

TOWN OF OTEGO PLANNING BOARD
Minutes of Regular Meeting
March 16, 2021

Planning Board Members Present:	Lois Chernin, Mark Dye, Kathy Leahy, Harry Martin, Lonnie Ridgway
Planning Board Members Absent:	None
Planning Board Member Excused:	None
Planning Board Alternate:	None
Planning Board Recording Secretary:	Colleen Bushnell
Codes Officer - Dan Wilber:	Present
Town Board Liaison - David Sheldon:	Present
Members of the Public:	4

The regular meeting of the Town of Otego Planning Board opened at 7:12 pm.

The minutes from the February 23, 2021 meeting were reviewed by members. No corrections needed.

Motion made by Harry Martin, seconded by Kathy Leahy to accept the minutes as written.

Vote: Yes: 5 No: 0 Motion Carried.

Reports: David Sheldon states there is nothing to report from the Town Board.

Old Business:

- Mike Perry was in attendance. The Planning Board has received his application for a Special Use Permit. The Planning Board approved a subdivision of the property in 2020. Dan Wilber spoke with Joe Burdick from the county office after the subdivision. Mr. Burdick stated there was a discrepancy between the deed and the map. Joe Burdick from the county office told Mr. Perry the map has been corrected and now has the tax number. Upon review of the map from the county there is still a discrepancy. Mr. Perry's application for a Special Use Permit states he owns 94.8 acres. The county map shows he owns 118 acres. Dan states he will contact Mr. Burdick tomorrow and discuss this issue with him. Mr. Perry states he will also contact Mr. Burdick. If the correction is made and Mr. Perry receives the corrected Map he will provide the Planning Board with it at least 10 days prior to the April meeting. Lois requests to view the property with Mr. Perry. He will set up a time with her for that purpose.
- Troy Hurlburt is in attendance to present an application for a Simple Lot Split. The Lot Split is for property with tax # 318.00-1-44.01. He is requesting the lot be split into two lots. The original acreage is 7.17 and would be split into 5.17 and 2 acres each with appropriate road frontage. Lois will send copies of the application packet to the Planning Board members to review. Lois will check with Beth Westfall regarding if Mr. Hurlburt needs a Mylar map. Mr. Hurlburt signed a statement to allow his father to handle the lot split for him with the information at the April meeting as Troy will not be able to attend. Mr. Hurlburt gave Lois a check with the appropriate fee.

New Business:

Review of By-Laws:

Article 1: Meetings:

- Section 1.2: "on the first Tuesday of each month" to be changed to "on the third Tuesday of each month".
- Section 1.3: Discussion regarding if special meeting requests may be made by any member of the Planning Board. Lois will discuss with Beth Westfall.

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New Business: (continued)

Review of By-Laws (continued):

- Section 1.4: Remove "except that those members present shall be entitled to call a Special Meeting at a subsequent date"
- Section 1.7: Change "The Planning Board may retain the services" to "The Planning Board shall retain the services".
- Section 1.7: Add: "To record and retain such recordings of all meetings."
- Section 1.7: Add: "To be custodian of records of the Town of Otsego Planning Board."

Article 2: Officers:

- Section 2.3, c. Secretary: Remove entire section.

Article 4: Vacancies:

- Section 4.2: Change to:

All recommendations for the Town of Otsego Planning Board must be made to the Town Board for consideration.

Article 5: Application Procedures:

- Section 5.1: Change: "Codes and Zoning Officer" to "Zoning Officer".
- Section 5.1: Change: "shall immediately notify the Board Secretary and the Chairperson" to "shall immediately notify the Chairperson".
- Section 5.1: Add: The Chairperson of the Planning Board will transmit to members of the Planning Board any forms, letters, or other materials necessary.
- Section 5.1: Remove: "and transmit to Members of the Planning Board, any forms, letters or other materials. The Board Secretary shall request the Chairperson of the Planning Board to call a special meeting of the Planning Board if any official action on such forms, letters, or materials is required before the next regularly scheduled meeting."
- Section 5.2: Discussion regarding this section is not clear if it is addressing the date an application for a date received by the Board. Lois will discuss with Beth Westfall

Other New Business:

- A sign needs to be placed in the building stating that all Town Planning Board meetings are digitally recorded. The secretary will do this.
- Harry Martin reported on tree markers for the Memorial trees. It was clarified that they need to be metal placed in cement. They should include the Planning Board member's name and the dates they served. He will research and report at next meeting.
- Lois will contact Beth Westfall regarding whether Mylar maps are necessary for all actions.
- Lois will contact the county regarding the waivers from New York State General Municipal Law, Article 129, Sections L, M, and N.
- Lois spoke with the Head of Planning in Otsego County regarding the maps she received from the county which contain errors. He will complete a map and review with Lois for discrepancies. A suggestion was made to designate an official map.

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Communications: None

Privilege of the Floor: None

Next meeting: April 20, 2021 at 7:00pm.

**Motion made by Mark Dye, seconded by Kathy Leahy to adjourn the meeting.
Vote: Yes: 5 No: 0 Motion carried.**

Meeting adjourned at 8:56 pm.

Respectfully Submitted:

Colleen Bushnell, Secretary