

Minutes

Town of Otego Planning Board

April 18, 2017

REGULAR PLANNING BOARD MEETING

APPROVED

The Regular Planning Board Meeting opened at 7:08 PM.

ROLL CALL:

Board Members Present: Chairwoman Kate Lawrence, Roberto Romano, Mark Dye, Lois Chernin, Katie Higgins (as a voting member.)

Board Member Excused: Elizabeth Callahan

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

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**REVIEW OF THE MEETING MINUTES FOR THE MARCH 21 REGULAR MEETING:**

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

**MOTION to accept the March 21, 2017 Planning Board Regular Meeting Minutes as read.**

**Motion by Roberto Romano and seconded by Lois Chernin.**

**Voice Vote: YES   5                        NO   0**

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

**NEW BUSINESS:**

**John Attanasio- Simple Lot Split- 1641 Co Hwy 8; TM #272.00-1-30.00:**

John Attanasio did not attend this evening, but he had previously dropped off his completed Part 1 of the SEQRA EAF form to be included with his application (dated 4-10-17.) When looking over the application materials, Lois Chernin noted that there were two different totals listed for the proposed split-out portion of the parcel- 10 acres on one map, and 24 acres on a second map. Both sketch maps were included in the application. The parent parcel is approximately 163.9 acres. Chairwoman Kate Lawrence will contact the applicant

to confirm which is the desired acreage for the lot split, and to discuss the ongoing review of his application.

OLD BUSINESS:

Continuing Discussion About Lot Split Procedures:

The level of mapping was discussed, particularly what the Town requires and compliance with the County requirement. Applicants can create a sketch map using the County interactive mapping system, as it creates a clear and legible map. Mark Dye will summarize detailed steps for an applicant that we can include on instructions for the form. Other ways of creating a sketch map were discussed, including using a paper tax map of the parcel as a starting point for sketching out proposed divisions of the parcel.

Recording Secretary Teresa DeSantis received a letter from the County Clerk's Office, dated March 28th, 2017, but the letter only addressed subdivisions, not simple lot splits by themselves. In a follow-up phone call from Teresa, the Deputy Clerk said that lot splits are considered sub-divisions. Roberto Romano stated that he would like to see the County Clerk's requirements for filing a lot split from them in writing. The Recording Secretary Teresa DeSantis will send a second letter to the County regarding this question. Dan Wilber offered to check again with Otsego County RPTS and the County Clerk's Office to verify what the County's requirements are for a simple lot split.

There was informal consensus that the Planning Board would not care to burden property owners with the high cost of a survey and maylar map if possible.

Review of Lot Split Checksheet and Site Plan Review:

Codes Officer Dan Wilber again 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 send it to Kate to revise it slightly to make it more suitable for the Planning Board's site plan review process.

Chairwoman Kate Lawrence presented the draft of the cover sheet/checklist to be used when submitting applications for lot splits. The purpose of the cover sheet/checklist is to help the applicant navigate the process. Kate will revise the cover sheet/checklist and send out to all members to review.

COMMUNICATIONS:

Codes Officer Dan Wilber said that he had been contacted by T-Mobile. They want to add additional antennas to the cell tower and place more equipment in the small utility building at the base of the tower. He has not yet received an application from them for this proposed

project. Mr. Wilber also stated that there has been no further word from Thomas Barrett on his proposed minor subdivision.

PRIVILEGE OF THE FLOOR: ZBA member Stuart Anderson commented that the ZBA might find the list of topics to be presented by Beth Westfall at the upcoming Town Otego training to be of interest. Chairwoman Kate Lawrence said that we will work on developing a list of possible topics to be presented at the May Planning Board meeting.

TRAININGS: Town Attorney Beth Westfall at the upcoming Town Otego training scheduled for Thursday, June 8th- 6-8 pm.

Several new upcoming trainings were announced for June: "Practical Guide to Zoning and Land Use Law" to be held in Syracuse on June 7th, and New York State Floodplain and Stormwater Managers Conference, to be held in Binghamton June 12-14th. Both these trainings are open to all interested.

TRAINING REPORTS: Teresa DeSantis, the Planning Board Recording Secretary, went to the 3.5 hour Otsego County/NYS Department of State Spring Training held on April 12th at the Meadows Office Building. Katie Higgins and Teresa DeSantis state that they are both signed up to attend Pipeline Safety Awareness Training to be held in Oneonta on May 12th.

The Meeting was adjourned at 7:50 PM.

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Respectfully Submitted-

Teresa DeSantis

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Town of Otego Planning Board Recording Secretary