

VILLAGE OF FREEVILLE PLANNING BOARD MEETING
AUGUST 20, 2019

A meeting was held by the Village of Freeville Planning Board at the Village Hall, 5 Factory Street, Freeville, New York on August 20, 2019.

Present were: Chairman James Krebs, Member Brian Buttner, Member Thomas Cavataio, and Member Justin DiMatteo. Also in attendance was Karen Snyder, Deputy Clerk. Absent was Member Stephanie Ortolano.

The meeting was called to order at 7:00 p.m. by Chairman Krebs.

There were no minutes to approve.

Member Buttner spoke to his fellow Board members regarding a conversation he had with the Village Clerk, Virginia Mott. They discussed the Open Meetings Law regarding Planning Board, the Mayor and Board of Trustee members discussing pending applications through email conversations and what constitutes an open meeting. Board members will be more discreet with their advice and help to the public with future applications and conversations in the future.

A discussion also occurred regarding the submission of Site Plan applications, the timing of the application for review by the Planning Board and having a complete application with all the proper documents available when submitted for their review. The checklist, which is currently attached to the Village Site Plan application will be reviewed, critiqued and updated by the Planning Board at some point. Board members agreed later in this meeting to discuss and make a few changes. The Site Plan application will also have additional information available, such as a time frame of submission of a full completed application, Planning Board meeting dates and Site Plan application procedures. It was also stated other municipalities require an applicant to submit enough copies of their Site Plan application along with supporting documentation to the full Board along with additional copies for the Code Officer, Clerk and any other Public Official as required.

Board members made the following suggestions to the Village Board of Trustees to add/change §442 of the Village of Freeville Land Use and Development Code relating to Site Plan Review Applications.

Chairman, Jim Krebs made a motion, seconded by Member, Tom Cavataio to request the Village Board of Trustees adopt a resolution to update the Village Land Use and Development Code, regarding §442, "Application for Preliminary Site Plan Conference".

The Planning Board is requesting in the first paragraph of this section “An application for a preliminary site plan shall be made in writing to the Planning Board and shall *“be accompanied by”* removed. Change to *“include the following:”* Item #2 *“There shall be a minimum 14 day requirement for all required documents to be submitted prior to the scheduling of a Preliminary Site Plan Review Public Hearing.”* Item #2 renumbered to item #3. All present were in favor the motion carried.

With further discussion on critiquing the Village of Freeville Site Plan Review application Member DiMatteo made a motion, seconded by Member Buttner, that page #3 of the Site Plan Review Checklist shall have the following wording added along with a signature and date line for the Village Code Officer to approve as a completed application for submission to the Planning Board for their review. All present were in favor the motion carried.

The wording shall be as follows:

“I, W. Rick Fritz, Code Officer for the Village of Freeville have reviewed the Site Plan Review application submitted along with its attached checklist and applicable supporting documents, find the application and documents to be complete for submission to the Village Planning Board for their review.”

Member DiMatteo discussed with the Board the convenience of having agendas available and who would or could prepare them. He would like to see the Planning Board agendas posted to the Village website along with attached documentation if applicable and viable. Member DiMatteo also suggested the Planning Board work on drafting a “Policy and Procedures” plan for conducting their meetings for public awareness and have it available at all Planning Board meetings and on the Village website. All Board members agreed to work on a policy/procedure plan. Agendas for future Planning Board meetings will be posted to the Village website for information and not the created Village “List-Serve”.

With no further comments or concerns the Board continued reviewing the remainder of the Town of Dryden’s definitions for updating the Village Land Use and Development Code.

Workshop/Garage – Non-Commercial: A structure used for the conduct of non-commercial low-intensity activities such a woodworking, personal vehicle repair, and storage.

With the completion of the Town of Dryden’s definitions the Board moved on reviewing the City of Ithaca definitions for updating the Village Land Use Code Development.

Adult Day Care Home: A dwelling unit in which adult day care is provided to not more than six adults at one time by a resident of the dwelling.

Board members left off with the definition of “**Basement**” with the City of Ithaca definitions and will continue their updating of their code at their next Planning Board meeting of September 17, 2019.

With no further business to be conducted or comments heard, Member Cavataio made a motion, seconded by Member Buttner to adjourn the meeting. All those present were in favor, the motion carried.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Karen Q. Snyder
Deputy Clerk