

# Village of Herkimer Planning Board

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## Meeting Notes

**Purpose:** Monthly Planning Board Meeting

**Date:** September 9, 2019

## Attendees

### Members:

**Attending:** Chairman Brion Carroll  
Members Becky Cristman  
Adam Hutchinson  
Chris Lotey  
Howard Quick

**Absent:** Village Board Liaison: Virendranath Dhaniram

**Non-Members:** Todd Metcalf, Account Manager, General Code

## Discussion Notes:

1. Todd Metcalf, Account Manager for General Code/ECode 360 presented the services offered by his company, product pricing, other municipalities in NYS utilizing the service (see attached listing), and outlined the process of implementing his company's services.

There are two paths General Code could take with the Village Municipal Code. First, they offer a free "Editorial Analysis" to identify conflicts and/or inconsistencies in the village.

The second path is a longer 2-3 year process that starts with General Code taking the village's existing Municipal Code, re-organizing it by Chapter, then the Editorial Analysis, and then the municipality is provided with a workbook to assist in addressing the issues identified in the analysis, then General Code builds the online portion of the Code, and updates with new laws as they're passed and approved. At that point anyone would be able to search the code online and administrative users would have enhanced capabilities with the code.

The ballpark cost of the service is \$12,000-\$15,000 over the 2-3 year process and an annual subscription of \$995 or \$1,195. Mr. Metcalf will provide a quote by the end of September.

Mr. Metcalf also briefly spoke about General Code's Maplink service. It is an online map service that utilizes GIS maps and combines them with the municipality's zoning ordinances. Interested users can see the relevant information of any parcel within the municipality's boundaries (dimension requirements, allowable uses, zoning districts, etc.).

2. Expanding Membership of Planning Board: Based on discussions with the Mayor, the Village Planning Board will begin looking for an engineer to serve on the Planning Board. This person must reside within the village limits. Additionally, due to the requirements around composition of Planning Boards, another member must also be added to maintain an odd number of members to prevent tie votes.
3. Integrating deliverables and direction from 2002 Strategic Plan into the Master Plan 2020. The Planning Board will review the 2002 Strategic Plan and look for areas/items/objectives that are common are complimentary to area/items/objective in the 2020 Master Plan and discuss how to integrate the two documents.

Action Item	Responsible	Status	Comment
Retail Corridor 3 Zone Ordinance	Adam Hutchinson	<i>Released</i>	No action taken at this meeting.
Retail Corridor 1 Zone Ordinance	Adam Hutchinson	Draft Completed	No action taken at this meeting.
Retail Corridor 2 Zone Ordinance	Adam Hutchinson	Draft Completed	No action taken at this meeting.
General Code/ECode360 Web Site for posting Village Zoning Ordinances	Brion Carroll	Met w/provider	Proposal for Village of Herkimer to utilize General Code/ECode360 services due to Planning Board by end of September 2019.
Subdivision Regulation	Brion Carrol/Adam Hutchinson	Draft Produced	No action taken at this meeting.
Master Plan 2020	All members	In-work	Identify strategies/actions in common with 2002 Strategic Plan and integrate into new draft Master Plan.
Planning Board Membership	All members	In-work	Identify engineer living within the village limits to serve on Planning Board and additional community member.

### Next Meeting:

1. October 14<sup>th</sup>, 2019