

## **ARTICLE 91-1400: PLANNING BOARD**

### **Section 91-1401. Appointment**

The Town Board shall appoint a Planning Board consisting of seven (7) members as prescribed by Section 271 of the Town Law. No appointment shall be valid unless the appointee is a resident and real property owner of the Town of Busti. The Town Board shall appoint the Chairman of the Planning Board although all other matters of procedure shall be determined by the Planning Board.

### **Section 91-1402. Duties**

The Planning Board for the Town of Busti shall have the following duties:

1. To study, hold hearings and submit recommendations on all matters referred to it by the Board of Appeals, Zoning Officer and/or Town Board.
2. To submit reports within thirty (30) days after reference to it of any appeal or other matter unless the time shall be extended by the Zoning Officer of the Board making the reference.
3. To hold at least six meetings each year at the direction of the Chairman and at such other times as the Chairman of the Planning Board may deem necessary. All meetings of the Planning Board shall be open to the public. The secretary of the Planning Board shall keep minutes of all meetings of the Board. The meetings shall be presided at by the Vice Chairman also to be appointed by the Town Board in the absence of the Chairman.
4. To prepare and change the comprehensive master plan and map for the development of the entire Town of Busti if and when requested to do so by the Town Board or at the Planning Board's discretion.
5. To approve plots in accordance with Article 16 of the Town Law.
6. To review, recommend and approve (prior to the issuance of a use permit) site plans for mobile home parks, commercial or industrial or buildings or uses. Such site plans shall be submitted to the Planning Board at least ten (10) days prior to its next scheduled meeting and shall consist of the following:
  - a. A plot plan drawn to scale prepared by art engineer, surveyor or architect (registered by the State of New York) showing the exact size, shape and dimensions of the lot to be built upon;
  - b. The exact size and locations on the lot: of all existing buildings and structures;

- c. The exact size and location on the lot of the structure of building proposed to be erected, moved, repaired or altered;
- d. All adjacent streets or alleys with traffic flow patterns;
- e. The proposed parking facilities, including the size, arrangement and number of parking stalls and placement of lighting standards;
- f. The movement of all vehicles and ingress and egress device for all off-street parking and loading areas (both front and rear) to insure the prevention of blockage of vehicles entering and leaving the site;
- g. Preliminary architectural and engineering sketches showing plan levels, elevations, landscape plan and any other necessary information related to water runoff control, slope, contours, type of building, etc;
- h. Areas to be utilized for storage of materials and type of architectural screen to be used;
- i. Such other information as may be required by the Planning determine their recommendation of decision.