

**TOWN OF FORESTPORT
PLANNING BOARD MEETING MINUTES
For
April 14, 2014
Planning Board
6:30 P.M.**

**12012 Woodhull Road
Forestport Town Hall**

PLANNING BOARD MINUTES

April 14, 2014

6:30 P.M.

MEMBERS PRESENT:

TJ Entwistle
Ginger Swasey
Thomas Althoff
Mary Rieth
Paul Rejman

MEMBERS ABSENT:

Kim Kratzenberg, Secretary

1. Call Meeting to Order:

- The April 14, 2014 Planning Board Meeting was called to order by temporary Chairman, TJ Entwistle at 6:30 P.M.

2. Pledge of Allegiance:

- Recited

3. Thank past Members and Welcome New Members:

- Member Entwistle thanked Don Graff and Dan Gilmore for their past services on the Planning Board. The Board would like Kim to send a letter of appreciation for their past services on the Planning Board.
- Member Entwistle welcomed Thomas Althoff, Mary Rieth and Paul Rejman onto the Board.

4. Review and Approve Minutes:

- A. March 10, 2014 Public Hearing Meeting Minutes / Patrick and Karen Howard / New Business "Qwackle Farm".

** A motion was made by Member Swasey and seconded by Member Althoff to approve the March 10, 2014 Public Hearing Meeting Minutes for Patrick and Karen Howard as presented. The vote went as follows; YES = TJ Entwistle, Paul Rejman, Thomas Althoff, Mary Rieth and Ginger Swasey.

- B. March 10, 2014 Public Hearing Meeting Minutes / 2 lot subdivision of Howard F. Gleasman, Jr.

** A motion was made by Member Althoff and seconded by Member Rejman to approve the March 10, 2014 Public Hearing Meeting Minutes for Howard F. Gleasman, Jr.'s 2 lot subdivision as presented. The vote went as follows: YES = TJ Entwistle, Paul Rejman, Thomas Althoff, Mary Rieth and Ginger Swasey.

C. March 10, 2014 Regular Planning Board Meeting Minutes

** A motion was made by Member Althoff and seconded by Member Swasey to approve the March 10, 2014 Regular Planning Board Meeting Minutes as presented. The vote went as follows: YES = TJ Entwistle, Paul Rejman, Thomas Althoff, Mary Rieth and Ginger Swasey.

** NOTE – Although Paul Rejman, Thomas Althoff and Mary Rieth were not Planning Board Members at the time of the March 10, 2014 Planning Board Meeting, they were given the March 10, 2014 minutes to review before the April 14, 2014 meeting so that they could familiarize themselves enough with the matters at hand to take a roll call vote on approving the minutes.

Subdivision / Parcel Line Adjustment Activity / Merge:

D. Gleasman – 2 lot subdivision:

- A public hearing was held on March 10, 2014.
- 3026 Mohawk Drive, Lot 51
- 51.000-2-55
- Maps have been filed.

** A motion was made by Member Swasey and seconded by Member Althoff to remove the Gleasman 2 lot subdivision matter from the Agenda. The vote went as follows: YES = TJ Entwistle, Paul Rejman, Thomas Althoff, Mary Rieth and Ginger Swasey.

E. Dick Bird – 2 lot subdivision:

- 12968 St. Rte. 28 – 8.003-2-29:
- 3.43 acre parcel
- Past Chairman Graff called the Office on April 14, 2014 to state that he had recently spoke with Mr. Bird and that the sale of

this property has been concluded. They have started interior renovations.

- Now that the sale has been finalized the Board wishes to remove this from the Agenda.

** A motion was made by Member Swasey and seconded by Member Rejman to remove this matter from the Agenda now that the sale has been finalized and their request to subdivision has been withdrawn. The vote went as follows: YES = TJ Entwistle, Paul Rejman, Thomas Althoff, Mary Rieth and Ginger Swasey.

5. Old Business:

A. Mickey A. Womack – Jason Womack:

- The Board wants Brad Smith, Code Enforcement Officer to visit the site at various times to monitor the situation and if it appears that the repair operation is still being operated he will proceed with the Town Attorney. Mr. Smith did observe the property on August 8, 2013 and did see a boat and a party barge on the property.
- The scheduled Court date was postponed because of the change in the Attorney for the Town. Code Official, Brad Smith has spoken with Attorney Earl who will now represent the Town on this matter.
- Codes Official Smith has obtained the Womack file from Attorney William Riley and has forwarded it to Attorney Earl for his review.
- The Planning Board questioned whether or not it was permissible for the neighbor of Mr. Womack to be consulting with the Town Attorney on this matter. Past Chairman Graff stated that the Town is using the neighbor's testimony for prosecution and that the prior Attorney needed to contact her for questioning as does Attorney Earl.
- Codes Official Smith will advise Sue Allen and Attorney Earl when the Judge will be available for a hearing.
- Member Entwistle has spoken with Jason Womack prior to the meeting and explained that this matter is going to court. They spoke of possibly setting up shop at a different location.
- Mr. Womack stated to Member Entwistle that he is currently operating out of a renovated stall in Utica. Member Entwistle

made it very clear that it would be nice to have him operating in a local location instead of out of Town. The Board wants to encourage business within the Town and not drive them away.

- Supervisor Snead spoke to Mr. Womack also and has offered to let Mr. Womack work out of Mr. Snead's storage building located on St. Rte. 28. Mr. Snead feels that they have come to an agreement/arrangement and so feels that the matter has been mitigated.
- Member Entwistle asked Mr. Snead for a letter addressed to the Planning Board detailing the arrangement that was made between Mr. Womack and Mr. Snead so that the Planning Board has something on file to conclude the file. Mr. Snead wants to wait a week or so before doing this.
- Being that this matter is in the court system, Member Althoff would like to wait on the letter from Mr. Snead and check with the Town Judge and/or the Town Attorney to see what information the Board should require to finalize this matter.
- Codes Official Smith will be discussing this matter with the Town Attorney on April 15, 2014.
- Supervisor Snead will also be discussing this matter with the Town Attorney on April 15, 2014.
- The Board wishes to keep this matter on the Agenda until hearing from the Judge and/or Town Attorney on what to require from Mr. Womack to finalize this matter.

6. New Business:

A. Appointment of Chairman and Co-Chairman:

- Now that the Planning Board has a complete 5 member Board, the Board wants to appoint a Chairman and Co-Chairman to the Planning Board for the remainder of the 2014 year.

** A motion was made by Member Swasey to appoint TJ Entwistle as Chairman to the Planning Board for the 2014 year. The vote went as follows: YES = Paul Rejman, Thomas Althoff, Mary Rieth and Ginger Swasey; ABSTAIN = TJ Entwistle – conflict of interest.

** A motion was made by Member Entwistle to appoint Thomas Althoff as Co-Chairman to the Planning Board for the 2014 year. The vote went as follows: YES = TJ Entwistle, Paul Rejman, Mary Rieth

and Ginger Swasey; ABSTAIN = Thomas Althoff – conflict of interest.

B. Local Government Day:

- Kim, Brad, TJ and Ginger attended the Local Government Day held on March 27, 2014 at Jefferson County Community College. Once again – a great turnout with valuable information! Member Entwistle expressed how valuable the information at the conference was and how it is a great way for the Planning Board Members to receive their continuing education credits.

C. Swearing in of Newly Appointed Board Members:

- Member Entwistle wanted to remind the newly appointed Planning Board Members to visit the Town Clerk to be sworn in as soon as possible. He suggested that they call and set up a time convenient for all.

D. Variance Hearing Policies and Procedures Discussion:

- Member Entwistle spoke of Variance Hearing policies and procedures by the Town Board and Planning Board.
- Member Entwistle suggested that when someone comes in to the Planning Board and the Planning Board realizes that a variance hearing will be needed, the Planning Board handle the entire application process until the Planning Board feels it is a complete application. He then would like to see the Planning Board make a written recommendation to the Town Board and forward the completed application along with the written recommendation to the Town Board so that they can set a public hearing date and finalize the matter.
- If the Town Board agrees to this process, the Planning Board would like the Town Board to not schedule a public hearing until the Planning Board gives their completed application and written recommendation to the Town Board.
- Supervisor Snead stated that he doesn't want any unnecessary outside agencies involved in matters.
- Member Entwistle stated that he has researched the 239 Review Process from Oneida County Planning. He would like to call someone at Oneida County Planning to discuss possibly not

sending all required matters to County Planning for their review. He wants to streamline the process as much as possible. He will contact Guy Sassaman and give an update at the May meeting.

7. Open Discussion:

- Next regularly scheduled Planning Board Meeting is scheduled for May 12, 2014.

8. Adjourn Meeting:

** A motion was made by Member Swasey and seconded by Member Rejman to adjourn the April 14, 2014 Planning Board Meeting at 7:13 P.M. The vote went as follows: YES = TJ Entwistle, Paul Rejman, Thomas Althoff, Mary Rieth and Ginger Swasey.