

**TOWN OF FORESTPORT
PLANNING BOARD MEETING MINUTES
For
August 11, 2014
Planning Board
6:30 P.M.**

**12012 Woodhull Road
Forestport Town Hall**

**August's Meeting was held in Otter Lake, NY
at the Fire Department**

PLANNING BOARD MEETING MINUTES

August 11, 2014

6:30 P.M.

MEMBERS PRESENT:

TJ Entwistle
Mary Rieth
Ginger Swasey
Thomas Althoff
Paul Rejman

MEMBERS ASBENT:

Kim Kratzenberg, Secretary

1. Call Meeting to Order:

- Chairman Entwistle call the August 11, 2014 Planning Board Meeting to order at 6:30 P.M.

2. Pledge of Allegiance:

- Recited

3. Review and Approve Minutes:

A. July 14, 2014 Regular Planning Board Meeting Minutes

** A motion was made by Member Swasey and seconded by Member Rejman to approve the July 14, 2014 Planning Board Meeting Minutes as presented at tonight's meeting. 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

- 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.
- See email from Guy Sassaman (handout)
- The Board reviewed the email from Guy Sassaman and the DRAFT Agreement and discussed this matter. After discussion the Board agreed to have the Planning Board Secretary speak with Mr. Sassaman from Oneida County Planning to further research this matter.

** A motion was made by Member Rieth and seconded by Member Althoff to table this matter until the September 8, 2014 Planning Board Meeting. The vote went as follows:

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

B. Michael E. Cook – Firearm Dealer:

- 3030 Bower Road, 67.003-3-52
- A motion was made at the July Planning Board Meeting 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. See email from Sheriff's Department (handout)
- The Board reviewed the email from the Oneida County Sheriff's Department and considered that email the "notice of receipt" that the Board was waiting for to make a final approval on this matter.

** A motion was made by Member Rejman and seconded by Member Rieth to officially approve Mr. Cook's address change request for his firearm's license with 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 firearm business at 3030 Bower Road, 67.003-3-52. Also, at no time is there to be the operation of any type of business at this location without Planning Board approval first. Also, this matter is to be removed from the Planning Board Agenda. The vote went as follows:

TJ Entwistle – YES

Mary Rieth – YES

Ginger Swasey – YES

Thomas Althoff – YES

Paul Rejman – YES

6. New Business:

A. Amending the Town of Forestport Planning Board By-Laws, Policies and Procedures:

- The handout, “Town of Forestport Planning Board By-Laws, Policies and Procedures”, was reviewed and determined by the Board that the following changes need to be made –
 1. Page 6 – 3 (C) Schedule – The second bullet should read “all matters on the regularly scheduled Planning Board agenda must be submitted to the Planning Board, in writing, by the submission deadline for that meeting (Thursday at 12 noon prior to the regularly scheduled monthly meeting) in order to be placed on the agenda.”
- The Planning Board would also like the above wording to be placed on the Town’s website within the Planning Department section with an email link to the Planning Department included.
- The Board has asked the Secretary to send this proposed amendment to the Town Attorney for his review and comments.

B. Activities requiring Site Plan Approval:

- The Planning Board would like to add a section on the Town’s website within the Planning Department to make people aware of the “activities requiring Site Plan approval” – Section 5.2 (C) of the Town of Forestport Site Review Law.
- The Board would like a link directly to that section of the Site Review Law.
- The Board feels that the more information the people are directed to on the Website the better.

** A motion was made by member Althoff and seconded by Member Rejman to amend the “Town of Forestport Planning Board Bylaws, Policies and Procedures” discussed in 6(A) above and to also make the additions to the Town’s website discussed in 6(A) & (B) above. The vote went as follows:

TJ Entwistle – YES

Mary Rieth – YES

Ginger Swasey – YES

Thomas Althoff – YES

Paul Rejman – YES

7. Open Discussion:

A. Hogweed – DEC Notice:

- The DEC handout was discussed.
- The Board would like to see this information added to the Town’s website for INFORMATIONAL purposes only.
- The Board would like the secretary to forward this information to the Town Board for INFORMATIONAL purposes only.

B. Planning Board’s new Email address:

- The Planning Board has a new email address – planningboard@townofforestport.org
- The Board wants any and all Planning Board correspondence relating to Planning Board matters to be emailed to the new Planning Board email address and not their personal emails from this point forward.

C. 2014 Fall Workshops:

- A handout was given and discussion took place.

D. September Planning Board Meeting:

- Next regularly scheduled Planning Board Meeting is scheduled for September 8, 2014 at the Forestport Town Hall.

E. Gerry Ritter letter:

- The secretary asked the Board if they would be willing to write and send a “thank you” letter to Gerry Ritter for her unconditional, devoted service she provided not only to the Town as a whole but to the Planning Board in many ways over the years of her service with the Tug Hill Commission.

- The Board agreed this is a great idea and will move forward this.

8. Adjourn Meeting:

** A motion was made by Member Rejman and seconded by Member Swasey to adjourn the August 11, 2014 Planning Board Meeting at 7:15 P.M. The vote went as follows:

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