

**TOWN OF OTEGO PLANNING BOARD**  
**Minutes of Regular Meeting**  
**July 21, 2020**

<b>Planning Board Members Present:</b>	Lois Chernin, Mark Dye, Harry Martin
<b>Planning Board Members Excused:</b>	Elizabeth Callahan, Katie Higgins
<b>Planning Board Alternate:</b>	
<b>Planning Board Recording Secretary:</b>	Colleen Bushnell - Substitute
<b>Codes Officer - Dan Wilber:</b>	Not present
<b>Town Board Liaison - David Sheldon:</b>	Not Present
<b>Members of the Public:</b>	3

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The regular meeting of the Town of Otego Planning Board opened at 7:05 pm.

Lois Chernin read the minutes of the regular meeting of June 16, 2020. No discussion.

**Motion made by Harry Martin, seconded by Mark Dye to accept the minutes as read.**

**Vote: Yes: 3 No: 0 Motion Carried.**

**Old Business:**

- The fee money for Bonnie Beisler from an unnecessary Special Use Permit was refunded to her.
- Lois is working with Beth Westfall regarding the heavy industry law. A heavy industry law does not exist. It is included in the zoning regulations. There is no definition for mining. It is listed as mineral extraction and is allowed. Beth will clarify this for us.
- Mark did research regarding a printer for Board use. Lois will take care of this.
- A filing cabinet has been placed in the Board Room for use.

**New Business:** The board deviated from Old Business to hear the following application.

- Richard Hewlett and Renee Fairgrieve, daughter, are present to apply for subdivision. They had completed the form for a Major Subdivision. This property had been subdivided in 2014. Dan thought they would need form for Major Subdivision but was not sure. They are requesting one field which is deeded separately be divided and presented map with area outlined in pink on the application. Per Mark it would be at worst a Minor Subdivision. It may be just a simple lot split. The split property is about 2 1/2 acres, has road frontage, and there is nothing on the property. Lois will check on the previous subdivision for that lot and be in contact with them. Richard showed the Board the big map and explained the split. The lot # is 324.00-1-17.01. Mark asked where parcel 324.00-1-17.00 is. It looks as though it was either not subdivided or conglomerated. Mark states this particular lot was probably not subdivided before. Lois will speak with Mario regarding this. It seems that the property north of state highway 7 had different parcel numbers and was not part of this subdivision. Mark feels it may only be a lot split. The Board will be in contact with them once the above is clarified.

**Communications:** None

**Training Reports:** None. Lois explained the training required for the Board.

**Old Business:** (continued)

**Simple Lot Split Packet**

- Mark reviewed a draft packet. He needed to just update the existing form. He noted the Zoning Commission is working on zoning so this may need to change.
- Mark will add to #2 of the instructions that it must be completed in blue or black ink.
- Instruction #3 is just to be clear and helpful for the applicant.
- Instruction #4 is zoning law.
- Instruction #5 applies to set backs, access, and ability to build on the lot.
- Mark will add to #9 of instructions the appropriate fee required which is \$20.

- A line will be added to the application under Part A - New Split Parcel Acreage - a line for Remaining Acreage so it is clear both parcels will be an acceptable size.
- A line will be added to Part A of the application regarding flood zone.
- Mark will remove the line regarding Licensed Land Surveyor as it is not applicable.
- Discussion regarding if the application would need to be notarized if applicant involved is not present at a meeting regarding the application. It was decided that Mark will add a line in the application under Part B for a notary public. If any party involved cannot be in attendance the form must be notarized.
- Harry asked who fills out this form. Lois explained it is the person who owns the land. If they are not able to attend a Power of Attorney must attend.
- A site plan sheet will be made part of the packet to clarify what is needed for the application.
- Graph paper will also be added to the packet to assist applicants.
- Lonnie stated there is an overlay available on the website.
- Mark will make the changes adding the Town of Otego at the top.

**Motion made by Harry Martin, seconded by Mark Dye to accept the Simple Lot Split Packet with the changes as discussed and as listed above.**

**Vote: Yes: 3 No: 0 Motion carried.**

**Proposed Fee Schedule**

- Lois will discuss with Beth Westfall the Mining Permit. She will also discuss the Solar/Wind permit with Beth as it is commercial.
- Manufactured Home Park Application fee to be removed as recommended by Dan Wilber previously. It must be treated the same as stick built homes.
- Preliminary Plat to be removed.
- Junk Yard Operating Permit to be discussed with Dan Wilber.
- Lois stated the fees seem to be in line with other towns from the information she was able to garner.
- Lois needs to check on the Professional fees.
- Lois will make the changes needed. It was decided to hold a vote until the next meeting.

**Zoning Maps:** Lois states the Board is getting new large wall zone maps for the Town Hall, Mario, and the Board from County Planning.

**Boundary Line Adjustment Packet:** Mark will have this for the next meeting. An application will need a map attached. It is a simple form as it does not require flood plan, perc test, etc.

Harry asked where original forms are kept. Lois stated they are in the Board Office.

Next meeting: August 18, 2020

**Motion made by Harry Martin, seconded by Mark Dye to adjourn the meeting.**

**Vote: Yes: 3 No: 0 Motion carried.**

Meeting adjourned at 8:20 pm.

Respectfully Submitted:



Colleen Bushnell, Acting Secretary