the development back from the last time they came before the Board a few years ago, to 31-1 Bedroom Apartments along Creek Road, opposite the Stewarts. To view the full presentation please visit our you tube channel. They will seek to rezone the property which is now zoned BN.**

**7:12COW-02 DISCUSSION** Fees For Solar Site Plan  
(DIRECTOR WILSON) Approval

**7:12COW-03 DISCUSSION** Fees For Re-Approval For  
(DIRECTOR WILSON) Expired Site Plan Approvals

**7:12COW-04 DISCUSSION** Time Limits For Construction For  
(DIRECTOR WILSON) Approved Site Plans And Subdivisions

***Neil Wilson spoke with the Town Board on the three above items and is looking to reduce the fees on certain types of approvals and also some changes to time limits currently in our code. For a full view of Neil's discussion with the Town Board please view it on our you tube channel.***

**COMMITTEE REPORTS  
2017**

**1. FINANCE** Lepore, Cifone, Conte  
**NOTHING TO REPORT**

- |    |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | <b>FIRE ADVISORY</b>                                                       | <b>Renihan, Conte, Splain &amp;<br/>Fire Officials (Arlington, New<br/>Hamburg, Fairview)<br/>NOTHING TO REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3. | <b>GOVERNMENT OPERATIONS</b>                                               | <b>Shershin, Carlos, Cifone<br/>NOTHING TO REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4. | <b>LAND USE &amp; PLANNING<br/>(Including Cell Tower &amp; Comp. Plan)</b> | <b>Cifone, Shershin, Renihan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5. | <b>PERSONNEL</b>                                                           | <b>Cifone, Conte, Renihan<br/>NOTHING TO REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 6. | <b>RECREATION/ SENIOR CITIZENS<br/>(Including Town Day)</b>                | <b>Lepore, Shershin, Renihan<br/>Joe mentioned that he and the<br/>supervisor attended the second Concert in the Park on Tuesday which was<br/>very well attended once again. The concerts are on Tuesday nights at<br/>Greenvale Park and everyone should come on out enjoy the music! Also<br/>the Senior Center Picnic will be held on July 19<sup>th</sup> at the New Hamburg<br/>Firehouse #1 on Channingville Road in New Hamburg. The Cost is \$10.00<br/>Visit the recreation website at: <a href="http://www.PoughkeepsieTownRec.com">www.PoughkeepsieTownRec.com</a></b> |
| 7. | <b>TECHNOLOGY &amp; EQUIPMENT</b>                                          | <b>Carlos, Cifone, Lepore<br/>NOTHING TO REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8. | <b>WATER, SEWER, HIGHWAY<br/>(INFRASTRUCTURE)</b>                          | <b>Carlos, Lepore, Shershin<br/>NOTHING TO REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**TOWN BOARD ENTERED EXECUTIVE SESSION AT 7:51 PM**

**07:12-ES EXECUTIVE SESSION**

**Be it Resolved, the Town Board of the Town of Poughkeepsie is hereby adjourned to Executive Session to consider the following matters to wit:**

- 1. Real Estate Matters-to the extent that public disclosure of the discussion would substantially affect the value of the property.**
- 2. Confidential Communications between the attorney and his client, the Town Board, based on the attorney/client privilege.**

**TOWN BOARD RETURNED TO TOWN BOARD MEETING AT 8:33 PM**

**NO ACTION TAKEN IN EXECUTIVE SESSION**

**TOWN BOARD MEETING ADJOURNED AT 8:31 PM**

| Capacity<br>(Persons) Fee | Fee Per Year or Fraction Thereof |
|---------------------------|----------------------------------|
| 50 to 100                 | \$100                            |
| 101 to 300                | \$125                            |
| 301 to 600                | \$200                            |
| 601 to 1,000              | \$250                            |

- (2) An additional fee of \$25 shall be charged for each 100 persons or fraction thereof in excess of 1,000 persons.
- (3) The maximum fee shall not exceed \$400.
- (4) Where there is more than one place, room or area of assembly in the same building and the applicant is the same for all the places, rooms and areas of assembly therein, the fee shall be determined on the basis of the sum of the combined occupancies.

C. Chapter 68, Building Construction.

(1) Residential:

| Type                                                                      | Fee                                                    |
|---------------------------------------------------------------------------|--------------------------------------------------------|
| New one- and two-family homes and additions (includes attached garages)   | \$100, plus \$0.40 per square foot                     |
| Renewal of a permit for a new one- or two-family home and additions       | \$100, plus \$0.20 per square foot                     |
| Interior renovations/alterations                                          | \$75 plus \$0.25 per square foot                       |
| Renewal of a permit for interior renovations/alterations                  | \$75 plus \$0.12 per square foot                       |
| Residential detached accessory buildings (see § 68-10 for exceptions)     | \$30, plus \$0.10 per square foot over 100 square feet |
| Renewal of a permit for residential detached accessory buildings          | \$30, plus \$0.05 per square foot over 100 square feet |
| Decks/porches                                                             |                                                        |
| Open                                                                      | \$50, plus \$0.20 per square foot                      |
| Covered/enclosed unheated                                                 | \$50, plus \$0.30 per square foot                      |
| Pools (does not include decks, patios, etc.)                              |                                                        |
| Aboveground                                                               | \$30                                                   |
| Inground                                                                  | \$50                                                   |
| Mobile and manufactured one- and two-family homes                         | \$100, plus \$0.30 per square foot                     |
| Renewal of a permit for mobile and manufactured one- and two-family homes | \$100, plus \$0.15 per square foot                     |
| Electrical permits, general                                               | \$50 residential<br>\$75 commercial                    |
| Fire alarm                                                                | \$50, plus \$2 per device                              |

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(2) Commercial:

| Type                                                                 | Fee                                                                                                             |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| New commercial buildings and additions (includes multiple dwellings) | \$250, plus \$0.40 per square foot up to 50,000 square feet plus \$0.30 per square foot over 50,000 square feet |
| Permit renewal                                                       | \$250 plus \$0.10 per square foot                                                                               |
| Renovations/alterations                                              | \$200                                                                                                           |

- (c) Major (three lots or more) subdivision, preliminary approval: \$750, plus \$300 per new lot (i.e., no fee for the first lot). [Example for a ten-lot subdivision: \$750 plus \$300 times nine lots = \$3,450.] Plus \$250 per Planning Board meeting.
- (d) Major (three lots or more) sub division, final approval: \$400, plus \$200 per new lot (i.e., no fee for the first lot). [Example for a ten-lot subdivision: \$400 plus \$200 times nine lots = \$2,200.] Plus \$250 per Planning Board meeting.

(2) Amended subdivision applications:

- (a) For review of a previously approved plat but not including an amendment required to cure a violation: \$200 per lot in the subdivision, plus \$250 per Planning Board meeting.
- (b) For review of a previously approved plat required to cure a violation where work was not performed in accordance with a prior approved plat: \$500 per lot in the subdivision, plus \$250 per Planning Board meeting.

(3) Rescission of a stop-work order:

- (a) First: \$150.
- (b) Second: \$200.
- (c) Third: \$250.
- (d) More than three: \$300 each.

(4) Downstream drainage assessment fee: \$500 per lot.

(5) Recreation fees in lieu of land: \$5,000 per each new residential lot intended for single family residential use, or \$1,250 per bedroom for any multifamily and two-family dwelling.<sup>[2]</sup>

[Amended 11-4-2015]

[2] *Editor's Note: Local Law No. 23-2015, adopted 11-4-2015, provided for the setting of this fee by resolution.*

T. Chapter 187, Tree Preservation.

- (1) Application for tree removal permit: \$250, plus \$250 per Planning Board meeting if required.

U. Chapter 198, Vehicles for Hire.

- (1) Each vehicle for hire permit purchased June 1 to November 30: \$100 per annum.
- (2) Each vehicle for hire permit purchased December 1 to May 31: \$50.
- (3) Each annual inspection: \$25.

V. Chapter 210, Zoning.

- (1) Preapplication discussion: \$250 per Planning Board meeting.

(2) Site plan application for a nonresidential project, or the nonresidential portion of a mixed-use project: \$500, plus \$250 per 1,000 square feet of gross building area, plus \$250 per Planning Board meeting.

(3) Site plan application for a residential project, or the residential portion of a mixed-use project: \$500, plus \$200 per dwelling unit plus \$250 per Planning Board meeting.

(4) Amended site plan applications:

- (a) For review of a previously approved plan but not including an amendment required to cure a violation: \$250, plus \$150 per 1,000 square feet of gross building area for a nonresidential project, or the nonresidential portion of a mixed-use project; plus \$150 per dwelling unit for a residential project, or the residential portion of a mixed-use project; plus \$250 per Planning Board meeting.

final plat or within thirty days of the adoption of findings by the lead agency, whichever period is longer. The grounds for a modification, if any, or the grounds for disapproval shall be stated upon the records of the planning board.

A

7. Approval and certification of final plats. (a) Certification of plat. Within five business days of the adoption of the resolution granting conditional or final approval of the final plat, such plat shall be certified by the clerk of the planning board as having been granted conditional or final approval and a copy of such resolution and plat shall be filed in such clerk's office. A copy of the resolution shall be mailed to the owner. In the case of a conditionally approved plat, such resolution shall include a statement of the requirements which when completed will authorize the signing thereof. Upon completion of such requirements the plat shall be signed by said duly authorized officer of the planning board and a copy of such signed plat shall be filed in the office of the clerk of the planning board or filed with the town clerk as determined by the town board.

(b) Approval of plat in sections. In granting conditional or final approval of a plat in final form, the planning board may permit the plat to be subdivided and developed in two or more sections and may in its resolution granting conditional or final approval state that such requirements as it deems necessary to insure the orderly development of the plat be completed before said sections may be signed by the duly authorized officer of the planning board. Conditional or final approval of the sections of a final plat may be granted concurrently with conditional or final approval of the entire plat, subject to any requirements imposed by the planning board.

(c) Duration of conditional approval of final plat. Conditional approval of the final plat shall expire within one hundred eighty days after the resolution granting such approval unless all requirements stated in such resolution have been certified as completed. The planning board may extend for periods of ninety days each, the time in which a conditionally approved plat must be submitted for signature if, in the planning board's opinion, such extension is warranted by the particular circumstances.

8. Default approval of preliminary or final plat. The time periods prescribed herein within which a planning board must take action on a preliminary plat or a final plat are specifically intended to provide the planning board and the public adequate time for review and to minimize delays in the processing of subdivision applications. Such periods may be extended only by mutual consent of the owner and the planning board. In the event a planning board fails to take action on a preliminary plat or a final plat within the time prescribed therefor after completion of all requirements under the state environmental

- (4) Pedestrian and vehicular access, traffic circulation and the general layout of the site are properly planned with regard to the safety of vehicles and pedestrians using the site, as well as those on neighboring properties and streets.
- (5) New structures will be sited to take advantage of solar access insofar as practical, including the orientation of proposed buildings with respect to sun angles, the shading and windscreen potential of existing and proposed vegetation on and off the site, and the impact of solar access to adjacent uses and properties.
- (6) The site plan shall reflect an awareness of and sensitivity to the views, terrain, soils, plant life and other unique qualities of the site and shall, to the extent practical, preserve and enlarge upon these assets for recreation, scenic or conservation purposes.

J. Time limit. The site plan approval shall be void if construction is not started within one year of the date of Planning Board approval, and completed within two years of the date of such approval. Prior to its expiration, the site plan approval may be renewed by request of the applicant for up to two additional ninety-day periods.

K. Surety. In order to insure the full and faithful completion of all construction activities related to compliance with all conditions set forth by the Planning Board in its issuance of a site plan approval, the owner/applicant shall provide, prior to construction, a surety, in a form acceptable to the Town Attorney, which shall guarantee the satisfactory completion of the project and which names the Town as the beneficiary. The applicant shall file the surety in an amount fixed by the Planning Board in its resolution as sufficient to secure to the Town the satisfactory construction, installation and completion of the required improvements with the Town Board. Such surety shall state the period within which the required improvements must be completed, which period shall be that specified in the Planning Board resolution. All improvements shall be done to the satisfaction of the Planning Board, in accordance with the approved plans and the requirements of this chapter and any other Town construction standards and specifications. In addition, the owner/applicant shall name the Town as an additional insured on all workmen's compensation and general liability insurance policies required to perform the work. The Planning Board may, at its discretion, waive the provisions of this section if other circumstances guarantee and secure completion of required improvements.

- (1) The period specified for the completion of all required improvements, as set forth in the bond or equivalent security, may be extended only by resolution of the Town Board upon receipt of a recommendation from the Planning Board and upon request by the applicant with the written consent of the surety company setting forth in detail the amount of work which has been completed, reasons for failure to complete the remainder of the work within the specified period, the maximum estimated time required to complete the remainder of the work and the time period extension which is requested.
- (2) If, at any time, either before or during the course of construction of the required improvements, it is determined by the Town Board that unforeseen conditions make it necessary to modify the location or design of any improvements, the Board, with the concurrence of the Planning Board, may modify the terms and conditions of the approval so as to require such changes as may be necessary to comply with the spirit and intent of the Town Board's original approval and to conform to accepted engineering practices. If such modification affects the scope of work covered by a bond or equivalent security, the Town Board may require or allow appropriate modification of such bond or equivalent security.

L. Site plan amendments. The Planning Board shall review any amendment to a previously approved site plan by following the procedures specified in this section and may grant waivers from the information and procedures specified herein where the Board has determined that the proposed amendment does not warrant a full site plan review or a public hearing. In addition, an amendment of a site plan that was approved as part of an application for special use permit approval shall be reviewed by following the procedures specified in this section without the necessity of following the procedures in § 210-151 where the use for which the special use permit was granted has not and will not change as a result of the site plan amendment.

M. Appeals. Any person aggrieved by any decision of the Planning Board may apply to the Supreme Court for review pursuant to § 274-a of the Town Law.

N. Inspections. The Town Engineer shall be responsible for inspecting required improvements during construction to ensure their satisfactory completion and, upon such completion, shall furnish the Planning Board with a statement to that effect. The applicant shall pay to the Town the costs of said inspection, to defray the costs of

shall be submitted by the applicant not less than 17 days prior to a regularly scheduled public meeting. No application shall be deemed complete until a negative declaration has been issued, or until a draft environmental impact statement has been accepted by the lead agency as satisfactory with respect to scope, content and adequacy.

- H. Fees. An application for a special use permit shall be accompanied by an application fee as set by the Town Board. All application fees are in addition to any required escrow fees, and do not cover the cost of environmental review. The applicant shall be responsible for the total cost of environmental reviews that are determined to be necessary to meet the requirements of the State Environmental Quality Review Act (SEQRA). If the Board requires professional review of the application by designated private planning, engineering, legal or other consultants, or if it incurs other extraordinary expense to review documents or conduct special studies in connection with the proposed application, reasonable fees shall be paid for by the applicant and an escrow deposit will be required pursuant to this chapter.
- I. Time of decision. The Zoning Board of Appeals shall decide the special use permit application within 62 days after the close of the public hearing, subject to compliance with the requirements of SEQRA and General Municipal Law §§ 239-l and 239-m. In rendering its decision, the Board shall approve, disapprove or approve with modifications and conditions the special use permit application. The time within which the Board must render its decision may be extended by mutual consent of the applicant and the Board. The decision of the Board shall be filed in the office of the Town Clerk within five business days of the date such decision is rendered and a copy thereof shall be mailed to the applicant.
- J. Time limit. The special use permit approval shall be void if construction or the use is not started within one year of the date of Zoning Board of Appeals' approval, and completed within two years of the date of such approval. Prior to its expiration, the special use permit approval may be renewed by request of the applicant for up to two additional ninety-day periods. A special use permit shall be deemed to have expired when the use has ceased for a period of 12 consecutive months.
- K. Compliance with SEQRA. The Zoning Board of Appeals shall comply with the provisions of the SEQRA under Article 8 of the Environmental Conservation Law and 6 NYCRR 617.
- L. Criteria for allowing special use permits.
- (1) General provisions. Special uses are hereby declared to possess characteristics which require that each specific use shall be considered an individual use. Any use for which a special use permit is granted by the Zoning Board of Appeals shall be deemed a use permitted in the district in which located, except that for any additional use or enlargement of such use, a separate special use permit shall be required for each addition or enlargement. The proposed special use must meet all the conditions of that use, including basic use regulations specified in this chapter and as the Zoning Board of Appeals may apply to any approval.
  - (2) Required plan. A plan for the proposed development of a site for a permitted conditional use shall be submitted with the application for a special use permit to the Zoning Board of Appeals, and such plans shall show the location of all buildings, parking areas, traffic access and circulation drives, open spaces, landscaping and any other pertinent information that may be necessary to determine if the proposed special use meets with the requirements of this chapter.
  - (3) Basis for deliberation, general provisions. Before issuing a special use permit, the Zoning Board of Appeals shall take into consideration the public health, safety and welfare and shall assure itself of the following:
    - (a) That there shall not be any detrimental effect by the establishment of such use on other uses within the district.
    - (b) That such use will be in harmony with the orderly development of the district and the location, nature and height of buildings, walls, fences and parking areas will not discourage the appropriate development and use of adjacent lands.
    - (c) That all structures, equipment and materials shall be reasonably accessible for fire and police protection.

consideration by the Board. All notices shall include the name of the subdivision, the location of the land to be subdivided, and the date, place, time and subject of the public hearing. Such notice shall not be required for adjourned dates. The hearing on the final plat shall be closed upon motion of the Planning Board within 120 days after it has been opened.

- (c) Decision. The Planning Board shall by resolution conditionally approve, with or without modification, disapprove, or grant final approval and authorize the signing of such plat within 62 days after the close of the public hearing on such final plat. The grounds for a modification, if any, or the grounds for disapproval shall be stated upon the records of the Planning Board.

[1] If the preparation of an environmental impact statement on the final plat is not required, the Planning Board shall make its decision within 62 days after the close of the public hearing on the final plat.

[2] If an environmental impact statement is required, the Planning Board shall make its own findings and its decision on the final plat within 62 days after the close of the public hearing on such final plat or within 30 days of the adoption of findings by the lead agency, whichever period is longer. The grounds for a modification, if any, or the grounds for disapproval shall be stated upon the records of the Planning Board.

- G. Filing of notice of action. Written notice of the action of the Planning Board, plus any conditions attached thereto, shall be provided to the applicant, and a copy of such notice shall be filed with the Town Clerk within five days of the date of approval.

- H. Approval of plat in sections. In granting conditional or final approval of a plat in final form, the Planning Board may permit the plat to be subdivided and developed in two or more sections and may in its resolution granting conditional or final approval state such requirements as it deems necessary to ensure the orderly development of the plat shall be completed before said sections may be signed by the Chairman. Any section shall encompass at least 10% of the total number of lots shown on the plat. No plat which is an extension, section or portion of any previously submitted plat shall be approved until and unless all conditions necessary for approval of such previously submitted plat have been satisfied and final approval shall have been granted in accordance with these regulations.

- I. Duration of conditional approval of final plat. Conditional approval of the final plat shall expire within 180 days after the resolution granting such approval unless all requirements stated in such resolution have been certified as completed. The Planning Board may extend by not more than two additional periods of 90 days each the time in which a conditionally approved plat must be submitted for signature if, in the Board's opinion, such extension is warranted by the particular circumstances.

- J. Filing of final plat; expiration of approval. The applicant shall file the approved final plat, or a section of such plat, in the Office of the County Clerk within 62 days from the date of final approval or such approval shall expire. In the event the applicant shall file only a section of such approved plat with the County Clerk, the entire approved plat shall be filed within 30 days of the filing of such section with the Town Clerk. Such section shall encompass at least 10% of the total number of lots contained in the approved plat, and the approval of the remaining sections of the approved plat shall expire unless said sections are filed with the County Clerk within three years of the date of filing of the first section. The signature of the Chairman or Vice-Chairman or other duly authorized officer of the Planning Board signifying final approval and completion of conditions of final approval by the Planning Board shall constitute final approval.

- K. Endorsement of the Chairman. Upon approval of the final plat, the applicant shall carry out the following steps prior to obtaining the Chairman's signature of approval:

- (1) Provide proof of compliance with Department of Health standards and approval by the Department of the plan for water supply and sewage disposal.
- (2) Provide proof of compliance with all other required local, state and federal agency permits and approvals, including, but not limited to: stream disturbance; wetland and wetland buffer disturbance; highway work; curb cuts; stormwater connections; SPDES permit discharges; dams and impoundments, etc.



environmental impact statement has been filed in accordance with the provisions of the State Environmental Quality Review Act. The time periods for review of a minor subdivision plat shall begin upon filing of such negative declaration or such notice of completion. An application for minor subdivision approval that has been determined by the Planning Board to require the preparation of a draft environmental impact statement shall result in the processing of the application as a major subdivision.

- I. Applicant to attend Planning Board meeting. The applicant or his duly authorized representative shall attend meetings of the Planning Board at which the application is considered to discuss the plat. Although not required, applicants are encouraged to commence discussions with the owners of land abutting or in proximity to the project site to ascertain local concerns and local development issues early in the project design process.
- J. When officially received. An application submitted under this section shall be deemed received at the next regular meeting of the Planning Board at which the application is to be considered. An application shall be placed on the Planning Board agenda only upon payment of the application and escrow fees as set by the Town Board along with the number of copies of the plat as specified by the Planning Board, an environmental assessment form, and a completed application form, along with any other information required by the Planning Board during the preapplication review.
- K. Agricultural data statement. If any portion of the project is located on property within an agricultural district containing a farm operation, or on property with boundaries within 500 feet of a farm operation located in an agricultural district, the application must include an agricultural data statement containing the name and address of the applicant; a description of the proposed project and its location; the name and address of any owner of land within the agricultural district, which land contains farm operations and is located within 500 feet of the boundary of the property upon which the project is proposed; and a tax map or other map showing the site of the proposed project relative to the location of farm operations identified in the agricultural data statement.
- L. Referral to neighboring municipalities. Pursuant to General Municipal Law § 239-nn, for a subdivision review under this section involving property located within 500 feet of an adjacent municipality, notice of any public hearing shall be given by mail or electronic transmission to the Clerk of the adjacent municipality not less than 10 days prior to the date of said hearing.
- M. Public hearing on minor subdivision. The hearing on the minor subdivision plat shall be advertised at least once in the official newspaper so designated by the Town Board at least five days before such hearing. The Planning Board may provide that the hearing be further advertised in such manner as it deems most appropriate for full public consideration of such preliminary plat, including the prominent placement of one or more signs on the premises that is the subject of the application notifying interested persons that an application for a subdivision approval is under consideration by the Board. All notices shall include the name of the subdivision, the name of the applicant, the location of the land to be subdivided, and the date, place, time and subject of the public hearing. Such notice shall not be required for adjourned dates. The hearing on the minor subdivision plat shall be closed upon motion of the Planning Board within 120 days after it has been opened.
- N. Action on minor subdivision plat. The Planning Board shall, within 62 days from the date of the public hearing, approve, conditionally approve with or without modification, or disapprove a complete application for minor subdivision plat approval. When conditionally approving a minor subdivision plat with or without modifications, the Planning Board must state in writing the modifications, if any, it deems necessary before the plat will be endorsed by the Chairman. The Board shall specify in writing its reasons for any disapproval.
- O. Filing of notice of action. Written notice of the action of the Planning Board, plus any conditions attached thereto, shall be provided to the applicant, and a copy of such notice shall be filed with the Town Clerk within five days of the date of approval.
- P. Duration of conditional approval of minor subdivision plat. Conditional approval of the minor subdivision plat shall expire within 180 days after the date of adoption of the resolution granting such approval. The Planning Board may extend by not more than two additional periods of 90 days each the time in which a conditionally approved plat must be submitted for signature if, in the Board's opinion, such extension is warranted by the particular circumstances. A failure to complete the conditions of minor subdivision approval within the required time period(s) shall result in the approval becoming null and void.