

Minutes

Town of Otego Planning Board

March 21, 2017

REGULAR PLANNING BOARD MEETING

UNAPPROVED

The Regular Planning Board Meeting opened at 7:05 PM.

ROLL CALL:

Board members present: Chairwoman Kate Lawrence, Roberto Romano, Elizabeth Callahan, Mark Dye, Lois Chernin (at about 7:15pm), Katie Higgins-Alternate.

In Attendance Tonight: Teresa DeSantis, Planning Board Recording Secretary and Codes Officer Dan Wilber.

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**The Planning Board welcomed Katie Higgins, the newly appointed alternate Planning Board member.**

REVIEW OF THE MEETING MINUTES FOR THE FEBRUARY 21 REGULAR MEETING:

**The unapproved meeting minutes for the February 21, 2017 Planning Board Regular Meeting were reviewed. A Motion was made by Roberto Romano to accept the Minutes as amended.**

**MOTION to accept the February 21, 2017 Planning Board Regular Meeting Minutes as amended.**

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

**Voice Vote: YES   5              NO   0**

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

NEW BUSINESS and OLD BUSINESS:

Reviewing the Application of: John Attanasio- Simple Lot Split- 1641 Co Hwy 8; TM #272.00-1-30.00:

John Attanasio did not attend this evening, but dropped off 4 pages of additional materials to the Planning Board to be included with his application. Three of the pages contained more detailed sketch maps of the parcel to be split. The sketch maps showed the two parcels to be created as: Parcel 1: 24 acres containing the house, with 460 feet of road frontage; and Parcel 2: 140 acres remaining with 660 feet of road frontage. The parent parcel is approximately 163.9 acres.

The Planning Board discussed the proposed action. **Kate Lawrence will contact John Attanasio for additional items if necessary and the Planning Board will take up this action at the April meeting.**

Chairwoman Kate Lawrence received an email from Beth Westfall, the Town Attorney, who advised that requiring a surveyor's mylar map might be a good idea in the event that a lot split application turned into a minor subdivision application. The Planning Board then reviewed the Town's Subdivision Law which contains the Town's requirements for a lot split. It states in section 3.9 that a sketch map is adequate for the purposes of a lot split. Also, a SEQRA review is required according to the Subdivision Law for a lot split. The current requirements for a lot split were discussed in detail by the Planning Board.

In the last meeting, Dan Wilber offered to check with Otsego County Real Property Tax Mapping to see what the requirements are on the County's end for a simple lot split. The RPTS office stated to him that the submission of a sketch map is adequate for a lot split. Roberto Romano stated that he would like to see the County **Clerk's** requirements for filing a lot split from them in writing (**confirm they are the same as the RPTS office**). The Recording Secretary Teresa DeSantis was assigned the task of drafting a letter to the County regarding this question.

#### Review of Lot Split Checksheet **and Site Plan Review:**

Codes Officer Dan Wilber presented his Codes Sample Site Plan Sheet and Site Plan Worksheet to the Planning Board for review. The members of the Planning Board like it. Dan will revise it slightly to make it more suitable for the Planning Board's site plan review process.

The Planning Board reviewed Kate's draft of a cover sheet/checklist to be used when submitting applications for lot splits. The purpose of the cover sheet/checklist is to help the applicant

COMMUNICATIONS:

Codes Officer Dan Wilber updated the Planning Board on the Crossroads Project. The Planning Board received copies of the project's elevation certificate, and the implementation of floodplain protocols by the applicant was discussed.

Kate Lawrence, Planning Board Chairwoman asked Katie Higgins, our new Planning Board Member Alternate, to meet with the Town Clerk to take her Oath of Office.

Planning Board Member Elizabeth Callahan stated that she anticipates being away for the April meeting due to travel. Planning Board Member Mark Dye stated that he anticipates being away for the May meeting due to a planned surgery. Roberto Romano will also be away for the June meeting.

PRIVILEGE OF THE FLOOR: ZBA member Stuart Anderson noted that the Town of Ipswich Website was interesting reading for planning related issues.

TRAININGS: The Planning Board has received permission from the Town Board to have Town Attorney Beth Westfall give a planning and zoning training. Possible dates were discussed. Beth will be contacted and a date will be announced shortly.

Teresa DeSantis, the Planning Board Recording Secretary, announced the upcoming Otsego County/NYS Department of State Spring Training to be held on April 12 at the Meadows Office Building.

TRAINING REPORTS: NONE

The Meeting was adjourned at 8:30 PM.

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Respectfully Submitted-

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Teresa DeSantis

Town of Otego Planning Board Recording Secretary