

Charter for the Marbletown Planning and Zoning Committee (PZC) Sub Committee on “Special Events Venues”

May 30, 2018

Establishment and Authority

The PZC Subcommittee on “Special Events Venues” for the Town of Marbletown is established by the Supervisor. The Sub Committee will be convened to generate recommendations for the Town of Marbletown regarding the proposed legislation.

Leadership

Dan Proctor, Chairman for the Marbletown Planning Board (PB), will act as Chairman of the subcommittee; Will Husta, Chairman for the Marbletown Zoning Board of Appeals (ZBA) will act as Deputy Chair. Lisa Mance, Secretary for the PB, shall act as the Sub Committee Secretary and shall prepare minutes of meetings for the committee’s approval.

Purpose/Responsibilities. The subcommittee shall:

1. Review the April 24, 2018 draft of Local Law Amending Chapter 200 of the Town Code, Zoning drafted by Shuster Associates, and in doing so gather and document the following information:
 - a. Regulatory and governmental guidance for proposed legislation
 - b. Marbletown Strategic Planning guidance related to draft local law
 - c. Lessons learned from experience of other NYS communities that have enacted similar legislation
 - d. Local concerns voiced by the community regarding the proposed legislation
2. Generate a list of recommendations regarding the draft legislation
3. Submit the recommendations to the Planning and Town Board for consideration.

Meetings

1. The Chairperson shall determine the time and place of the Subcommittee meetings. For planning purposes, the meetings will be held at the Marbletown Government Center in Room M1 on the following dates and times:
 - May 31, 2018 @ 6 - 8 PM
 - June 7, 2018 @ 6 - 8 PM
 - June 14, 2018 @ 6 - 8 PM
2. The meetings will be held in accordance with State of New York open meeting laws. Meeting procedures will be guided by Roberts Rules of Order.

3. The Subcommittee will contain 13 members of the Marbletown community and Marbletown government selected and appointed by the Supervisor. These individuals include:
 - a. Dan Proctor
 - b. Will Husta
 - c. Staci Sindt (PZC member)
 - d. Harry Hansen (PZC Member and Historical Committee Chair)
 - e. Daisy Foote
 - f. Dan Giessinger
 - g. John Cirone
 - h. Nancy Gagliardi
 - i. Gary Johnson
 - j. David Hodes
 - k. Sally Dolan
 - l. Michael Wilcox
 - m. Tracey Dewart
4. A quorum for meetings shall be 50% of Sub Committee members plus one.
5. Action taken by the Sub Committee shall require a majority vote of those members present.
6. Meetings will be held in person. Conference meetings will not be allowed.
7. The chair (or designee) shall ensure that written notice is published in the Daily Freeman of the time and place of all meetings not later than 3 days prior to each meeting. An agenda of the items for which action may be taken shall be provided to each member of the committee via e-mail notice at least 3 days before each meeting.
8. All meetings will be open to the public.

Process

Guided by NYS Open Meeting Law -- *"It is essential to the maintenance of a democratic society that the public business be performed in an open and public manner..."*

- Meeting will focus on the published agenda
- Meeting will be recorded, and minutes taken. All documents, minutes and tapes from the Sub Committee are FOILable
- Only motions brought by the members can be put to a vote
- Chair announces the results of the vote
- Public comment will be solicited and recorded; however, each citizen commenting must:
 - Be recognized by the Chairman
 - State name and address
 - Limit comments to three minutes and to proposed legislation

Reporting

At the conclusion of the scheduled meetings the Sub Committee will, within 5 days, generate a report to the Marbletown Supervisor, Town and Planning Board that lists their recommendations regarding the local law.