

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

**12012 Woodhull Road
Forestport Town Hall**

**July's Meeting was held in Woodgate, NY
At the Fire Department**

PLANNING BOARD MEETING MINUTES

July 14, 2014

6:30 P.M.

MEMBERS PRESENT:

TJ Entwistle
Mary Rieth
Ginger Swasey
Thomas Althoff
Paul Rejman

MEMBERS ABSENT:

Kim Kratzenberg, Secretary

1. Call Meeting to Order:

- The July 14th Planning Board Meeting was called to order by Chairman Entwistle at 6:30 P.M.

2. Pledge of Allegiance:

- Recited

3. Review and Approve Minutes:

A. June 9, 2014 Regular Planning Board Meeting Minutes

** A motion was made by Member Althoff and seconded by Member Rieth to accept and approve the June 9, 2014 Planning Board Regular Meeting Minutes with the following amendment;

- Item #5 – Old Business (B), the 11th bullet will read as follows “The Howards stated that they will file a suit against the Town. They have spoken with an Attorney. The Howards feel that there is malice on behalf of Mrs. Kratzenberg”

The vote went as follows:

TJ Entwistle – YES
Mary Rieth – YES
Ginger Swasey – YES
Thomas Althoff – YES
Paul Rejman – YES

4. Subdivision / Parcel Line Adjustment Activity / Merge:

- None at this time.

5. Old Business:

A. 239 Review Form – Oneida County Planning:

- Chairman Entwistle stated that the County would like to streamline the 239 review process as much as the Town would like to and therefore a binding agreement between the Town and Oneida County Department of Planning needs to be put in place
- A motion was made by at the June Meeting to have Chairman Entwistle present this matter to the Town Board at their June 18th meeting.
- Chairman Entwistle attended the June 18th Town Board Meeting and asked the Town Board to review the proposed agreement between the Town and Oneida County Planning. The Town Board will be discussing this matter at their July 16th Town Board Meeting.
- The Planning Board would like this left on the agenda to follow through on.

B. Michael E. Cook – Firearm Dealer:

- 3030 Bower Road, 67.003-3-52
- Mr. Cook is relocating his residence from Pine Bush, NY to Forestport, NY.
- Being that Mr. Cook holds a firearms license the Bureau of ATF wants to be sure that the Town of Forestport does not require anything specific for the relocation of his license.
- Chairman Entwistle spoke with the investigator from ATF regarding this matter.
- Mr. Cook stated that he does not plan on operating a business out of his Bower Road residence. He does not plan to hang a sign or advertise in anyway. Mr. Cook only plans to continue as a collector of firearms.
- The Planning Board would like to obtain a letter from the Oneida County Sheriff's Department stating that the Oneida County Sheriffs know that Mr. Cook has relocated to his Bower Road residence and that he is operating as a collector only.
- Chairman Entwistle sees no reason why the Planning Board cannot give a conditional 60 day approval as a collector. This will give the Board time to obtain the letter from the Oneida County Sheriff's Department. Member Althoff felt the Board

should table this matter until the July Meeting so as to ensure the proper procedures are followed by the Town.

- A motion was made at the June meeting to table this matter until the July 14, 2014 Planning Board Meeting.
- Chairman Entwistle researched this matter and spoke with ATF Agent, Kyle Wilkens and Mr. Wilkens assured Chairman Entwistle that this is a pretty ordinary request.
- If the Planning Board approves this matter with any conditions, the conditions should be sent to Mr. Wilkens for filing and if at any time, Mr. Cook does not abide by the conditions, the Board is to contact the ATF and Mr. Cook's license will be reviewed.
- Member Althoff asked Mr. Cook about any social media advertising the Bower Road residence as a business. Mr. Cook assured the Planning Board that he has no social media advertising his firearms license as any type of business at the Bower Road address.

** A motion was made by Member Rejman and seconded by Member Swasey to conditionally approve Mr. Cook's address change request for his firearm's license pending a notice of receipt from the Oneida County Sheriff's Department within 30 days from tonight's meeting. Also, the Board places the following conditions on this approval – there is to be no storefront, no sign located at the 3030 Bower Road address and no outward advertising of any type regarding any type of firearms business at 3030 Bower Road, 67.003-3-52. At no time is there to be the operation of any type of business at this location without Planning Board approval first. The vote went as follows:

TJ Entwistle – YES

Mary Rieth – YES

Ginger Swasey – YES

Thomas Althoff – YES

Paul Rejman – YES

C. Discussion about March 10, 2014 Public Hearing Meeting Minutes:

- Member Swasey stated that in the near future the Planning Board hopes to change the policy of how the Town accepts information from individuals regarding public hearing matters. The Planning Board would like to see comments in writing in the event someone is unable to attend a hearing.

- A motion was made at the June meeting to have Chairman Entwistle approach the Town Board about adopting a resolution regarding the process of how information is obtained from the public for scheduled public hearings.
- Chairman Entwistle stated that he had approached the Town Board at their June meeting regarding this matter. The Town Board did agree to adopt a resolution making a policy on how information is to be obtained from the public for scheduled public hearings.
- The Town Board has issued a legal notice regarding the resolution. Chairman Entwistle will get a copy of the legal notice for the Planning Board.
- The Planning Board would like this matter removed from the Agenda.

6. New Business:

A. New Business Operations at the following two locations –

- 5028 Elmwood Road – David Carrier (13.002-1-31.3)
- NYS Rte. 28 – Alfred Bruni (13.002-1-14.1)
- Complaint letter on file (see handout)
- Code Enforcement Officer's letters to both parties (see handout)
- Discussion took place and the Planning Board agreed that this is a Code's Violation at this point and unless the alleged violators come before the Planning Board to propose a new business, the Planning Board does not need to discuss this anymore.
- The Board would like this removed from the Agenda until such time.

B. Northern Oneida County ATV Club:

- John Furness (942-5735) – contact person for club
- Visited the Office to voice the club's intentions for future trails within the Town of Forestport.
- Left Membership applications (see handout)
- Discussion took place.

7. Open Discussion:

A. 2014 Planning & Zoning Summer Schools:

- See handout

- Chairman Entwistle stated that if anyone is interested in attending any of these schools to contact either himself or the Planning Board secretary.

B. FYI - Legal FAQs:

- The proper procedures and protocols that a town must follow regarding flags on municipal property. (See handout)
- The Board thanked the Secretary for bringing this information to the Board and stated that they feel it is very important to know this information. It is a matter of respect.

C. Chairman Entwistle spoke with an individual who is considering purchasing a parcel of property to install several RV sites.

- Chairman Entwistle told the Board that he would have the Planning Board Secretary gather information regarding the installation of RV sites.

D. August Planning Board Meeting:

- Next regularly scheduled Planning Board Meeting is scheduled for August 11, 2014 at the Otter Lake Fire Hall.

8. Adjourn Meeting:

** A motion was made by Member Althoff and seconded by Member Rejman to adjourn the July 14th Planning Board Meeting at 6:55 p.m. The vote went as follows:

TJ Entwistle – YES
 Mary Rieth – YES
 Ginger Swasey – YES
 Thomas Althoff – YES
 Paul Rejman – YES