

Minutes

Town of Otego Planning Board

January 16, 2018

REGULAR PLANNING BOARD MEETING

APPROVED

The Regular Planning Board Meeting officially opened at 7:07 PM.

ROLL CALL:

Board Members Present: Chairwoman Kate Lawrence, Roberto Romano, Elizabeth Callahan, Mark Dye, Lois Chernin, and Katie Higgins- alternate.

Board Members Excused/Absent: NONE

In Attendance Tonight: Teresa DeSantis, Planning Board Recording Secretary

In Attendance Tonight: Codes Officer Dan Wilber

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REVIEW OF THE MEETING MINUTES FOR THE DECEMBER 19 TH REGULAR MEETING:

**The unapproved meeting minutes for the December 19, 2017 Planning Board Regular Meeting were reviewed. A Motion was made by Elizabeth Callahan to accept the Minutes as read.**

**MOTION to accept the December 19, 2017 Planning Board Regular Meeting Minutes as read.**

**Motion by Elizabeth Callahan and seconded by Roberto Romano.**

**Voice Vote: YES   5              NO   0**

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

**NEW BUSINESS: Cell Tower Reinforcement Modifications-ANS for American Tower Corporation.**

A request was received from ANS (Advanced Network Services, LLC) for American Tower Corporation for cell tower reinforcement modifications. An email dated January 11, 2018 was received from Ron Brandon, which enclosed engineering plans and the scope of work to be completed. They wish to reinforce the base legs of the tower, add mid panel horizontals, and reinforce existing diagonals of the tower. The engineering plans were reviewed by the Codes Officer and the Planning Board. A discussion followed. Planning Board member Lois Chernin mentioned that the engineering plans appeared to be the same as the ones the Planning Board reviewed in May, but had a different firm's header on them. Her question was were repairs to the tower completed in May, or were the repairs delayed until the present time? No one knew if the repairs to the tower were made in May.

**MOTION to declare that the proposal before us by American Tower Corporation to perform a structural reinforcement on their tower located at 3575 State Highway 7 in Otego, does not require a Special Use Permit.**

Motion by Elizabeth Callahan and seconded by Mark Dye.

Voice Vote: YES 5 NO 0

All in favor, none opposed, motion carried.

Planning Board Chairwoman Kate Lawrence requested that Codes Officer Dan Wilber contact the company and tell them it is ok to go ahead with the planned repairs to the cell tower.

OLD BUSINESS:

Planning Board Review of Special Use Permit- Revised Checklist Form

The Planning Board reviewed the Special Use Permit revised checklist form. (Thanks to Katie Higgins for working on this revision to the form.) This checksheet can help to facilitate the review of Special Use Permits. A discussion followed. It was desired to have an introduction and instructions included in the packet.

Codes Officer Dan Wilber recommended for the review of projects, having the applicant fill out the checklist form and sign it, and then have the Planning Board complete a second copy of the checklist with their own observations. Planning Board Member Elizabeth Callahan suggested compiling an informational sheet taken from the Zoning ordinance containing a summary of the requirements and permitted uses in each of the zones. Discussion continued, and the forms were modified with responses from the Codes Officer and the Planning Board. It was recommended that we ask people applying for any new construction or new use to provide more details.

**Planning Board Chairwoman Catherine Lawrence would like all the forms, when completed, to be placed on the Town website to serve as part of the application packet.**

**For the February meeting, the Planning Board will work on the draft forms, with each member contributing. A workshop group setting was recommended.**

**COMMUNICATIONS:**

**Lois Chernin and Mark Dye attended the Town Board meeting last week.**

**Planning Board Chairwoman Catherine Lawrence stated that she had received a request from Cody Komenda for a Lot Split, and that this will be presented in a future meeting, as we have not yet received an application.**

**Planning Board Member Lois Chernin would like to review the use of an RV as housing on Secor Road at the next Planning Board meeting, with the Code Officer' input.**

**TRAINING REPORTS:**

**Three new training CDs have been received from Coughlin and Gerhart.**

**ANNUAL ORGANIZATIONAL MEETING:**

**The Planning Board then proceeded with the Annual Organizational Meeting. It was noted that the current Planning Board Vice Chairman is Roberto Romano, and the current Planning Board Secretary is Elizabeth Callahan.**

**Planning Board Chairwoman Catherine Lawrence noted that one of the goals for the coming year is to have all of the forms updated by the end of the year.**

**MOTION to re-elect the current slate of Planning Board officers for the year 2018.**

**Motion by Catherine Lawrence and seconded by Mark Dye.**

**Voice Vote: YES   5                        NO   0**

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

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**The Meeting was adjourned at 8:15 PM.**

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**Respectfully Submitted-**

**Teresa DeSantis**

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**Town of Otego Planning Board Recording Secretary**