

**Village of Cold Spring
Planning Board
85 Main Street, Cold Spring, New York 10516**

**Meeting
5-10-18**

The Village of Cold Spring Planning Board held a public meeting on April 12, 2018 at 7 pm at the Village Hall, 85 Main Street, Cold Spring, NY 10516.

Attending were: Chair Matt Francisco and board members: Stephanie Hawkins, Lara Shihab-Eldin and Sue Meyer. Board members David Marion and Judith Rose were absent.

CHAIR'S REMARKS - None

APPROVAL OF MINUTES

S. Meyer made a motion to adopt the 4-12-18 minutes. L. Shihab-Eldin seconded and the motion passed 3-1 with S. Hawkins abstaining.

CORRESPONDENCE – None

NEW BUSINESS – None

PUBLIC COMMENT - None

BOARD BUSINESS

Board members discussed managing the filing of applications from intake to closeout. Discussion of the Village imaging process that Sue and/or Lara may be able to interface with the Village Clerk to facilitate the filing and imaging of application materials. Members will create a check list to be included in every folder to identify the presence of the requisite documents.

ADJOURNMENT

S. Hawkins made a motion to adjourn. S. Meyer seconded and the meeting adjourned at 7:45pm.

Submitted by M. Mell

Matthew Francisco

5/24/2018

Matt Francisco, Chair

Date: