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| **Attendees** | **Board:** C. Ptacek-Chair, R. Tressler, J. Long, M. Louy, E. Petrillo,  A-M. Sheehan, I. Bonin-Clerk/Secretary | **Public:** Doug Worthington |
| **Topic** | **Discussion** | **Next Steps** |
| 1. Call to order, Pledge/Roll Call/Quorum | * Quorum present
* Meeting called to order 1834
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| 2. Minutes Review  | * Motion to approve by M Louy . Second by E Petrillo with corrections. Minutes approved 5-0 .
 | Clerk to make corrections and post minutes |
| 3. Public Hearing | * Public Hearing- NONE
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| 4. Application and Sketch Plans | * Ken Drinkwine-#9-22 (on hold)
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| 5. Subdivision in progress/Hold over apps. | * Drinkwine application on hold
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| 6. Chairman’s Report | * Will review K Drinkwine date for submission. If greater than 6 months will instruct Mr. Drinkwine to reapply per Regs and Guidelines (section 2 of article 3 paragraph A).
* Distributed proposed amendment to “Land Subdivision Regulations and Guideline-Town of Hebron” to board.
* Chair Chuck Ptacek reached out to Pamela Landi, County Planning department, to discuss site plan review and how boards perform it at our next Board meeting
	+ Background…Site Plan Law was presented at town board meeting September 18, 2006. Following meeting, town board did not approve the Law. Current Board to revisit the Site Plan Law and begin updates/edits
* Board position remains open. Can explore advertising
* No follow up to date on decommissioning for Solar
 | Clerk to mail communication to Mr. Drinkwine via certified mailClerk to get Salem’s Zoning document for village/town for next meeting |
| 7. Clerk/Secretary Report | * Training 4/20 at County building. Clerk will register board members
* Documents shared with board members will be posted to Town web page
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| 8. Old Business | * **Land Subdivision Regulations and Guidelines**
	+ Revised 11/2020
	+ Needs to be updated as the 2020 version is the most UTD
	+ Consider a small committee to work with legal to be sure UTD with state laws, consistency throughout document
* **Site Plan Review**
	+ Board reviewing “Site Plan Review” NYSDOS document
	+ Pam Landi’s presentation will assist board with updating current document
	+ In reviewing “Law” document draft, there is opportunity to improve and clarify language. Ms. Landi can assist with starting the updates
* **Fee Schedule**
	+ After review of surrounding town’s fees board discussing doubling current fee schedules or mirror Salem fees
	+ Consider “energy ordinance” vs “solar ordinance.”
		- Next steps are to set up fee schedule and bring to town Board for approval (Chuck). Look for areas that are not included in current fee schedules (ie major sub-division). Board will continue to finalize and bring to April meeting for approval.
	+ Bring final updates of fee schedule to April meeting for full planning approval to then present to Town Board May meeting
 | Clerk to upload documents onto Town Web PageClerk to reach out to NYSDOS/Local of Local Services for examples of towns in NY with only Site Plan Review and no zoning |
| 9. New Business  | * Boundary Lines adjustment discussed with Doug Worthington. Rough draft “map” shared with board. No measurements currently. Will need to have acreage confirmed. Explained boundary line adjustment is up to a ¼ acre. Because of the “swap” proposed with land in two locations this may be considered a “sub-division” for the two parcels of land. Dimensions for each lot would also change. Board discussed sub-division vs lot line adjustment. Explained due to property being greater than ¼ acre and in two locations will request submitting as sub-division
	+ Next Steps Mr. Worthington will follow up with adjacent land owner and surveyor. If it comes in under a ¼ acre and one piece of land can fall under lot-line adjustment otherwise will be required to come in as sub-division
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| Adjournment | * Motion to adjourn by J. Long second by A-M Sheehan. Approved 5-0
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**Next Board Meeting April 24, 2023**