

**Village of Freeville
Planning Board Meeting
October 16, 2018**

The Meeting was called to order at 7:00pm.

Present: Planning Board Members, Jim Krebs-Chair, Tom Cavataio, Brian Buttner, Stephanie Ortolano, Virginia Mott – Clerk-Treasurer.

Motion made by Brian B. to approve the minutes of the August 8, 2018 meeting, seconded by Tom C. Motion approved.

Discussed receiving the proper and complete information/documentation (such as a sketch plan for the parking, etc.) for a Site Plan Review. Jim will talk with Rick Fritz regarding future Site Plan Review applications to make sure all information is being provided with the application.

Discussion regarding the ongoing Site Plan Review for the application submitted by Eileen Stout and Clifford Babson, dba-4 Points Energy Residential. Regarding the condition that Eileen Stout and Clifford Babson will provide the following information:

- The base flood elevation
- The elevation on the first floor of the existing building

Since the information has not been provided, Brian Buttner suggested that to meet the requirements they get a surveyor to:

- Shoot the center of the road
- Shoot the elevation of the 1st floor

Jim will contact them to do so. Brian B. provided a handout for the procedure for a formal BFE (Base Flood Elevation) and FEMA firm map.

New Business:

Brian B. provided a copy of the SEQR short form and the Full Environmental Assessment form. The Board will go over the forms at the next meeting.

The Board made revisions to the Site Plan Review application and created a checklist (from Section 442) to be part of the application.

Stephanie O. asked about sign regulations and talked about the person who is removing signs within the village.

Brian B. asked Jim if he received the email regarding definitions.

Jim noted that Justin D. would not be able to attend meetings for the next few months and possibly longer. The Board may have to find someone to replace him.

The Board discussed attending trainings.

Motion to adjourn at 8:55 pm. Motion made by Tom C. Seconded by Stephanie O. Motion approved.

Respectfully submitted,

Virginia Mott
Clerk-Treasurer