

Minutes

**Town of Otego Planning Board**

**July 17, 2018**

**REGULAR PLANNING BOARD MEETING**

**APPROVED**

**The Regular Planning Board Meeting officially opened at 7:10 PM.**

**ROLL CALL:**

**Board Members Present: Chairwoman Kate Lawrence, Elizabeth Callahan, and Katie Higgins. Lois Chernin arriving at 7:10 PM and Mark Dye arriving at 7:15 PM.**

**Board Members Excused: Roberto Romano**

**In Attendance Tonight: Codes Officer Dan Wilber arriving at 7:15 PM**

**Not in Attendance Tonight: Teresa DeSantis, Planning Board Recording Secretary- due to illness**

**Katie Higgins filling in for Teresa at tonights meeting. (Thank you Katie!)**

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

**The unapproved meeting minutes for the June 19, 2018 Planning Board Regular Meeting were reviewed. A Motion was made by Elizabeth Callahan to accept the Minutes as amended.**

**MOTION to accept the June 19, 2018 Planning Board Regular Meeting Minutes as amended.**

**Motion by Elizabeth Callahan and seconded by Mark Dye.**

**Voice Vote: YES 4 NO 0**

**Four in favor, none opposed. Motion carried.**

## NEW BUSINESS:

Douglas Yager- Sign Permit and Special Use Permit Applications- 3797 State Highway 7 - TM # 308.00-1-16.02:

**Douglas Yager was present at the meeting tonight to discuss his special use permit application for a small engine repair shop in an existing 26' x 30 ' two-bay garage behind his house. He anticipates operating the business year-round Monday through Saturday 9 AM-5 PM. He provided his site plan prior to tonight's meeting.**

**The Planning Board provided the applicant with a list of neighbors within 500 feet of the proposed action. The Planning Board asked that Mr. Yager pay the required Special Use Permit application fee to the Town Clerk and complete the SEQRA short form EAF part 1, and return it for review. The Planning Board members explained how to do the required neighbor notifications by certified mail in advance of the Public Hearing.**

**The Planning Board scheduled the Public Hearing on the Special Use Permit of Douglas Yager for Tuesday, August 21, 2018 at 6:30 PM.**

## OLD BUSINESS:

Memorial Trees for Stephen Butler and Marla Calabro:

**The Planning Board continued its discussion of the memorial trees to honor past Planning Board Chairman Stephen Butler and member Marla Calabro. Dan Wilber will go pick up the flowering crabapple trees with his truck, and deliver them to Lois Chernin until planting. Planning Board members have already walked around the outside of Town Hall and picked the spots for the trees to be planted. Elizabeth Callahan brought in tree watering devices to give to Lois at tonight's meeting. Lois will coordinate with the Highway Superintendent for the hole digging and placement of the trees.**

Planning Board Forms:

**Planning Board members have identified the need to improve forms and procedures for common types of applications the Planning Board receives: Special Use Permits, Lot Splits, Minor and Major Subdivisions, and Boundary Line Adjustments. Roberto Romano will contact Town Attorney Beth Westfall about moving forward with these improvements.**

## COMMUNICATIONS:

**An application was received by the Planning Board from Aerosmith Development for the replacement of additional cell tower antennae at 3561 State Route 7. According to Codes**

**Officer Dan Wilber, the jurisdiction for all cell tower improvements has been changed, and the Town Planning Board is no longer required to review such applications.**

**PRIVILEGE OF THE FLOOR:**

**A discussion followed about the re-purposing of the former Otego Elementary School in the Village. Four proposals were received and reviewed by the re-purposing committee. Proposals are available on the School Board website. A Public Hearing on this project will be held at the High School on Monday, July 30th at 7 PM.**

**The Planning Board discussed needs for a photocopy/printer and an up to date computer. Dan Wilber will order the photocopy/printer for the office. Teresa is doing research on the computer specifications needed.**

**TRAINING REPORTS:**

**Mark Dye received his training certificate for the zombie properties training workshop, and brought it in to tonight's meeting.**

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**The Meeting was adjourned at 8:10 PM.**

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**Respectfully Submitted-**

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**Teresa DeSantis**

**Town of Otego Planning Board Recording Secretary**

**(From notes taken by Katie Higgins)**