

**Minutes**

**Town of Otego Planning Board**

**June 19, 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, Roberto Romano, and Katie Higgins. Lois Chernin and Mark Dye arriving at 7:15 PM.**

**Board Members Absent or Excused: None**

**In Attendance Tonight: Codes Officer Dan Wilber (arriving after 7:30 at end of sign permit discussion), Teresa DeSantis, Planning Board Recording Secretary**

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**REVIEW OF THE MEETING MINUTES FOR THE MAY 15 TH REGULAR MEETING:**

**The unapproved meeting minutes for the May 15, 2018 Planning Board Regular Meeting were reviewed. A Motion was made by Roberto Romano to accept the Minutes as corrected.**

**MOTION to accept the May 15, 2018 Planning Board Regular Meeting Minutes as corrected.**

**Motion by Roberto Romano and seconded by Katie Higgins.**

**Voice Vote: YES 5 NO 0**

**Five 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 sign permit and special use permit applications. He submitted an application for a special use permit for a small engine repair shop in an existing 26' x 30 ' garage behind his house. He anticipates operating the business year-round Monday through Saturday 9 AM-5 PM. He plans to start the business himself, and eventually add 1-2 employees as the business grows. He also submitted a sign permit application for the business at the same site. The 4' x 4' plywood sign would be hung 8' high from a wooden pole-crossbar structure. It would be placed 15 feet from the road edge, and be illuminated by two solar lights directed upward to illuminate the sign.**

**The Planning Board completed the pre-application review process for the two applications. They referenced the Zoning Ordinance (2005) and the Site Plan Review Law (LL #2 of 1997.) The sign meets the required setbacks in both the above laws.**

**A Motion was made by Elizabeth Callahan to accept the Sign Permit Application from Douglas Yager.**

**MOTION to accept the Sign Permit Application from Douglas Yager.**

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

**A discussion followed. It was discussed whether we needed to do SEQRA for both the sign application and the special use permit. Codes Officer Dan Wilber advised that SEQRA should be done for the special use permit, but did not need to be done for the sign permit application. Mr. Wilber clarified that, in fact, the Zoning Officer approves the sign permit, and that the Planning Board did not need to approve it, and apologized for the confusion.**

**Chairwoman Kate Lawrence explained the SEQRA EAF short form to the applicant. The applicant was also made aware of the requirement for notifying neighbors to be done by certified mail with confirmation receipt, to be completed before the public hearing. The Planning Board briefly discussed possible conditions which could be added to the approval of the special use permit, such as hours of operation, operation and testing of motors, items visible from the exterior of the building, and waste oil disposal. The applicant also needs a site plan drawing. The applicant was asked to make revisions to his special use permit application and to re-submit it, along with a copy of SEQRA, for review 10 days ahead of the next meeting.**

**Codes Officer Dan Wilber stated that the sign permit application needed to be considered in conjunction with the review of the special use permit application. The sign permit**

application was received 10 days ahead in advance of the meeting, and the special use permit application was received this afternoon, the day of the meeting. The Planning Board decided to table further consideration of the two applications until next month's regular meeting on July 17th to give time to review the special use permit application which was just received today.

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. The Davis Nursery in Edmeston has been selected for the trees, and the two trees would cost \$194.00. The Codes Officer is willing to go pick up the flowering crabapple trees in his truck, and deliver them to Lois until planting, and needs a Town voucher or a check from the Town Clerk to proceed.

Planning Board Forms:

There is a desire by the Planning Board members to have a more structured script book to deal with the common types of applications the Planning Board receives: Special Use Permits, Lot Splits, Minor and Major Subdivisions, and Boundary Line Adjustments. Katie Higgins suggested that we could ask County Planning for assistance. Vice Chairman Roberto Romano suggested contacting Town Attorney Beth Westfall to come up with a plan of action. Chairwoman Kate Lawrence will contact Beth Westfall.

COMMUNICATIONS:

Codes Officer Dan Wilber asked that the Secor Road issue of the park-model mobile home placement be placed on the Agenda for the August Planning Board meeting.

The Planning Board discussed needs for a photocopy machine and a computer.

TRAINING REPORTS:

Mark Dye received his training certificate for the zombie properties training workshop, and will bring it in to the next meeting.

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The Meeting was adjourned at 8:55 PM.

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Respectfully Submitted-

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Teresa DeSantis

Town of Otego Planning Board Recording Secretary