

Minutes

Town of Otego Planning Board

October 17, 2017

REGULAR PLANNING BOARD MEETING

UNAPPROVED

The Regular Planning Board Meeting officially opened at 7:00 PM.

ROLL CALL:

Board Members Present: Vice Chairman Roberto Romano, Elizabeth Callahan, Lois Chernin, Mark Dye (arrived at 7:09 PM), and Katie Higgins (as an acting member.)

Board Members Excused: Chairwoman Kate Lawrence

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 SEPTEMBER 19 TH REGULAR MEETING:**

**The unapproved meeting minutes for the September 19, 2017 Planning Board Regular Meeting were reviewed. A Motion was made by Lois Chernin to accept the Minutes as amended.**

**MOTION to accept the September 19, 2017 Planning Board Regular Meeting Minutes as amended.**

**Motion by Lois Chernin and seconded by Elizabeth Callahan.**

**Voice Vote: YES   5   NO   0**

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

NEW BUSINESS: NONE

COMMUNICATIONS:

The Codes Officer Dan Wilber was present at the meeting tonight. On Secor Road, a person wishes to put in a second dwelling unit on the property. She would like to install a "park model" recreational vehicle on the site to serve as living space for her aging mother. There are two lots on the site, and the RV would be parked on the adjoining 70' x 70' lot. She is able to meet setback requirements, but she wants to place the RV forward of the house, in woods on the adjoining lot. She wants to tie in with the existing house's septic system.

Mr. Wilber stated that in the Town's zoning law on page 34, it states that residents are allowed to live in a recreational vehicle on their property for 6 months, after which time a building permit needs to be issued. The type of building permit issued would be an operations permit.

Mr. Wilber did further research since the last meeting and stated that the RV does not have to be registered with DMV for this purpose. However, the RV must be registered with the Town Clerk. Discussion on the topic began. Vice Chairman Roberto Romano asked that discussion on this subject be saved for the next meeting.

Codes Officer Dan Wilber also stated that he had received contact from an individual wanting to build an "entertainment center" next to the former Cartown Auto property. The person has not yet submitted anything in writing to the Codes Officer and for the Planning Board to review. The person with the proposal does not own the property in question.

A discussion followed by Planning Board members about proper procedure when a non-owner has a proposal for a Special Use Permit. Katie Higgins referred to her notes and stated that in the training by Town Attorney Beth Westfall this summer, that the Planning Board can require that Special Use Permits are contingent upon receiving a copy of a signed purchase contract for the property in question. Also, a letter of Authorization containing written approval from the owner of the property can be required. Codes Officer Dan Wilber suggested allowing a 90 day window for Planning Board members to examine any proposed Special Use Permits and the applicant to go through the process.

Planning Board members expressed some concern about the possibility of placing an "entertainment facility" across from the Crossroads Inn, a half-way house. Citizen Ed Horan, Otego EMT Squad Chief, also expressed his concern over the number of emergency calls received over the past year to the Crossroads Inn.

OLD BUSINESS:

Planning Board Review of Forms:

A revision of forms was completed by Dan Wilber, and has been distributed to Planning Board members. Dan Wilber presented a Special Use Permit Review Sheet which can help facilitate the review of Special Use Permits. The Planning Board reviewed the checklist form, and added its suggestions. The Site Plan Sample form was also reviewed, and corrections were made to the form by Planning Board members. It was also suggested to review the Zoning Board of Appeals Notice of Action checklist. Katie Higgins suggested having a handbook to refer to in addition to the Zoning Law.

Dan will revise the forms based on the suggestions of the Planning Board.

PRIVILEGE OF THE FLOOR: NONE

TRAINING REPORTS: Coughlin and Gerhart Planning will be offered over in Chenango County. No trainings are scheduled in Otsego County.

So far for Training in 2017, the Recording Secretary has the following:

January- NYSDOS-Webinar-Attended at ZBA member Stuart Anderson's house: Kate Lawrence, Elizabeth Callahan, Teresa DeSantis. 2 hours of training.

May- Pipeline Safety Awareness Training-Held at Foothills in Oneonta: Katie Higgins and Teresa DeSantis. 2 Hours of training.

June- Beth Westfall Training- in Planning Board Room: Kate Lawrence, Elizabeth Callahan, Mark Dye, Lois Chernin, Roberto Romano, Katie Higgins, Teresa DeSantis. 2 hours of training.

The Meeting was adjourned at 8:31 PM.

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Respectfully Submitted-

Teresa DeSantis

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Town of Otego Planning Board Recording Secretary