

**TOWN OF OTEGO PLANNING BOARD**  
**Minutes of Regular Meeting**  
**November 15, 2022**

<b>Planning Board Members Present:</b>	Lois Chernin, Mark Dye, Kathy Leahy, Harry Martin, Lonnie Ridgway
<b>Planning Board Members Absent:</b>	None
<b>Planning Board Member Excused:</b>	None
<b>Planning Board Alternate Present:</b>	David Sheldon
<b>Planning Board Recording Secretary Present:</b>	Colleen Bushnell
<b>Codes Officer - Dan Wilber:</b>	Present
<b>Town Board Liaison – Jimmy Hamm:</b>	Present
<b>Members of the Public:</b>	7

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The regular meeting of the Town of Otego Planning Board opened at 7:07 pm.

The minutes from the October 18, 2022 regular meeting were reviewed by members.

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

**Vote: Yes: 5 No: 0 Motion Carried.**

**Old Business:**

- Frank Stanley is in attendance regarding an application for a Special Use Permit. He has applied to place a food trailer on property at 116 Secor Road in Otego with tax # 317.00-1-67.01 owned by John Escobar.
- Several questions were asked by the Planning Board:
  1. Parking: Per Lois it must all be off road. Mr. Escobar states there will be off road parking with two lots for overflow.
  2. Restrooms: There will be portable restrooms which are subject to health code.
  3. Placement: The trailer will be placed on 2.5 acres which is the lower front third of the property owned by Mr. Escobar.
  4. Time of business: It will be year-round with probable hours of 6:00 am to evening. This will be decided in the future.
  5. Lighting: There will be LED outdoor lighting with two poles facing down and facing away from neighboring residents. There will be lighting also at the entrance to the area.
  6. Water: The property is fed by water from the Village of Otego.
  7. Employees will be Mr. Stanley's wife and daughter.
  8. Barbecue pit: The barbecue pits are mounted on the rear of the trailer.
  9. Vendor Tent Use: This will only be in the summer and will be seating area for the food trailer.

**Motion made by Harry Martin, seconded by Lonnie Ridgway, to accept this application for a Special Use Permit on tax # 31.00-1-67.01 as complete.**

**Vote: Yes: 5 No: 0 Motion Carried.**

- A Public Hearing will be held on December 20, 2022 at 7:00 pm prior to the regular Planning Board meeting.

**New Business:**

- Lois received a letter from lawyer Walter Terry III regarding a letter sent to Tanner Carley in May 2022. That letter was regarding an approval by the Planning Board for a Minor Subdivision of property located at 1120-1156 County Highway 48 in Otego with tax # 318.00-1-44.01. Mr. Terry failed to submit this information to Otsego County in the time required. He is requesting a recertification of the letter dated May 19, 2022.

**New Business:** (continued)

**Motion made by Mark Dye, seconded by Lonnie Ridgway, to recertify the decision made on May 16, 2022 of a Minor Subdivision of Tanner Carley, applicant, for parent parcel with tax # 318.00-1-44.01 of a 137.69-acre parcel owned by Douglas and David Hurlburt, with 2.65 acres being split off.**

**Vote: Yes: 5 No: 0 Motion Carried.**

- The secretary will prepare a letter regarding the above decision to be signed by the Planning Board Chairman and mailed to lawyer Walter Terry III.

**Old Business:**

- Questions regarding Public Hearing scheduled for 7:00 pm prior to this regular meeting for the Andrew Latham Estate Minor Subdivision at 283 County Highway 6 with tax # 307.00-1-24.00.
- Mr. Birch was not in attendance for this hearing. Lois will speak with Beth Westman regarding the need for Mr. Birch to send second letters to property owners if another Public Hearing is scheduled.
- It was noted that Mr. Birch provided Lois with the letter sent to all required property owners. However, Mr. Birch did not provide proof that the letters were received.
- It was decided that as there has been no response received from any of the notified property owners a new Public Hearing is not needed.
- If Mr. Birch provides proof the letters were sent in a timely manner the Planning Board can continue with a decision on this Minor Subdivision at the next Planning Board meeting.
- It was decided that the Public Hearing scheduled for this meeting should be held as planned.

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**TOWN OF OTEGO PLANNING BOARD  
Public Hearing  
November 15, 2022**

**Motion made by Mark Dye, seconded by Kathy Leahy, to declare the Public Hearing open at 7:34 pm regarding the Andrew Latham Estate Minor Subdivision at 283 County Highway 6 with tax # 307.00-1-24.00.**

**Vote: Yes: 5 No: 0 Motion Carried.**

There are no property owners in attendance to offer comment on this action and no written concerns have been received. The Public Hearing was advertised and Mr. Birch provided Lois with a copy of the letter sent to the property owners required. No information was brought forward regarding this Minor Subdivision.

**Motion made by Mark Dye, seconded by Harry Martin, to declare the Public Hearing closed at 7:38 pm.**

**Vote: Yes: 5 No: 0 Motion Carried.**

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**TOWN OF OTEGO PLANNING BOARD  
Re-open Regular Meeting  
November 15, 2022**

The Regular Meeting of the Planning Board was re-opened at 7:39 pm.

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**Reports:** Jimmy Hamm reports:

- The Town Board approved the re-appointment of John Escobar for five years on the ZBA.

**Communications:**

- Lois received a copy of the Town of Otego Board minutes from July 13, 2022 stating the e-mail training for the Planning Board members on June 21, 2022 was approved as a one-hour credit towards their training. Lois Chernin, Kathy Leahy, Harry Martin, and Lonnie Ridgway were in attendance for that training. The secretary will place this information into the Training Log.
- Harry Martin received notification of a four-hour training available to any member interested on December 3, 2022. This is a zoom training. He will e-mail the information to all member.

**Privilege of the Floor:** None

Next meeting: December 20, 2022 at 7:00 pm.

**Note: Public Hearing to be held at 7:00 pm with  
Regular Meeting to follow.**

**Motion made by Mark Dye, seconded by Lonnie Ridgway, to adjourn the meeting.**

**Vote: Yes: 5 No: 0 Motion carried.**

Meeting adjourned at 7:51 pm.

Respectfully Submitted:

Colleen Bushnell, Secretary