

**INC. VILLAGE OF PLANDOME HEIGHTS
SPECIAL MEETING OF THE BOARD OF TRUSTEES
PLANDOME HEIGHTS VILLAGE HALL
SEPTEMBER 16, 2016
MINUTES OF MEETING**

Present:	Mayor	Kenneth C. Riscica
	Trustee	Daniel Cataldo
	Trustee	Silva Ferman
	Trustee	Gus Panopoulos
	Trustee	Dianne Sheehan
	Trustee	Alvin Solomon
	Deputy Clerk	Elizabeth Vera
	Village Attorney	Christopher Prior, Esq. (telephonically)

Absent: Trustee Norman Taylor

Also Present: Building Inspector Edward Butt, AIA

At 9:30 a.m. Mayor Riscica called the meeting to order and called for the Pledge of Allegiance.

Mayor Riscica thanked the Trustees for coming together on short notice to address a matter. The Mayor asked the Deputy Clerk if appropriate notice was given, under the circumstances, for the meeting and Deputy Clerk Vera advised that appropriate notice was given. The Mayor noted that he became aware, yesterday, of a gap in our building and zoning fee process that requires correction. Since this is essentially an error, it should be corrected right away.

It is longstanding Village policy that the costs of building and zoning matters that relate to an individual homeowner's desire to make alterations to their home is an individual cost, not a cost to be borne by all residents. The policy involves fundamental fairness in that the community as a whole should not bear the costs that benefit an individual homeowner. This generally involves the cost of meetings on such matter including the Village Attorney, Building Inspector, public notices, stenographers, etc. The costs in our Village are normally associated with the Planning Board and the Building and Zoning Board. However, there are instances where, under Village Code, the Architectural Review Board could incur such costs and these instances are inadvertently omitted from our Fee Schedule. The Fee Schedule clearly does not reflect the policy of the Village on this matter and needs to be corrected to eliminate the omission or gap. A discussion ensued. After discussion, upon motion by Trustee Cataldo, seconded by Trustee Sheehan, the following resolution was adopted by all Trustees present:

RESOLVED, that the Village Schedule of Fees and Payments maintained by the Village Clerk pursuant to the Village Code, for building, zoning and related matters, in the form annexed hereto as Exhibit A, be and it hereby is adopted, effective immediately, superseding all forms thereof previously adopted by the Board.

At 10:05 a.m., Trustee Cataldo made a motion, seconded by Trustee Sheehan to move to executive session to discuss potential litigation, which motion was unanimously adopted by all the Trustees present. At 10:26 a.m. executive session ended with no action taken.

The minutes of this meeting were presented to the Board in draft form. A discussion ensued. After discussion, upon motion by Trustee Cataldo, seconded by Trustee Panopoulos, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the minutes of this meeting, as presented in draft to the Trustees and with such changes as were suggested at the meeting and with such other non-material changes as may be proposed by the Village Attorney, are hereby approved.

There being no further business to discuss, Trustee Solomon motioned to adjourn the meeting and such motion was seconded by Trustee Ferman. All Trustees present were in favor.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Elizabeth Vera, Deputy Clerk

FEE SCHEDULE

BUILDING AND DEMOLITION PERMIT FEES:

Building Permit Fee: \$150 for the first \$1,000 of cost of work plus 1.5% of construction costs

Cost of work shall be calculated at \$175 / sq. ft.. Minimum BP fee is \$150.

Cost of work will be determined by the Building Inspector. To contact the Building Inspector please call the Village Office (516) 627-6902 or email at buildinginspector@plandomeheights-ny.gov

Certificate of Occupancy/Certificate of Completion: \$50 (to be collected with building permit fee)

NOTE: Building Permits expire one year from the issue date. Up to three extensions may be granted on a building permit, the following fees apply: first 3 month extension- 25% of BP fee; second 3 month extension- 25% of BP fee; 6 month extension (granted only after the extensions above have expired) - 50% of BP fee.

Demolition Permit Fee: \$250

PLUMBING PERMIT FEES:

- \$50 application fee + \$50 Certificate of Occupancy/Completion
- Plus \$15 per fixture
- Plus \$100 sanitary/sewage septic tank/ HVAC/generator

DUMPSTERS/STORAGE CONTAINERS:

Dumpsters -\$100, max of thirty (30) days;

-When issued in conjunction with a BP no additional fee is required

Storage containers - \$100, max of thirty (30) days

APPLICATIONS TO VILLAGE BOARDS:

Board of Zoning and Appeals \$250*

Planning Board \$250*

Architectural Review Board \$50 short form application; \$250* construction/alteration

*In addition to the above filing fees, an applicant is responsible for the following costs actually incurred by the Village in connection with the application:

1. Advertising of legal notice
2. Stenographic minutes of hearing
3. Costs for Village Engineer / Building Inspector
4. Legal fees for Village Attorney
5. Consultant fees

Each applicant shall deposit the following sums for referenced costs:

Board of Zoning Appeals \$ 1,350** Planning Board \$ 1,350** Architectural Review Board \$1,350**

A deposit will only be collected if the Village anticipates that the referenced costs will be incurred.

**In the event the amount of deposit is insufficient to cover the referenced reimbursable costs, the applicant shall, at such time fixed by the Village Clerk, deposit an additional amount sufficient to cover such costs.

- Notes:
- 1) No action shall be taken by any board until such time as all fees and deposits required hereunder are paid in full.
 - 2) In the event the applicant does not conform to the approved plans, the Village may, at its discretion, retain consultants to determine the extent of non-compliance and the applicant shall be liable for all such costs.

ENVIRONMENTAL REVIEW: Where it appears that an environmental impact statement or an expanded environmental assessment form is required, the applicant shall deposit with the Village the sum of \$2,500 for the review of such materials.

Fees are determined at the time the permit is issued.