

**Minutes for the Ticonderoga Planning Board Meeting held on April 4, 2013 in the
Community Building commencing at 7:00 p.m.**

TICONDEROGA PLANNING BOARD
BYLAWS, POLICIES & PROCEDURES

I. Definitions

A. The terms “Board” or “Planning Board” as used in this document shall mean the duly appointed Town of Ticonderoga Planning Board.

II. General Governing Rules

A. The Planning Board shall be governed by the provisions of all applicable state statutes, local laws, ordinances and these rules in procedures.

B. The Board shall become familiar with the duly enacted ordinances and laws of the Town and State of New York under which it may be expected to act.

C. The Board shall become familiar with the adopted goals, objectives and policies as expressed in the Town of Ticonderoga Comprehensive Plan as adopted on November 9, 2006. In rendering decisions, the Board shall be guided by said Plan.

III. Members, Officers and Duties

A. Members, Alternate Members of the Board and the Board Secretary shall be appointed by the Town Board for specific terms.

B. The officers of the Board shall consist of a Chairperson, Vice-Chairperson (both voting members) and Secretary (non-voting).

1. The Chairperson shall be appointed annually by the Town Board. The Chairperson shall perform all duties required by law, ordinance and these rules. The Chairperson shall preside at all meetings of the Board. The Chairperson shall appoint any committee found necessary to carry out the business of the Board. The Chairperson’s signature shall be the official signature of the Board and shall appear when required on all decisions of the Board.

2. The Vice-Chairperson shall be appointed annually by the Chairperson, shall serve in the absence of the Chairperson, and shall have all the powers and responsibilities of the Chairperson during his/her absence or disqualification.

3. The Secretary shall be appointed by the Town Board. The Secretary, subject to the direction of the Chairperson, shall keep minutes of all Board meetings, public hearings and proceedings, showing the vote of each member upon every motion, or if absent or failing to vote, indicating such fact, and shall keep records of all Board actions and functions. In the absence of the Secretary, the Chairperson may appoint an Acting Secretary.

4. In the absence of both the Chairperson and Vice-Chairperson, all other Board members present at a meeting shall appoint a member as Acting Chairperson for that meeting.

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C. The Planning Board Chairperson may designate an Alternate Planning Board member to serve in a particular matter or matters in the event of an absence, conflict of interest, or scheduling difficulty. Upon designation, the alternate Planning Board member shall have all of the same duties and responsibilities of a regular Planning Board member.

D. Should any vacancy on the Board occur for any reason, the Secretary shall give immediate notice thereof to the Town Board.

E. Should a vacancy occur among either the Chairperson or Secretary of the Board, such office shall be filled by the Town Board.

IV. Meetings

A. Annual Meeting

1. The annual organizational meeting of the Board shall be the first regular meeting in the month of January of each year. At such time the Planning Board shall elect officers, designate the dates of regular meetings for the upcoming year, and conduct such other business as is necessary.

2. At each organizational meeting all new members shall receive copies of the following items:

- a) Planning Board Bylaws, Policies and Procedures
- b) Town of Ticonderoga Comprehensive Land Use Plan
- c) Town of Ticonderoga Zoning Code/Site Plan
- d) Zoning Map

3. Informational materials from time to time will also be distributed. Amendments or revised documents will be distributed upon final adoption.

B. Regular meetings

1. The regular meeting of the Planning Board shall be held on the first Thursday of each month at 7:00pm in the Community Building. The date of the regular meeting may be changed by majority vote of the Board members present for said vote.

2. Whenever there are no applications for review or other business for a regular meeting, the Chairperson may cancel such meeting by notice to all members, news media, and public notice of not less than twenty-four (24) hours prior to the time set for such meeting unless an emergency precludes such notice.

3. The order for business at regular meetings shall be as follows:

- a) Call to Order
- b) Pledge of Allegiance to the Flag
- c) Roll Call and Introduction of Board members
- d) Public Hearings
- e) Approval of minutes of past meetings
- f) Old Business
- g) New Business
- h) Other business
- i) Adjournment

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C. Special meetings

1. Special meeting of the Planning Board may be called by the Chairperson. At least two (2) business days' notice of the time, place and agenda of the meeting shall be given to each member of the Board, news media and posted in an appropriate public notice area of the Community Building.

2. The Chairperson shall call a special meeting within ten days of the receipt of a written request from any three (3) members of the Board, with such request specifying the matters to be considered at the special meeting.

V. Conduct of meetings

A. Quorum

1. A quorum shall consist of a majority of the members of the full Board, which is four (4).

2. No hearing or meeting of the Board shall be held, nor any action taken, in the absence of a quorum. All subsequent meetings shall be re-advertised in accordance with the requirements of the applicable laws.

VI. Voting

A. All public matters shall be decided by public vote. Decisions on any matter before the Board shall require the affirmative vote of a majority of the Board unless otherwise specified herein.

B. Each member of the Planning Board shall vote on all questions before the Board unless required to abstain in accordance with any applicable law or regulations. The member in question shall cite the categorical reason for abstaining. Examples of such reasons include, but are not limited to, business interest, financial interest, or relationship with the applicant. Indecision is not a valid reason for abstaining from voting.

C. A tie vote or a favorable vote by a lesser number than the required majority shall be considered a rejection of the motion under consideration.

D. The Chairperson of the Planning Board shall have the same right to act on matters before the Board as other members, including the right to make and second motions.

E. No member shall vote on the determination of any matter requiring a public hearing unless he/she has attended said public hearing. However, where such member has familiarized him or herself with such matters by reading the records, he or she shall be qualified to vote.

F. For reasons of a conflict of interest, bias, prejudice, illness, vacation, or other absence, such member shall contact the Planning Board Chairperson or Secretary, so that an Alternate Planning Board member may be designated to substitute for the unavailable Board member.

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VII. Public Hearings

A. Any person wishing to comment shall be recognized by the Chairperson and shall give his or her name and address.

B. The Chairperson shall assure an orderly hearing and shall take necessary steps to maintain the order and decorum of the hearing at all times.

C. The Chairperson shall reserve the right to terminate or adjourn a hearing in the event the discussion becomes unruly or unmanageable.

VIII. Executive Sessions

A. Executive Sessions of the Planning Board shall be conducted only in accordance with the New York State Open Meetings Law. All official actions of the Planning Board shall be taken by a public vote at an open public meeting.

B. Conversations held in executive session shall be privileged to the Board and shall not be discussed outside the executive session without a vote approving such discussion by majority of the Planning Board. No executive session shall be recorded without a majority vote by the Board approving such.

IX. Amendments

A. These Bylaws, Policies and Procedures may be amended as necessary by the affirmative vote of a majority of the Planning Board members at a public meeting of the Board.