

**Minutes**

**Town of Otego Planning Board**

**December 19, 2017**

**REGULAR PLANNING BOARD MEETING**

**APPROVED**

**The Regular Planning Board Meeting officially opened at 7:14 PM.**

**ROLL CALL:**

**Board Members Present: Chairwoman Kate Lawrence, Mark Dye, Lois Chernin, and Katie Higgins- as an acting member.**

**Board Members Excused: Roberto Romano, Elizabeth Callahan**

**In Attendance Tonight: Teresa DeSantis, Planning Board Recording Secretary**

**Not In Attendance Tonight: Codes Officer Dan Wilber**

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**REVIEW OF THE MEETING MINUTES FOR THE NOVEMBER 21 ST REGULAR MEETING:**

**The unapproved meeting minutes for the November 21, 2017 Planning Board Regular Meeting were reviewed. A Motion was made by Lois Chernin to accept the Minutes as amended.**

**MOTION to accept the November 21, 2017 Planning Board Regular Meeting Minutes as amended.**

**Motion by Lois Chernin and seconded by Katie Higgins.**

**Voice Vote: YES 4 NO 0**

**All in favor, none opposed, motion carried.**

NEW BUSINESS: None.

OLD BUSINESS:

Planning Board Review of Special Use Permit Checksheets:

The Planning Board reviewed the Special Use Permit review sheet and associated checksheets which can help to facilitate the review of Special Use Permits. The Site Plan sample form was also reviewed. Planning Board Chairwoman Catherine Lawrence would like the forms, when completed, to be placed on the Town website to serve as part of the application packet.

A discussion followed about Special Use Permit process and steps, and how these checksheets might help. Planning Board members felt that the questions could be ordered and worded differently.

Katie Higgins reviewed the Town's Zoning law- pages 37-38 (Section 604, Items A-I), and asked if having a list like this as an aid would be helpful in communicating with an applicant.

A discussion followed on who the sheets were for- the Code Officer or the Planning Board. Members of the Planning Board would like to review the sheets when the Code Officer is present at the next Planning Board meeting.

Chairwoman Kate Lawrence will also review some of former Code Officer Bruno Bruni's resource materials to see if they can be an aid in producing forms which can help to streamline the Special Use Permit review process.

COMMUNICATIONS:

A reminder that the Planning Board needs to do its annual Organizational meeting in the January meeting.

The Planning Board Recording Secretary Teresa DeSantis handed out flyers for the NYSDOS Training Webinars to be offered in December and January.

PRIVILEGE OF THE FLOOR: None.

CODE OFFICER REPORT: None, as the Code Officer was not in attendance tonight.

TRAINING REPORTS:

Trainings Recorded for 2017:

**January- NYSDOS-Webinar-Attended at ZBA member Stuart Anderson's house:  
Kate Lawrence, Elizabeth Callahan, Teresa DeSantis. 2 hours of training.**

**May- Pipeline Safety Awareness Training-Held at Foothills in Oneonta:  
Katie Higgins and Teresa DeSantis. 2 Hours of training.**

**June- Beth Westfall Training- in Planning Board Room: Kate Lawrence, Elizabeth  
Callahan, Mark Dye, Lois Chernin, Roberto Romano, Katie Higgins, Teresa DeSantis.  
2 hours of training.**

**Mark Dye Training Hours- June 2, 2017- Coughlin and Gerhart training- 2 hours and  
Zombie Properties Workshop Training- December 11, 2017- 2 hours.**

**Lois Chernin- Coughlin and Gerhart Training CD-2016- 3 hours- Municipal Seminar-  
December 14, 2017.**

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**The Meeting was adjourned at 8:05 PM.**

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**Respectfully Submitted-**

**Teresa DeSantis**

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**Town of Otego Planning Board Recording Secretary**