

TOWN OF OTEGO PLANNING BOARD

Minutes of Regular Meeting

February 20, 2024

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 Present: David Sheldon
Planning Board Recording Secretary Present: Colleen Bushnell
Codes Officer - Dan Wilber: Present
Town Board Liaison – Jimmy Hamm: Present
Members of the Public: 1

The regular meeting of the Town of Otego Planning Board opened at 7:04 pm.

As there was no meeting in January due to weather the minutes from the December 19, 2023 regular meeting were reviewed by members. Jimmy Hamm stated the Town accepted a bid for the sale of a bulldozer for \$28,000. He also stated the Town purchased a used bulldozer. This needs to be corrected in the minutes.

Motion made by Kathy Leahy, seconded by Lonnie Ridgway, to accept the minutes as corrected. No discussion.
Vote: Yes: 5 No: 0 Motion Carried.

Reports: Jimmy Hamm had nothing to report from the Town Board:

Old Business:

- There was discussion regarding the new Fee Schedule.
- Lois stated she spoke with the Town lawyer who discussed Dan Wilber’s need to check the sign installation. There is a question whether the Planning Board will issue sign permits or if it will be done by the Code Enforcement Officer.
- There was discussion regarding the Planning Board issuing sign permits in the future; a new application must be created to include a drawing of the sign, distance from the road, position on the property, size, any lighting, etc.
- It was decided the Planning Board will issue permits for signs.
- Discussion if a Public Hearing is necessary for a sign permit. It is not necessary unless it has to do with lighting or a digital sign. A digital sign will require a Special Use Permit with a Public Hearing. The Planning Board will require that any digital sign must be part of that business and not advertising for another business. It will also include size limits.
- The Fee Schedule was last updated in 2020 and due to a change in the cost of advertisement for Public Hearings some of the fees have been changed.
- Lois will present the following Fee Schedule to the Town Board at next month’s meeting.

Special Use Permit with no Public Hearing	\$ 25.00
Special Use Permit with a Public Hearing	\$ 75.00
Simple Lot Split/Boundary Line Adjustment	\$ 30.00
Minor Subdivision	\$ 75.00 + \$25.00 per lot
Major Subdivision	\$ 75.00 + \$25.00 per lot
Sign Permit	\$ 20.00
Junk Yard	\$100.00 annually
Zoning Change Request	Discontinued
Mining Permit	\$100.00
Solar/Wind Turbine (commercial only)	\$100.00

Motion made by Kathy Leahy, seconded by Lonnie Ridgway, to accept the proposed Fee Schedule with the changes which include adding Sign Permit fee and discontinuing Zoning Change Request.
Vote: Yes: 5 No: 0 Motion carried.

New Business:

- Lois brought to the attention of the Board a request in progress by Marijane Camilleri regarding a parcel she owns at 207 Bert Washburn Road with tax # 272.00-1-43.00. This is a private home on 80 acres with a request to make a nun retreat which will require two dwellings on the property.
 - The Federal Government declares we cannot hinder the plans of any religious or educational group.
 - Ms. Camilleri want to build a garage with housing above it. She is also considering building a chapel with housing for priests.
 - Harry Martin asks that the Planning Board be provided with more information.
 - Dan Wilber has received a request for a building permit for the garage with housing.
 - There was some discussion regarding the need for a Special Use Permit.
 - Lois will ask Beth to provide the Planning Board a copy of the Federal regulations regarding this.
 - No application has been received but this discussion is for a future possibility.
 - There was some discussion regarding Special Use Permits and Home Occupation Permits.
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- Lois discussed the need for all Planning Board members (including alternates) to receive all needed training (4 hours) by the end of the year.
 - Kathy Leahy and Lois Chernin received training SEQRA Basics and presented certificates to the secretary.
 - New York State Planning Federation offers training “Learn at Lunch” from 12 to 1 pm.

Privilege of the Floor: None

Next meeting: March 19, 2024 at 7:00 pm.

Motion made by Harry Martin, seconded by Kathy Leahy, to adjourn the meeting. No discussion
Vote: Yes: 5 No: 0 Motion carried.

Meeting adjourned at 7:54 pm.

Respectfully Submitted:

Colleen Bushnell, Secretary