

Minutes

Town of Otego Planning Board

March 20, 2018

REGULAR PLANNING BOARD MEETING

APPROVED

The Regular Planning Board Meeting officially opened at 7:03 PM.

ROLL CALL: Board Members Present: Chairwoman Kate Lawrence, Roberto Romano, Mark Dye, Lois Chernin, and Katie Higgins- as a real member.

Board Members Excused: Elizabeth Callahan

In Attendance Tonight: Codes Officer Dan Wilber

In Attendance Tonight: Teresa DeSantis, Planning Board Recording Secretary

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**REVIEW OF THE MEETING MINUTES FOR THE FEBRUARY 20 TH REGULAR MEETING:**

**The unapproved meeting minutes for the February 20, 2018 Planning Board Regular Meeting were reviewed. A Motion was made by Roberto Romano to accept the Minutes as read.**

**MOTION to accept the February 20, 2018 Planning Board Regular Meeting Minutes as read.**

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

**Voice Vote: YES 4 NO 0 ABSTAIN 1**

**Four in favor, none opposed, One abstention. Kate Lawrence abstained due to being excused for last month's meeting. Motion carried.**

**NEW BUSINESS: John Escobar-116 Secor Road: Future Uses of Property**

**John Escobar gave a presentation on his property at 116 Secor Road, and the changes he has made since purchasing the property in 2016 and turning it into a storage facility. The site has been used as a sawmill, which predated zoning in the Town. The property is in Zone R-3. In Spring of 2016, he received a variance from the Zoning Board of Appeals to use the property as a storage facility.**

**Mr. Escobar would like to add more commercial uses to the property. In viewing the zoning map, it is near but not included in the R-1 zone. It was decided that his request fell outside the purview of the Planning Board.**

**It was recommended that Mr. Escobar approach the Town Board about the inclusion of his property into the R-1 Zone. The Code Officer will contact Town Attorney Beth Westfall. Planning Board members are still concerned that the Zoning Map for the Town may be inaccurate. Chairwoman Kate Lawrence will speak to Beth Westfall about this.**

#### **OLD BUSINESS:**

##### **Planning Board Review of Form and Process for Lot Splits:**

**Vice Chairman Roberto Romano proposed a new process in which applicants bring their application documents for lot splits directly to a Planning Board meeting for a pre-application meeting. Up to this point, the Planning Board has asked that all applicants present documents at least 10 days in advance of a Planning Board Meeting. A discussion followed and those present reached consensus to try this process.**

**The Planning Board reviewed and discussed the new form for lot splits. Codes Officer Dan Wilber stated that he also uses a checklist for the building permit application process, and uses it to communicate with an applicant on what materials are missing from an application. The Planning Board agreed that the planning checklist should be as thorough as possible, and be available on the Town website for download.**

**A discussion followed. Lois Chernin stated that she was uncomfortable with requiring an applicant to do a pre-application conference. Chairwoman Kate Lawrence responded that if people came with their application materials complete, the application process would be facilitated. Roberto Romano stated that having a pre-application process conference would remove any obligation to approve an application at the first meeting. Codes Officer Dan Wilber also agreed that applications should not be approved on first contact because further research is often needed. He also stated that the date the application was accepted by the Planning Board as "a completed application" be placed on the recording form.**

**Recording Secretary Teresa DeSantis provided the Planning Board with the information needed to do a parcel subdivision search at the County level to see if a lot had been previously split, and when it had been split. Mark Dye suggested that Town Attorney Beth Westfall review the lot split form we are working on and provide her input.**

#### **COMMUNICATIONS:**

**Lois Chernin provided the Recording Secretary with a copy of the Otego Elementary School repurposing committee's March 12th document, and requested the Recording Secretary scan it in and distribute.**

**Codes Officer Dan Wilber mentioned that he had had a conversation with the individual who recently purchased the vacant lot across the stream from the former Hometown Auto. Mr. Wilber observed the individual filling in his property with trucked in fill without having received a floodplain permit from DEC. The Codes Officer will contact DEC.**

**A note that Elizabeth Callahan is excused for the April and May meetings.**

**Jack Cerar was present, and mentioned that his property on Flax Island Road for a boundary line adjustment was being handled by an attorney, who was intending to present the request directly to the County without review by the Planning Board, as no new tax map numbers were being generated. A discussion followed. The Planning Board again requested that Mr. Cerar come back to the Planning Board with his survey maps for a lot split. The Codes Officer will speak to Kathy Clark at the County Board of Representatives about this issue.**

**TRAINING REPORTS:**

**No training reports this month. A Spring Planning Training hosted by the Otsego County Planning Department, in conjunction with NYS Department of State, is set for April 10, 2018.**

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**The Meeting was adjourned at 8:24 PM.**

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**Respectfully Submitted-**

**Teresa DeSantis**

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**Town of Otego Planning Board Recording Secretary**