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| **Attendees** | **Board:** C. Ptacek-Chair, R. Tressler, J. Long, M. Louy, E. Petrillo, A-M Sheehan | **Public:** M McCaslandD Albrecht |
| **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 B Tressler. Second by John. Minutes approved 6-0
 | Minutes approved with corrections |
| 3. Public Hearing | Albrecht #01-2023* No public comment
* Motion to approve as a Minor Subdivision by AM Sheehan, second by M Louy. Approved by all
* Mapped signed by Vice Chair Ed Petrillo
* Landowners reminded to file within 90 days with County

McCasland #04-2023* No public comment
* Motion to approve as a Minor Subdivision by J Long and B Tressler. Approved by all
* Mapped signed by Vice Chair Ed Petrillo
* Landowners reminded to file within 90 days with County
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| 4. Application and Sketch Plans | NONE |  |
| 5. Subdivision in progress | NONE |  |
| 6. Chairman’s Report | * The goal is to have Subdivision Guidelines updates/edits completed by end of year to submit to Town Board. Once delivered to Town Board, the process will require Public Hearing for input by residents at Town Board Meeting
* Mobile Home Code is under the county and inspections fall under the county code to check trailers (mobile homes, not campers). Mobile Home inspections historically were done locally however approval of Mobile Home moved to county as the volume of inspections fell too low. Mobile Home Ordinance last updated 1999 for Town of Hebron. Board will want to reference when working on Site Plan Review
* Reinforced by Chair; Site Plan Review does not require town to have Zoning. The goal of Site Plan Review is to protect existing properties values and assure requests for businesses do not decrease current property values.
 | Follow up to confirm ordinance is recorded and get recording info to reference law. Chuck clarified legal review of updated Subdivision Guidelines will be responsibility of Town Board |
| 7. Secretary Report | * At this time no subdivision requests have been submitted
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| 8. Old Business | * Site Plan Review will begin following review of Subdivision Guidelines
* Subdivision Guidelines follow up with county…
* What are the checks and balances that plat filed with county matches what PB has signed off on?
* How does the board know when landowner has completed process at county level?
 | Follow up with County-Irene |
| 9. New Business  | * B Tressler brought to the board’s attention that deeds for property may call out “Deed Restrictions” that may have language related to “subdivision”. Consider including review of deeds during subdivision process.
* Chair explained “Deed Restrictions” follow the property and NOT the owner. Important to review deeds to look for these restrictions and not assume landowners are aware of deed restrictions
* Discussion to move December meeting to December 18th to accommodate for holiday. Motion by B Tressler, second by AM Sheehan. Approved 5-0
 | Going forward request land owner provide copy of deed with application and provide to Planning Board members |
| Adjournment | * Motion to adjourn 9:00 pm by A-M Sheehan, second by John. Approved 5-0
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**Next Board Meeting November 27, 2023**