

Minutes
Town of Otego Planning Board
February 18, 2020
PLANNING BOARD
Regular Meeting

APPROVED

Planning Board Members Present:

Chairman Lois Chernin, Mark Dye, Elizabeth Callahan, Katie Higgins, and Harry Martin

Planning Board Members Excused: None

Planning Board Alternate: None appointed

Planning Board Recording Secretary Teresa DeSantis- Present

Codes Officer Dan Wilber- Present

Town Board Liaison- Dave Sheldon- Present

Members of the Public: None

The Regular Planning Board Meeting officially opened at 7:08 PM.

REVIEW OF THE MEETING MINUTES FOR THE JANUARY 21, 2020 REGULAR PLANNING BOARD MEETING:

The unapproved meeting minutes for the January 21, 2020 Planning Board Regular Meeting were reviewed. A Motion was made by Harry Martin to accept the Minutes as corrected.

MOTION to accept the January 21, 2020 Planning Board Regular Meeting Minutes as corrected.

Motion by Harry Martin and seconded by Elizabeth Callahan.

Voice Vote: YES 5 NO 0

Five in favor, none opposed. Motion carried.

NEW BUSINESS: None

OLD BUSINESS:

Work on Reviewing Lot Split Forms, Applications, and Procedures:

The Planning Board resumed work on reviewing the lot split forms, applications, and procedures. A discussion followed about where the Planning Board forms, applications, and checklists worked on previously were located. It was noted that Planning Board applications are not on the Town Website. Codes Officer Dan Wilber said he would look for the forms he produced for the Planning Board, update them, and provide drafts for review at the next meeting.

Dan Wilber recommends that forms for each type of action be presented in the form of a packet. The forms that the Planning Board has worked on in the past are also located in the Planning Board's Dropbox account. Chairman Lois Chernin asked that a review of the lot split forms, applications, and procedures be placed on the next month's Agenda. This includes the draft flowcharts and guidebook materials provided by Shane Digan from the Otsego County Planning Department.

Codes Officer Dan Wilber- Fee Schedule Sheet- Request for Update:

Codes Officer Dan Wilber made a request that the Planning Board work on updates to the Planning Board fees listed on the Fee Schedule Sheet. Town Board liaison Dave Sheldon said that final revisions to the Fee Schedule Sheet would need to be presented to the Town Board, and would require a Public Hearing. Chairman Chernin asked that the review of the Fee Schedule Sheet be placed on the Agenda for the March Planning Board Meeting.

Town of Otego Planning Board Dropbox Account- Discussion:

A discussion followed about the Town of Otego Planning Board Dropbox account. This account was established with the help of the former Chairwoman Kate Lawrence and Recording Secretary Teresa DeSantis. The Planning Board Dropbox provides free digital storage of many of the materials that the Planning Board has worked on over the years. A discussion followed about the use of the Dropbox account. Many members do not use the account, because of a lack of familiarity, and concern about bandwidth.

A suggestion was made by Katie Higgins to hold a workshop session for Dropbox following a Planning Board meeting. The discussion concluded with a request by the Planning Board for Recording Secretary Teresa DeSantis to provide edit-level access to Lois Chernin, Katie Higgins, and Mark Dye. The Recording Secretary will update the user access to the account, removing former Planning Board members and adding new, and then provide a

Dropbox link to all Planning Board members.

The Planning Board will continue its work to streamline its processes to make it easier for both the Planning Board members and for applicants.

COMMUNICATIONS:

The Town has established a Zoning Commission to work on the revision of Zoning. The members of the Zoning Commission are Dave Sheldon, Mark Dye, and Lois Chernin. Lois Chernin stated that the Zoning Commission has not yet met.

Chairman Lois Chernin stated that she was appointed by the Town Board at its February meeting as the Chairman of the Planning Board in compliance with our By Laws and Zoning Code.

Codes Officer Dan Wilber said that John Whelan wants to move his auto repair business across the street on State Highway 7. He would like to convert his current location into a residential property.

Dan Wilber said that David Clapper stated that his structure on County Highway 8 was being used for storage only, and not for business offices. Mr. Wilber stated that Mr. Clapper would like to add a modular home to the property.

Dan Wilber has checked with Andrew Latham, and asked him to revise his Major Subdivision plans from 6 lots to 5, in order to provide public road access to all lots.

At January's meeting Mike Perry presented a Mylar for lot split for land he purchased from Thomas Anderson. To complete the action, Mr. Anderson gave the Planning Board a note of authorization on January 30 confirming that Mr. Perry had acted on his behalf, and picked up the signed Mylar so it could be filed with the County.

PRIVILEGE OF THE FLOOR:

The Agenda items process was discussed. A review of the current process was made. A discussion followed. Elizabeth Callahan again stated that she would like all application materials be available for review 10 days ahead of the meeting. A possible pre-application process was also discussed. Harry Martin suggested that the cutoff date for Agenda items be by the 1st Tuesday of the month. Currently, Recording Secretary Teresa DeSantis

contacts Codes Officer Dan Wilber one week ahead of the meeting for the Agenda items. She has made a note in her calendar to contact Mr. Wilber at the beginning of the month to allow more time for Planning Board review.

Teresa DeSantis asked that if any Agenda items come during the month that they are forwarded to her to put on the Agenda.

Planning Board Minutes review was also discussed. Katie Higgins and Chairman Lois Chernin will review the first draft of the Minutes produced by Teresa DeSantis. The edited draft will then be forwarded to the Planning Board members.

TRAINING REPORTS: None.

MOTION to adjourn.

Motion by Elizabeth Callahan and seconded by Katie Higgins.

Voice Vote: YES 5 NO 0

Five in favor, none opposed. Motion carried.

The meeting was adjourned at 8:32 PM.

Respectfully Submitted-

Teresa DeSantis- Town of Otego Planning Board Recording Secretary