

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

**Meeting  
5-24-18**

The Village of Cold Spring Planning Board held a public meeting on May 24, 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 and Lara Shihab-Eldin. Board members David Marion, Sue Meyer and Judith Rose were absent.

**CHAIR'S REMARKS** - None

**APPROVAL OF MINUTES**

S. Hawkins made a motion to adopt the 2-8-18 and 5-10-18 minutes as amended. L. Shihab-Eldin seconded and the motion passed 3-0.

**CORRESPONDENCE** – None

**NEW BUSINESS** – None

**PUBLIC COMMENT** - None

**BOARD BUSINESS**

Board members discussed organization of planning board files. It was noted that:

- Filing of application folders is significantly behind with the changes to Board Secretary and Village Clerk staffing
- Only one copy of each item will be kept in the folder
- Interim submissions will be kept
- Documents will be identified by the building department referral number
- Village-wide digitizing of all board and committee data is underway
- A check list of required documents is being prepared to guide filing

Board members discussed posting signage to notify residents of properties with applications before the planning board, in addition to notices in the PCNR.

**ADJOURNMENT**

M. Francisco made a motion to adjourn. L. Shihab-Eldin seconded and the meeting adjourned at 7:45pm.

Submitted by M. Mell

*Matthew Francisco*

9/27/2018

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Matt Francisco, Chair

Date: