

## Planning Board Meeting Minutes

September 7, 2022 at 7:00 PM, McAuslan Hall

Present: Nancy Weber, Chairwoman  
Karen Davies-Buckley  
Bonnie Loforte, Counselor  
Gary Toth, Counselor  
Allison Trudell, Counselor  
Graham Seiter, Town Attorney  
Ron Marsden, Code Enforcement Officer  
Ned Waterbury, ZBA Chairman

Absent:

And 3 in the audience.

Chairman Weber opened the meeting with the Pledge of Allegiance at 7:01 pm.

Loforte read the August 2022 meeting minutes. A motion was made by Toth and seconded by Trudell to approve the August 2022 regular meeting minutes. The motion was adopted by a vote of 5 ayes: Weber, Davies-Buckley, Loforte, Toth, and Trudell, and 0 nays.

### Old Business

#### Rosato Event Center

Weber said Rosato would like to attend the October Planning Board meeting to move forward with his application; he will be added to the October Planning Board Agenda.

#### Monroe Bait Shop

The applicants brought updates to share with the Planning Board. Seiter said the letter received 8/2/22 from Tourism & Planning was forwarded on to the applicant. The applicants hired a planner for their septic tank, which cannot currently be located; water testing has not been completed; both parcels are owned by the applicants; the rear will have enough room for trailers and boats around the back of the shop. The DOT will not allow them to park on the roadside. The applicants have extended the driveway behind the building, which accommodates loading; patrons/deliveries will be able to drive out. The applicants said they will use a painted sign as opposed to electric sign. The applicants said they will place the sign on the side of the building, not by the road. The applicants said the state DOT told them that they don't need an entry/exit sign since there is only one entrance/exit into the lot; that the state DOT's main concern is parking in the right of way. Weber expressed that people cannot park across the street and walk across. Toth said the turnaround most likely belongs to the DOT.

Seiter asked if there is outdoor lighting. The applicants said there is an existing light and they will add two floodlights to the building. Seiter suggested they amend the site plan to add exterior lights. Weber suggested lighting on front and back of the building. Marsden said he can assist with ensuring proper lights exist. Trudell asked the applicants to confirm that the second parcel is theirs as well; the applicants did confirm. The applicants said the septic tank is not near the parking area. Toth asked if the well is located near the septic tank. The applicants said the well is located on the other side between the pavement and building. The applicants confirmed that the well is not located where it says on the old map. The applicants said the well is located where the W is on the map. Marsden said a leech field

needs to be 100 feet away from the well and the designer will ensure it's the correct distance away. The applicants confirmed that they hired an engineer and contractor to install the septic system. The applicant said there is a submersible pump and are unsure how deep it is. Marsden told the applicant he can dig to find the well.

Seiter said the hours of operation would be fairly normal business hours, perhaps early morning hours beginning 5am to 6pm. The applicant asked for clarification regarding the undersize lot note of not meeting the minimum of 80 feet squared. Seiter said it's an existing undersized lot, which means that this lot was pre-existing before our lot size law was established. Seiter said outdoor lighting and hours of operation were his only notes from the county that had not been addressed by the applicants. Seiter said there is no room for landscaping and added that fencing might be useful on the south side but wonders how close the neighbor's residence actually is to the business. The applicant said that there isn't a dwelling visible from the shop location. Weber said the applicant needs to solidify the site plan for lighting. The applicant made additions to Marsden's copy of the site plan to include lighting. Weber asked if the board is satisfied with the site plan.

A motion was made by Toth and seconded by Loforte to accept the site plan for approval. The motion was adopted by a vote of 5 ayes: Weber, Davies-Buckley, Loforte, Toth, and Trudell, and 0 nays.

Marsden said he will make sure Chairman Waterbury of the ZBA has the most up-to-date copy of the site plan.

#### Jones Subdivision

The applicant said he would like to subdivide his property for two children to build homes; to give them the land so they can choose to build but if they don't build, the land comes back to the applicant. Weber said a concern was the quarry existing in the AP district. Jones said the quarry is inactive and has been for many years. Marsden said the quarry would have to go through the Planning Board process to reopen. The applicant said the quarry area is now a storage area for the applicant. The applicant said a creek runs through the land and neither lot is close to the creek. Seiter asked if he has public water. The applicant said he does not but there are wells and septic.

Seiter said it would be an unlisted action- meaning that this case is a subdivision of 250 units or less. Seiter said he would still send a lead agency letter and SEQR review. Seiter said the board would have to hold a public hearing as well. Seiter said he will send out lead agency letters and coordinate with the county and schedule the public hearing for October. Weber asked for more copies of the map for the public hearing. Weber said to set a hearing date for the October 3<sup>rd</sup> Planning Board meeting. Seiter said that once the new properties are filed with the county, those two new properties have two new deeds, so if the applicant wanted to put them back together, those deeds would need to be given back to him by his family members. Weber asked if neighbors need to be notified. Seiter said to give notice to immediate neighbors with a letter that includes the public hearing date. Trudell clarified that notice needs to be sent to all adjacent property owners, including those across the road.

#### New Business

##### Comprehensive Plan Process

Weber said she attended a Town of Scriba meeting last month because they were discussing their comprehensive plan and proceeding forward. Weber said Scriba hired a company to do the survey and report results and noted that there are a couple local options- Turello in Fulton, another in Oswego. Weber said the company sends out a postcard with a QR code that gives residents access to a survey but also offered print and mail in, or pick up a copy from the town

clerk. Weber shared the postcard with the board members and said that \$50,000 is their budget for the survey portion, which includes printing, mailing, compiling addresses, and collecting data. Weber said she wrote a letter to the town supervisor asking for at least \$50,000 to begin a survey and that it's necessary to advertise the survey. Weber shared examples of survey questions. Trudell asked how the village ties into this and if the survey asks demographic questions. Weber said the survey does ask questions regarding demographics. Weber said the town and village are doing this jointly so she is unsure if the price will go up because of the village. Weber said zoning is separate for town and village. Seiter said the village and town are separate municipal entities. Weber said the village does not have its own comprehensive plan. Seiter said more companies are offering this service because employees do not have time to collect data.

Weber said there is at least an existing comprehensive plan that we can modify. Weber said the remaining tasks are organizational. Weber said Trey is doing the telecommunications piece. Loforte said we should reach out to the NYS Planning Federation board to ask about resources for the comprehensive planning board. Loforte will email NYSPF. Loforte said there are agencies that take the entire process from beginning to end. Trudell inquired about the village and town splitting the project cost and the next step. Seiter said the next step is to ask for financial investment to ensure the project moves onto the next phase. Seiter said another town is looking at a year-long process with an outside agency involved. Weber said she made a request for a 10% per diem increase in wages for board members.

#### Other Business

The Planning Board is satisfied with the new forms. Barring any objection by the ZBA, the Planning Board will use the new forms beginning October 1<sup>st</sup>. Trudell asked about design speeds- Marsden said that information needs to be included and has not changed. Marsden clarified the meaning of design speeds. Marsden will use the same numbering system on the form as is used in his code enforcement software. The board acknowledges and thanks Trudell for the time she spent creating the forms.

A motion was made by Loforte and seconded by Trudell to adjourn at 8:35 pm. The motion was adopted by a vote of 5 ayes: Weber, Davies-Buckley, Loforte, Toth and Trudell, and 0 nays.

Respectfully submitted,

Nicole Wild  
Town Clerk