

# SUFFOLK COUNTY PLANNING COMMISSION

c/o Suffolk County Department of Economic Development & Planning  
100 Veterans Memorial Highway, PO Box 6100, Hauppauge, NY 11788-0099

T: (631) 853-5192 F: (631) 853-4767

Joanne Minieri, Deputy County Executive and Commissioner, Department of Economic Development  
and Planning

Sarah Lansdale, Director of Planning

## **Notice of Meeting**

**February 10, 2016 at 2:00 p.m.**

**Rose Caracappa Auditorium,  
W.H. Rogers Legislature Bldg.,  
725 Veterans Memorial Highway, Smithtown, NY**

### **Tentative Agenda Includes:**

1. Meeting Summary for December 2015 and January 2016
2. Public Portion
3. Chairman's Report
4. Director's Report
5. Guest Speaker
6. Section A 14-14 thru A 14-23 & A 14-25 of the Suffolk County Administrative Code
7. Section A-14-24 of the Suffolk County Administrative Code
8. Other Business:
  - Election of Officers
  - Rules of Proceedings
  - 2016 Calendar

**NOTE:** The **next meeting** of the SUFFOLK COUNTY PLANNING COMMISSION will be held on March 2, 2016 2 p.m. H. Lee Dennison Building <sup>2nd</sup> Floor, 100 Veterans Memorial Highway, Hauppauge, NY 11788

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## AGENDA

**February 10, 2016 at 2:00 p.m.**

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W.H. Rogers Legislature Bldg.,  
725 Veterans Memorial Highway, Smithtown, NY**

1. Meeting Summary for December 2015 and January 2016
2. Public Portion
3. Chairman's Report
4. Director's Report
5. Guest Speaker
  - None
6. Section A 14-14 thru A 14-23 & A 14-25 of the Suffolk County Administrative Code
  - None
7. Section A-14-24 of the Suffolk County Administrative Code
  - None
8. Other Business:
  - Election of Officers
  - Rules of Proceedings - Proposed Amendments
  - 2016 Calendar

**NOTE:** The **next meeting** of the SUFFOLK COUNTY PLANNING COMMISSION will be held on March 2, 2016 2 p.m. H. Lee Dennison Building 2<sup>nd</sup> Floor, 100 Veterans Memorial Highway, Hauppauge, NY 11788

# COUNTY OF SUFFOLK



STEVEN BELLONE  
SUFFOLK COUNTY EXECUTIVE

## SUFFOLK COUNTY PLANNING COMMISSION SUMMARY OF REGULARLY SCHEDULED MEETING

Chairman

Sarah Lansdale, AICP  
Director of Planning

Date: February 10, 2016  
Time: 2:00 p.m.  
Location: Rose Caracappa Legislative Auditorium  
William H. Rogers Legislature Building  
North County Complex  
Hauppauge, New York 11788

### Members Present (15)

Ramon Accettella Jr. – Town of Babylon  
Michael Kelly – Town of Brookhaven  
Samuel Kramer – Town of East Hampton  
Jennifer Casey – Town of Huntington  
Matthew Chartrand – Town of Islip  
Carl Gabrielsen – Town of Riverhead  
Nicholas Morehead – Town of Shelter Island  
John Finn – Town of Smithtown  
Barbara Roberts – Town of Southampton  
Nicholas Planamento – Town of Southold  
Adrienne Esposito – Villages Over 5,000  
Michael Kaufman – Villages Under 5,000  
Kevin Gershowitz – At Large  
Samuel Chu – At Large  
Errol Kitt – At Large

### Staff Present (7)

Sarah Lansdale – Director of Planning  
Andrew Freleng – Chief Planner  
Ted Klein – Senior Planner  
John Corral – Senior Planner  
Christine DeSalvo – Senior Clerk Typist  
Robert Braun – Assistant County Attorney  
Brittany Gelormino – Assistant County Attorney (Counsel to the Commission)

### Call to Order

- The Suffolk County Planning Commission meeting of February 10, 2016 was called to order by 1<sup>st</sup> Vice Chairperson Adrienne Esposito at 2:07 p.m.

### The Pledge of Allegiance

### Commission Membership

- The 1<sup>st</sup> Vice Chair announced that two (2) new members have joined the Commission, and asked that those new members introduce themselves and tell the Commission about what they believe they can bring to the Commission. The new Commission members then address the Commission in the following order:
  1. Errol Kitt – as an at-large member to the Commission.
  2. Nicholas Morehead – representing Shelter Island.

Following the welcome and introductions some questions and answers were exchanged amongst the new and sitting members of the Commission.

**Public Portion** – No members of the public requested to address the Commission.

**Chairman's Report** – There were no Chairman updates for the Commission.

**Director's Report** – There were no Director updates for the Commission.

**Guest Speaker(s)** – None

### Adoption of Minutes

- The adoption of the December 2015 Meeting Minutes. Motion to adopt the minutes as written was made by Commission member Accettella, seconded by Commission member Chu. Vote Approved: 13 ayes, 0 nays, 2 abstentions (Kitt and Morehead).
- The adoption of the January 2016 Meeting Minutes. Motion to adopt the minutes as written was made by 2<sup>nd</sup> Vice Chairman Kelly, seconded by Commission member Kaufman. Vote Approved: 13 ayes, 0 nays, 2 abstentions (Kitt and Morehead).

**Section A14-14 thru A14-25 of the Suffolk County Administrative Code** - None

### Other Commission Business

#### Election of Officers for 2016

- 1<sup>st</sup> Chair Esposito announced that she will run the meeting until a new Chairperson is elected and then at that point turn the meeting over to that person. The 1<sup>st</sup> Vice Chair stated that there are two nominees to each of the three commission officers' positions and that the Chair election will take place first.

**Other Commission Business****Election of Officers for 2016 (continued)**

- A motion to have 'write-in' ballots cast for the current election of officers was made by 2<sup>nd</sup> Vice Chair Kelly, seconded by Commission member Gershowitz. Vote Approved: 9 ayes, 6 nays, 0 abstentions.
- Commission member Roberts then requested a legal opinion regarding the 'public' aspect of the forthcoming elections and whether the 'write-in' ballots meet the criteria of a public hearing. Counsel to the Commission advised the Chair and the Commission that the actual vote is required to take place in a public forum and that there is nothing prohibiting 'write-in' ballots as long as the ballots were available to the public to view. Commission member Accettella indicated that during similar votes in other public bodies, such as fire departments, the Chair would appoint a 'teller' to collect and count the ballots. 1<sup>st</sup> Chair Esposito then appointed the Commission's Counsel to be the 'teller' and authorized the staff to distribute paper ballots for the Commission members to fill out. After confirmation with the Counsel to the Commission, 1<sup>st</sup> Chair Esposito announced paper balloting will take place; the ballots will not be destroyed after the vote but kept on file in the County Attorney's Office, and would be part of the public record and therefore FOIL-able as the Commission is a public entity. Commission's Counsel confirmed what the 1<sup>st</sup> Chair Esposito stated, reiterating that today's date and the name of the voting member of the Commission must be on each ballot sheet, in addition to the name of the nominee they are voting for as per the specific office; staff distributed 3 sheets of paper to each Commission member to act as their ballot sheets to the vote in the election.
- 1<sup>st</sup> Chair Esposito announced that the two nominees for the office of Chair of the Planning Commission will each now have the opportunity for two minutes to address the Commission before the vote for the Chair of the Suffolk County Planning Commission would take place, and that thereafter the nominee with the most votes would be declared the new Chair of the Commission for 2016 and take over running the meeting from that point on. Commission member Jennifer Casey was the first of the two nominees to address the Commission followed by sitting 2<sup>nd</sup> Vice Chair Michael Kelly.
- The election of Chair of the Planning Commission via write-in ballots took place, and Jennifer Casey was elected as the new Chair of the Suffolk County Planning Commission by a vote of 8 to 7, and assumed the Chair seat upon the that announcement.
- The two nominees for the office of 1<sup>st</sup> Vice Chair of the Suffolk County Planning Commission each had the opportunity for two minutes to address the Commission before the vote via write-in ballots took place. Commission member John Finn was the first of the two nominees to speak to the Commission followed by sitting 1<sup>st</sup> Vice Chair Adrienne Esposito.

**Other Commission Business****Election of Officers for 2016 (continued)**

- The election of 1<sup>st</sup> Vice Chair of the Planning Commission via write-in ballots took place, and Adrienne Esposito was re-elected to the office of the 1<sup>st</sup> Vice Chair of the Suffolk County Planning Commission by a vote of 8 to 7.
- The two nominees for the office of 2<sup>nd</sup> Vice Chair of the Suffolk County Planning Commission each had the opportunity for two minutes to address the Commission before the vote via write-in ballots took place. Commission member Michael Kaufman was the first of the two nominees to speak to the Commission followed by Commission member Samuel Chu.
- The election of 2<sup>nd</sup> Vice Chair of the Planning Commission via write-in ballots took place, and Samuel Chu was elected to the office of the 2<sup>nd</sup> Vice Chair of the Suffolk County Planning Commission by a vote of 8 to 7.

**Adoption of Commission Meeting Schedule for 2016**

- After a short discussion regarding the locations of future meetings and acknowledgement by the Chair that there would be opportunity to amend the Commission's meeting schedule at a later date a motion was made to adopt the 2016 Commission Meeting Schedule as presented by Commission member Kaufman, seconded by Commission member Chu; Vote Approved: 14 ayes, 0 nays, 1 abstention (Kramer).

**Adoption of Rules of Proceedings for 2016**

- After the Commission reviewed and deliberated the existing Rules of Proceedings a motion to adopt the 2015 Rules of Proceedings as the 2016 Rules of Proceedings pending further discussion and possible future amendments was made by Commission member Kelly, seconded by Commission member Accettella; Vote Approved: 15 ayes, 0 nays, 0 abstention.

**Meeting Adjournment (3:38 p.m.)**

- The motion to adjourn the meeting was made by Commission member Kaufman, seconded by Commission member Accettella; Vote Approved: 15 ayes, 0 nays, 0 abstentions.