

Minutes

Town of Otego Planning Board

May 15, 2018

REGULAR PLANNING BOARD MEETING

APPROVED

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

ROLL CALL:

Board Members Present: Roberto Romano, Lois Chernin, Mark Dye, and Katie Higgins- as a voting member.

Board Members Excused: Chairwoman Kate Lawrence and Elizabeth Callahan

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

~~~~~  
REVIEW OF THE MEETING MINUTES FOR THE APRIL 17 TH REGULAR MEETING:

**The unapproved meeting minutes for the April 17, 2018 Planning Board Regular Meeting were reviewed. A Motion was made by Lois Chernin to accept the Minutes as read.**

**MOTION to accept the April 17, 2018 Planning Board Regular Meeting Minutes as read.**

**Motion by Lois Chernin and seconded by Katie Higgins.**

**Voice Vote: YES 4 NO 0**

**Four in favor, none opposed. Motion carried.**

NEW BUSINESS: Memorial Trees for Stephen Butler and Marla Calabro:

**The Planning Board would like to go ahead and pick out and plant memorial trees to honor past Planning Board Chairman Stephen Butler and member Marla Calabro. The two trees are to be flowering crabapple. Our choice of colors is white, pink, and red.**

**Dan Wilber and Lois Chernin both have pickup trucks which could be used to transport the trees. They will check on the availability of the trees from a local greenhouse. Lois offered to watch over the trees at her house until the time is ready for planting. The question came up as to which line item to take this out of the Town budget. The trees could be taken out of line B8020.4- Planning Board Contractual line item. Lois Chernin noted that we did not yet have a commitment from the Town Board to pay for the trees. Dan Wilber would like to get a purchase order from the Town Clerk. Chairwoman Kate Lawrence offered in an email letter to pay for the trees out of her own pocket.**

### OLD BUSINESS:

#### Planning Board Review of Lot Split Form and Sample Checklists:

**Katie Higgins suggested that we look at the State-published James A. Coon series of Local Government publications pamphlet: "Record Keeping Tips for Zoning Administration," which has sample forms. There is a sample site plan review checklist on page 11. Codes Officer Dan Wilber stated that it could be used as an in-house review sheet by the Planning Board. Lois Chernin asked- do we know what forms we have, and which ones we need? Katie Higgins suggested that we could take a look at what forms we have on the Town website, and review them with an eye to what we might need. Katie suggested that we could ask County Planning for assistance. Vice Chairman Roberto Romano suggested a script for Planning Board actions. He suggested that Coughlin and Gerhart could be asked to work on master forms. He suggested inviting Town Attorney Beth Westfall to come speak to the Planning Board about forms and procedures and perhaps come up with a plan of action. Lois Chernin suggested another training session with Beth Westfall, like the one we had last summer. Dan Wilber suggested a flow chart. Mark Dye suggested comparing all the checklist forms.**

**At the next meeting, there is a desire to continue this discussion.**

### COMMUNICATIONS:

**Codes Officer Dan Wilber stated that he had received an inquiry from River Valley Tractor about the installation of a digital sign. He reviewed the sign ordinance, and only one sign is permitted on the property. The Town does not have a provision for digital signage in the Town's ordinances. Dan thinks this matter will have to go before the ZBA.**

**Roberto Romano asked the Codes Officer about the enforcement of junk laws in the Town. A discussion followed. Dan Wilber stated that he responds to written complaints.**

**Rex Layton has been filling in the vacant lot across the stream from the former Hometown Auto without having received a floodplain permit from DEC, or a wetland permit issued by the Codes Officer. The Town received two letters from the Army Corps of Engineers about this matter, dated April 12, and April 19th, requiring the removal of fill from the site and placing in an upland area. Mr. Layton desires to construct an entertainment center, but has submitted no formal plans.**

**Vice Chairman Roberto Romano stated the possibility of skipping meetings if there is a very light agenda. Recording Secretary Teresa DeSantis suggested that this time could be used for the training of Planning Board members.**

**There was a brief discussion of the zombie properties training workshop and the zombie properties in the Town.**

TRAINING REPORTS: NONE

---

**The Meeting was adjourned at 8:12 PM.**

---

**Respectfully Submitted-**

**B**

**Teresa DeSantis**

**Town of Otego Planning Board Recording Secretary**