

TOWN OF OTEGO PLANNING BOARD

Public Hearing

June 20, 2023

The Public Hearing opened at 7:07 pm for a Special Use Permit to operate a Seasonal Outdoor Retail Business requested by Michael Knowlton on property located at 2675 State Highway 7 with tax # 324.00-1-15.02.

Mr. Knowlton provided receipts from letters presented to all required adjacent property owners. He states he did not receive any comments from any of the property owners concerning his request for a Special Use Permit.

There were no concerns in writing or verbally voiced regarding this Special Use Permit.

Motion made by Harry Martin, seconded by Kathy Leahy, to declare the Public Hearing closed at 7:15 pm. No discussion.

Vote: Yes: 5 No: 0 Motion Carried.

TOWN OF OTEGO PLANNING BOARD

Minutes of Regular Meeting

June 20, 2023

Planning Board Members Present:	Lois Chernin, Kathy Leahy, Harry Martin, Lonnie Ridgway
Planning Board Members Absent:	None
Planning Board Member Excused:	Mark Dye
Planning Board Alternate Present:	David Sheldon (Acting as Full Member)
Planning Board Recording Secretary Present:	Colleen Bushnell
Codes Officer - Dan Wilber:	Excused
Town Board Liaison – Jimmy Hamm:	Present
Members of the Public:	6

The regular meeting of the Town of Otego Planning Board opened at 7:16 pm.

Old Business:

- Michael Knowlton is present regarding an application for a Special Use Permit to operate a Seasonal Outdoor Retail Business on property located at 2675 State Highway 7 in Otego with tax # 324.00-1-15.02.
- There was discussion regarding placement of a privacy fence on the east side of his property. Mr. Knowlton states he will put up four-foot-high lattice on the road side and east side of the sales area. It will be added to the motion as a requirement for operation. Someone will occasionally check to be sure it has been completed.
- From the discussion at the May Planning Board meeting, Mr. Knowlton will erect a 20' x 20' canopy over the sale area.
- No other discussion.

Motion made by Harry Martin, seconded by Lonnie Ridgway, to declare the Planning Board of Otego lead agency in the matter of the Special Use Permit to operate a Seasonal Outdoor Retail Business for tax # 324.00-1-15.02 made by Michael Knowlton. No discussion.

Vote: Yes: 5 No: 0 Motion Carried.

- Lois read the questions from the EAF form. This Special Use results in no adverse environmental impact and can be given a negative declaration. No further SQER action is required.

Old Business: (continued)

Motion made by Kathy Leahy, seconded by David Sheldon, to declare this a negative declaration under SEQR needing no further action. No discussion.

Vote: Yes: 5 No: 0 Motion Carried.

Motion made by Lonnie Ridgway, seconded by David Sheldon, to accept this application as complete. No discussion.

Vote: Yes: 5 No: 0 Motion Carried.

Motion made by Lonnie Ridgway, seconded by Kathy Leahy, to approve the Special Use Permit to operate a Seasonal Outdoor Retail Business with tax # 324.00-1-15.02 located at 2675 State Highway 7 made by Michael Knowlton with a stipulation that a privacy fence be erected on the east side of the sales area. No discussion.

Vote: Yes: 5 No: 0 Motion Carried.

- A letter of this action will be sent to Mr. Knowlton.
- Lois discussed the changes proposed to the By-Laws for the Planning Board with the lawyer.
- The changes have been made as follows:
 - Article 1: Meetings, Section 1.3: A Special Meeting may be requested by any member of the Planning Board. The Chairperson will call the meeting.
 - Article 2: Officers, Section 2.1: The Town Board will designate a Chairperson. The Vice Chairperson will be elected by the Planning Board.
 - Article 2: Officers: The inclusion of an alternate will be added. Lois states this is addressed in the Zoning Laws so will not be added to the By-Laws.
 - Article 2: Officers, Section 2.3: remove "Secretary". There will only be a "Recording Secretary" rather than a Secretary and a Recording Secretary.
 - Article 5: Application Procedures, Section 5.1: All applications will be given only to the Otego Town Clerk. No one else will receive them.
- The By-Laws which were approved and signed by the Town Board and distributed to appropriate individuals by Lois.

New Business

- Barbara Monroe is present as the representative regarding an application for a Minor Subdivision at 164 Wheaton Creek Road with tax # 316.00-1-35.02 owned by Paul Valentino.
- This property has been subdivided twice since 2003 so this has to be completed as a Minor Subdivision.
- Mr. Valentino is requesting a 10-acre parcel be divided from the existing parcel of 113.34 acres.
- This Minor Subdivision will require a Public Hearing. Lois explains to Ms. Monroe that she will need a notarized signature from Mr. Valentino or his Power of Attorney in order for Ms. Monroe to act as the agent for this application. This needs to be submitted prior to the next Public Hearing/Planning Board meeting on July 18, 2023 at 7:00 pm.
- The Public Hearing will be held on July 18, 2023 at 7:00 pm. Ms. Monroe was informed of the requirement to send notifications to all property owners within 500' of the property. She is to bring proof of that action to the Public Hearing in July. Lois will send her a format of that letter.

New Business: (continued)

- Ms. Monroe was also informed the Planning Board will need a mylar map prior.
- There was discussion regarding the road frontage for the 10-acre parcel. According to the map presented there is only 161 feet of road frontage. The Zoning requirement is 175 feet road frontage. Lois will research this concern and inform Ms. Monroe of any decision made regarding the frontage.
- No other discussion.

The minutes from the May 16, 2023 regular meeting were reviewed by members.

Motion made by David Sheldon, seconded by Lonnie Ridgway, to accept the minutes as written. No discussion.

Vote: Yes: 5 No: 0 Motion Carried.

Reports:

Jimmy Hamm reports for the Town Board:

- The Town Board reviewed and signed the By-Laws for the Planning Board.
- The Town Board accepted the maps from Otsego County. They have been placed in the appropriate areas.
- Lois states the signing block needs to be signed at some point to make it official. However, with the Zoning Board submitting changes soon, this map may need to be revised.

Privilege of the Floor:

- A question was presented regarding a moratorium on solar panels. Jimmy Hamm states at the last Town Board meeting it was voted for the Town of Otego to opt out of the solar law. Beth is sending information to the Town Board members regarding the law.
- Harry presented the Secretary with certification of completing training for the above.

Next meeting: July 18, 2023 at 7:00 pm.

Note: Public Hearing at 7:00 followed by Regular Meeting.

Motion made by David Sheldon, seconded by Kathy Leahy, to adjourn the meeting.

Vote: Yes: 5 No: 0 Motion carried.

Meeting adjourned at 8:11 pm.

Respectfully Submitted:

Colleen Bushnell, Secretary