

**VILLAGE OF FREEVILLE**  
**PLANNING BOARD SPECIAL MEETING MINUTES**  
**February 13, 2024**

A Special Meeting of the Village Planning Board was held at the Village Hall, 5 Factory Street, Freeville, NY on Tuesday, February 13, 2024.

**Call to Order:**

The Meeting was called to order at 7:01 pm by Member Tom Cavataio.

**Present:**

Member Melanie Allen, Member Tom Cavataio, Member Diane Eaton and Member Ryan Maher. Also present was Code Official Casey Drader, Deputy Clerk Deborah Rude, applicant Amy Dickinson and Village residents Bruno Schickle and Stephanie Ortolano. Chairman Justin DiMatteo was absent; Member Cavataio ran the meeting in his absence.

**Discussions:**

This meeting was held for a Site Plan Review for change of use at 24 Main Street, owned by Village resident Amy Dickinson. Ms Dickinson submitted a Site Plan Review Application on February 5, 2024. It was reviewed by Code Official Drader and then submitted to the Planning Board. The Planning Board called a Special Meeting as Ms. Dickinson is not available for their regular February meeting.

Ms Dickinson purchased 24 Main Street last year. While located in a residential zone, the building has historically been a commercial property and is separated into two units. This Site Plan Review is for the smaller unit (810 sq ft), located on the east side of the building. Ms Dickinson stated on her application that she intends to use this space as a private lending library and community space. Operating hours would be Saturdays and some weekday afternoons. The property has adequate parking on site to accommodate the expected visitors.

Planning Board Members discussed the application and reviewed the Site Plan Review checklist. They discussed energy efficiency, parking, and the possibility of sales at the location. Ms Dickinson may eventually sell “nickel” candies, but that would not be the emphasis of this location. She does hope to find a food-based tenant for the other unit, but would submit a new Site Plan Review for that when the need arises.

Members then moved on to the Short Environmental Assessment Form. Ms Dickinson filled out Part 1. Members went over the questions on the Impact Assessment (Part 2). Part 3 was not needed. Based on the information and analysis of the Assessment, the Planning Board determined that the proposed action would not result in any significant adverse environmental impacts. Member Cavataio signed as the responsible officer, having conducted the review.

**Vote:**

Member Eaton made a motion to approve the Site Plan Review application, with no conditions. Member Maher seconded the motion, and all present Members voted Aye.

**Adjournment:**

Member Allen made a motion to adjourn the meeting; Member Eaton seconded the motion, all Members present voted Aye. The meeting adjourned at 7:58pm.

**Next Scheduled Meeting:**

The next scheduled Planning Board Meeting will be held on Tuesday, February 27, 2024 at 7 pm.

Respectfully submitted,

Deborah Rude  
Deputy Clerk  
Village of Freeville