

**TOWN OF OTEGO PLANNING BOARD**

**Minutes of Regular Meeting**

**September 15, 2020**

<b>Planning Board Members Present:</b>	Lois Chernin, Mark Dye, Harry Martin
<b>Planning Board Members Absent:</b>	Katie Higgins
<b>Planning Board Alternate:</b>	Lonnie Ridgway
<b>Planning Board Recording Secretary:</b>	Colleen Bushnell
<b>Codes Officer - Dan Wilber:</b>	Present
<b>Town Board Liaison - David Sheldon:</b>	Present
<b>Members of the Public:</b>	4

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The regular meeting of the Town of Otego Planning Board opened at 7:00pm.

The minutes from the August 18, 2020 minutes were distributed and reviewed by members. No discussion.

**Motion made by Harry Martin, seconded by Lonnie Ridgway to accept the minutes as written.**

**Vote: Yes: 4 No: 0 Motion Carried.**

**Reports:**

- David Sheldon reported the Planning Board budget is due. Lois states it is in process.

**Old Business:**

- Robert Birch addressed the Board as legal representative for Andrew Latham Jr. regarding the Elizabeth Andrew Latham Estate of which Andrew is executor. Mr. Birch presented the Board with maps and packets for a Five Lot Subdivision of 130.89 acres (tax #297.00-1-11). On October 15, 2019 Andrew had applied to subdivide the acreage into 6 lots which did not all have road frontage. The original application for this property was titled Barn Properties. He has reconfigured the plan to be 5 lots each with road frontage. Parcels 3 and 4 have road frontage on Jerauld Road, and parcels 1, 2, and 5 have frontage on County Highway 6. On the south-western corner of parcel 2 there is a small piece of acreage that Mr. Latham has agreed to deed to Randy Perkins to expand her property line. Members reviewed the map and application including SEQR form for Major Subdivision.

**Motion made by Mark Dye, seconded by Harry Martin to declare the Planning Board of Otego lead agency in the affair of the Elizabeth Latham estate action of a Five Lot Subdivision.**

**Vote: Yes: 4 No: 0 Motion Carried.**

**Motion made by Mark Dye, seconded by Lonnie Ridgway to declare the action of Elizabeth Latham estate as a non-actionable subdivision under the SEQR.**

**Vote: Yes: 4 No: 0 Motion Carried.**

- A Mylar map will be available and signed after the Public Hearing.

**Motion made by Harry Martin, seconded by Lonnie Ridgway to accept the application as complete in the affair of Elizabeth Latham estate subdivision.**

**Vote: Yes: 4 No: 0 Motion Carried.**

- Mr. Birch requested the Public Hearing be in October as there are two pending transactions. Lois scheduled the Public Hearing at 6:45pm on October 20, 2020. Mr. Birch will send the necessary notices to the adjoining landowners. The Planning Board lawyer will prepare the notice and the Town Clerk will have it posted in the newspaper. Lois will contact the Town Clerk to handle this with the town lawyer.

- Rex Layton presented information regarding property with tax #308.00-1-32.02 which he purchased on State Highway 7 between Hometown Auto and River-Valley/New Holland for his business New York Bounce House. He attempted to acquire a grant for this property and failed to attain. He intends to attempt to receive a grant this year. He wishes to build a fun center for children. He states he has completed delineation maps, wet land maps, etc. Dan Wilber discussed with him some of the various requirements for his intended buildings, i.e. sprinklers, heat, air conditioning, fire wall/barrier, exit access, etc. Dan states Mr. Layton will need to provide him with a professional design in order to make a decision. He suggests Mr. Layton meet with him regarding this plan to discuss what is needed.
- Planning Board discussed the Richard Hewlett Minor Subdivision of property tax #324.00-1-17.01 at 2702 St. Hwy 7 in Otego. Renee Fairgrieve needs to complete an EAF short form prior to the Public Hearing. Lois will contact her. A Public Hearing is scheduled for October 20, 2020 at 7:00 pm.

**New Business:**

- Matthew Oesch presented a letter to the Planning Board requesting permission to install a commercial kitchen in a section of an existing garage on his property. Dan explained some of the requirements to Matthew. Dan suggested he make an appointment with him to review at the property and advise him on the next step. A home occupation is permissible in all Zones. Dan will review with him the necessary actions to be in compliance with any applicable requirements. Once Matthew's plan is completed Dan suggests he attend a Planning Board meeting to further discuss it.

**Review of Revision of Forms:**

**Site Plan Sample:** This was designed by Dan. There were three (3) issues with the diagram. Lois will mark her copy for Dan. He will correct and bring to the next meeting. This will be added to all packets.

**Simple Lot Split Application:** Changes have been made and it will be available once all parts of the packet are completed.

**Boundary Line Adjustment Form:** This was presented by Mark Dye. Reviewed by the Planning Board. A Signature Approval block needs to be added. Under Instructions #6 add "to", #8 change Town Secretary to Town Clerk.

**Motion made by Lonnie Ridgway, seconded by Harry Martin to accept the Boundary Line Adjustment Form as presented with corrections.**

**Vote: Yes: 4 No: 0 Motion Carried.**

**Communications:** None

**Privilege of the Floor:** Beth Westfall will present training regarding SEQR process at the October 20, 2020 meeting following the two (2) scheduled Public Hearings.

Next meeting: October 20, 2020. **Note: Public Hearings scheduled prior to meeting at 6:45 and 7:00 pm.**

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

**Vote: Yes: 4 No: 0 Motion carried.**

Meeting adjourned at 8:40 pm.

Respectfully Submitted:

*Colleen F. Bushnell*

Colleen Bushnell, Acting Secretary