

**Village of Cazenovia Planning Board  
Meeting Minutes  
November 12, 2018**

5 Present: Rich Huftalen, Chair; Adam Walburger; Stephen McEntee; Don Raleigh, and Zach Young.

Absent: Anne McDowell.

10 Others Present: James Stokes, Village Attorney; Paul Parpard; Pat Parpard; Laurie Omans; Wendy Taylor; Stephen Clark; Jason Dyer; Laura Reff; and Dennis Gregg.

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15 R. Huftalen called the meeting to order at 7:00 p.m. and introduced the Board.

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20 R. Huftalen asked for any changes to the minutes of October 8, 2018. S. McEntee questioned Line 32 of the McKenzie Houseman (Cut Block), request for a second sign. At that time, the Board thought this was a request for a second sign for one business. After that meeting, it was discovered that the request was for a sign for a second business and it did not need to be referred to the Zoning Board of Appeals (ZBA) as originally thought. Mr. Stokes stated that the minutes are accurate as written because that was the information available at the time.

25 R. Huftalen made the motion to approve the minutes as submitted. A. Walburger seconded. The motion carried with 5 in favor, 0 opposed.

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30 **Robin and Matthew Lamb, 15 Nickerson St., Non-Owner Occupied Transient Occupancy Lodging Facility, Short-Term Rental (Airbnb), Special Use Permit, Public Hearing**  
Pat and Paul Parpard were present as the representatives.

35 R. Huftalen noted that the application is complete. He asked for any comments or questions from the Board before he opened the hearing for public comment. None were heard. He asked for comments or questions from the public. Stephen Clark voiced that the application is a good idea.

40 R. Huftalen went over a checklist of pertinent items to the Planning Board in making its determination:

1. *Non owner occupied transient occupancy lodging requires a minimum of one space for transient occupants. Additional spaces may be required by the Planning Board based on the site characteristics and maximum number of persons permitted to occupy the dwelling unit per the terms of the special permit issued by the Planning Board.* R. Huftalen noted that the plan depicts adequate parking and there is no need to require additional parking spaces. Mr. and Mrs. Parpard affirmed this.

- 50 2. *The maximum number of persons permitted to occupy any transient occupancy lodging facility shall be (2) persons per sleeping room, with an overall maximum of (8) persons, subject to available parking for the use. The Planning Board may establish a lower maximum occupancy limit under its special permit review authority if it determines that the number of parking spaces appropriately devoted to the use is insufficient to support the number of intended occupants without adversely affecting adjoining property owners and/or the surrounding neighborhood.* R. Huftalen noted that is consistent with the application.
- 55 This was affirmed by Mr. and Mrs. Parpard.
- 60 3. *No recreational vehicles, campers, trailers, or motor vehicles larger than a one-ton pickup truck may be parked upon the premises during any transient occupancy. The number of automobiles and/or light duty (pickup) trucks that may be parked on site in association with any transient occupancy lodging shall be limited to the number of off-street parking spaces designated on the site plan approved by the Planning Board. No vehicles may be parked on lawns or in other areas not specifically approved as parking spaces under the provisions of this Chapter. The Planning Board shall review all applications in relation to the physical limitations of the subject premises as well as the proximity to adjoining uses and surrounding neighborhoods in order to determine the appropriate parking requirements and occupancy limits.* R. Huftalen wanted to make sure that the applicants are aware of those restrictions.
- 65 Mr. and Mrs. Parpard confirmed that they are aware.
- 70 4. *No transient occupancy lodging facility shall be located above the second floor of any building unless such floor has a fire sprinkler system or has been otherwise constructed in accordance with requirements of applicable New York State code requirements for residential occupancy of such floors.* R. Huftalen noted that this is a two-story structure, so there will be no lodging above the second floor.
- 75 5. *Each sleeping room within a transient occupancy lodging facility shall have affixed to the occupied side of the entrance door to the sleeping room a written notice stating the means of egress from the room in case of fire or other emergency, the location of means for transmitting fire alarms, if any, and the evacuation procedures to be followed in the event of a fire or smoke condition, or upon activation of a fire or smoke-detecting or other alarm device.* Mr. and Mrs. Parpard confirmed that this is already in place.
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- 85 6. *Dwellings and/or dwelling units used for transient occupancy lodging shall have no exterior signs or other exterior indications of the transient occupancy use, which shall from all exterior indications be indistinguishable from an otherwise permitted conventional residential use.* Mr. and Mrs. Parpard confirmed that the only sign is the address sign.
7. *All transient occupancy lodging uses shall be limited to the temporary lodging of registered guests, and no commercial activities and no public or private parties, receptions, meetings or similar social gatherings or events shall be permitted. Occupancy shall be limited to the*

90 *number of persons permitted under the special use permit issued by the Planning Board, and*  
*the operator of the facility shall maintain a register of all guests staying at the facility, their*  
*permanent addresses, and the dates of their stay. This register shall be immediately made*  
*available to the Village Code Enforcement Officer and/or Police Department as part of any*  
*Village investigation of any complaints regarding guest behavior and/or to determine*  
 95 *compliance with requirements of any special permit issued for the facility. Mr. and Mrs.*  
*Parpard confirmed that they do have a guest register.*

8. *No person, whether directly or as a sole or partial owner of another legal entity, may be the*  
*owner or operator of more than one transient occupancy lodging facility within any area of*  
 100 *the Village zoned R-30, R-20, R-10, R-6, RM, WG or CD at any one time. Mr. and*  
*Mrs. Parpard confirmed that this is the only transient occupancy lodging facility owned by*  
*Robin and Matthew Lamb in the Village.*

9. *Owners of permitted non owner occupied transient occupancy lodging facilities shall be*  
*required to have a designated property manager who resides in such proximity to the subject*  
 105 *premises so as to permit him or her at all days and times to physically be at the subject*  
*premises within fifteen (15) minutes of receiving notification of a complaint relating to the*  
*premises. Current contact information for this person or persons shall be kept on file with*  
*the Village Code Enforcement Officer and Village Clerk at all times. Mr. and Mrs. Parpard*  
 110 *confirmed that they are the designated property managers.*

R. Huftalen made a motion to close the public hearing. A. Walburger seconded. The motion carried with 5 in favor, 0 opposed.

115 R. Huftalen made a motion to declare this an Unlisted Action under State Environmental Quality  
 Review (SEQR). Since no other agencies are involved, nor will approval have any significant  
 adverse effect on the environment, no further SEQR action is required. It is recommended that a  
 Negative Declaration be prepared and filed. A. Walburger seconded. The motion carried with 5 in  
 favor, 0 opposed.

120 R. Huftalen made the motion to approve the application as submitted. S. McEntee seconded. The  
 motion carried with 5 in favor, 0 opposed.

125 Mr. Stokes said there is a license that will be issued by Bill Carr, Zoning/Code Enforcement Officer.  
 This needs to be posted in a front window so it is visible from the front yard.

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130 **Jonathan Schneeweiss, 5 Union St., Non-Owner Occupied Transient Occupancy Lodging  
 Facility, Short-Term Rental (Airbnb), Special Use Permit, Public Hearing**  
 Jonathan Schneeweiss joined the meeting by phone. R. Huftalen opened the public hearing and gave  
 the Board members an opportunity to ask questions or get clarification.

135 A. Walburger noted that this a complete application. He went over a checklist of pertinent items to  
 the Planning Board in making its determination:

1. *Non owner occupied transient occupancy lodging requires a minimum of one space for transient occupants. Additional spaces may be required by the Planning Board based on the site characteristics and maximum number of persons permitted to occupy the dwelling unit per the terms of the special permit issued by the Planning Board.* A. Walburger noted that adequate parking is depicted on the site plan. There is a new driveway called out that should be sufficient for three cars, according to Mr. Schneeweiss.  
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2. *The maximum number of persons permitted to occupy any transient occupancy lodging facility shall be (2) persons per sleeping room, with an overall maximum of (8) persons, subject to available parking for the use. The Planning Board may establish a lower maximum occupancy limit under its special permit review authority if it determines that the number of parking spaces appropriately devoted to the use is insufficient to support the number of intended occupants without adversely affecting adjoining property owners and/or the surrounding neighborhood.* Mr. Schneeweiss indicated that the maximum number of people would be four.  
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3. *No recreational vehicles, campers, trailers, or motor vehicles larger than a one-ton pickup truck may be parked upon the premises during any transient occupancy. The number of automobiles and/or light duty (pickup) trucks that may be parked on site in association with any transient occupancy lodging shall be limited to the number of off-street parking spaces designated on the site plan approved by the Planning Board. No vehicles may be parked on lawns or in other areas not specifically approved as parking spaces under the provisions of this Chapter. The Planning Board shall review all applications in relation to the physical limitations of the subject premises as well as the proximity to adjoining uses and surrounding neighborhoods in order to determine the appropriate parking requirements and occupancy limits.* Mr. Schneeweiss confirmed that no prohibited vehicles will be parked at the property and that it is specified on the website.  
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4. *No transient occupancy lodging facility shall be located above the second floor of any building unless such floor has a fire sprinkler system or has been otherwise constructed in accordance with requirements of applicable New York State code requirements for residential occupancy of such floors.* A. Walburger noted that this is a two-story building, so there will be no lodging above the second floor.  
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5. *Each sleeping room within a transient occupancy lodging facility shall have affixed to the occupied side of the entrance door to the sleeping room a written notice stating the means of egress from the room in case of fire or other emergency, the location of means for transmitting fire alarms, if any, and the evacuation procedures to be followed in the event of a fire or smoke condition, or upon activation of a fire or smoke-detecting or other alarm device.* Mr. Schneeweiss confirmed that the notice is already displayed.  
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- 180 6. *Dwellings and/or dwelling units used for transient occupancy lodging shall have no exterior signs or other exterior indications of the transient occupancy use, which shall from all exterior indications be indistinguishable from an otherwise permitted conventional residential use.* Mr. Schneeweiss confirmed that there will be no external signage.
- 185 7. *All transient occupancy lodging uses shall be limited to the temporary lodging of registered guests, and no commercial activities and no public or private parties, receptions, meetings or similar social gatherings or events shall be permitted. Occupancy shall be limited to the number of persons permitted under the special use permit issued by the Planning Board, and the operator of the facility shall maintain a register of all guests staying at the facility, their permanent addresses, and the dates of their stay. This register shall be immediately made available to the Village Code Enforcement Officer and/or Police Department as part of any*
- 190 *Village investigation of any complaints regarding guest behavior and/or to determine compliance with requirements of any special permit issued for the facility.* Mr. Schneeweiss said he would maintain the guest register himself. He will do that when he takes a listing and then he will email it to his property manager.
- 195 8. *No person, whether directly or as a sole or partial owner of another legal entity, may be the owner or operator of more than one transient occupancy lodging facility within any area of the Village zoned R-30, R-20, R-10, R-6, RM, WG or CD at any one time.* Mr. Schneeweiss confirmed that he has no other transient lodging facilities within the Village.
- 200 9. *Owners of permitted non owner occupied transient occupancy lodging facilities shall be required to have a designated property manager who resides in such proximity to the subject premises so as to permit him or her at all days and times to physically be at the subject premises within fifteen (15) minutes of receiving notification of a complaint relating to the premises. Current contact information for this person or persons shall be kept on file with*
- 205 *the Village Code Enforcement Officer and Village Clerk at all times.* Mr. Schneeweiss confirmed that he has a designated property manager within 15 minutes of the property.

R. Huftalen asked for any questions or comments from the Board or the public. None were heard.

210 R. Huftalen made a motion to close the public hearing. D. Raleigh seconded. The motion carried with 5 in favor, 0 opposed.

215 R. Huftalen made a motion to declare this an Unlisted Action under State Environmental Quality Review (SEQR). Since no other agencies are involved, nor will approval have any significant adverse effect on the environment, no further SEQR action is required. It is recommended that a Negative Declaration be prepared and filed. Z. Young seconded. The motion carried with 5 in favor, 0 opposed.

220 A. Walburger made the motion to approve the application as presented. S. McEntee seconded. The motion carried with 5 in favor, 0 opposed.

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**Teresa Andrews, 13 Hurd St., Owner Occupied Transient Occupancy Lodging Facility, Short-Term Rental (Airbnb), Special Use Permit, Public Hearing**

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Jason Dyer came forward to act as representative. R. Huftalen opened the public hearing and stated that the Board still needs to have site plan information. Mr. Dyer indicated that he had spoken to Bill Carr and David Vredenburg to try to get that information and had no success.

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A. Walburger voiced that the Board has heard the issues, but is at an impasse to proceed until the Board has that document, but the application can still be discussed. He started to go over a checklist of pertinent items to the Planning Board in making its determination:

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1. *Owner occupied transient occupancy lodging requires a minimum of one space for transient occupants. Additional spaces may be required by the Planning Board based on the site characteristics and maximum number of persons permitted to occupy the dwelling unit per the terms of the special permit issued by the Planning Board.* A. Walburger observed that the property has a long driveway. Mr. Dyer said they have never had more than two vehicles. A. Walburger advised Mr. Dyer to get that documented in the application for completeness.

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2. *The maximum number of persons permitted to occupy any transient occupancy lodging facility shall be (2) persons per sleeping room, with an overall maximum of (8) persons, subject to available parking for the use. The Planning Board may establish a lower maximum occupancy limit under its special permit review authority if it determines that the number of parking spaces appropriately devoted to the use is insufficient to support the number of intended occupants without adversely affecting adjoining property owners and/or the surrounding neighborhood.* Mr. Dyer affirmed that there are two bedrooms available for a total of four people.

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R. Huftalen stated that since the application is not complete and the Board cannot take action tonight, there is no point in going through the rest of the checklist items now. If the application is complete by the next meeting, the Board can take action then.

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R. Huftalen solicited comments from Board members and the public. There were no comments from the public.

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Mr. Stokes observed that this was submitted to the Madison County Planning Department and it was returned for local determination. R. Huftalen explained that it was submitted to the County because the property is within 500 feet of a county highway and the Board needs a determination from them.

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R. Huftalen clarified that a sophisticated plot plan is not required—just where parking will be located. He suggested that a printout from Google Maps or Google Earth would be sufficient. The Board needs it in the record to show that the site plan was considered.

A. Walburger said it documents whether existing parking is being used and how that fits or if parking needs to be expanded.

270 R. Huftalen indicated that the site plan is subject to the Planning Board’s interpretation. In this case,  
a Google Map is an appropriate solution. Mr. Stokes confirmed that this can be left to the Planning  
Board’s interpretation and that there is only one definition of site plan in the Code.

275 R. Huftalen made a motion to close the public hearing and defer consideration until next month’s  
meeting when a site plan might be available. A. Walburger seconded. The motion carried with 5 in  
favor, 0 opposed.

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280 **Wendy Taylor, 54 Sullivan St., Owner Occupied Transient Occupancy Lodging Facility,  
Short-Term Rental (Airbnb), Special Use Permit, Public Hearing**  
Wendy Taylor came forward. R. Huftalen opened the public hearing.

285 R. Huftalen noted that this a complete application. He went over a checklist of pertinent items to the  
Planning Board in making its determination:

- 290 1. *Non owner occupied transient occupancy lodging requires a minimum of one space for  
transient occupants. Additional spaces may be required by the Planning Board based on the  
site characteristics and maximum number of persons permitted to occupy the dwelling unit  
per the terms of the special permit issued by the Planning Board.* R. Huftalen noted that the  
site plan depicts sufficient parking. Ms. Taylor stated that her property can fit four cars plus  
inside the garage.
- 295 2. *The maximum number of persons permitted to occupy any transient occupancy lodging  
facility shall be (2) persons per sleeping room, with an overall maximum of (8) persons,  
subject to available parking for the use. The Planning Board may establish a lower  
maximum occupancy limit under its special permit review authority if it determines that the  
number of parking spaces appropriately devoted to the use is insufficient to support the  
number of intended occupants without adversely affecting adjoining property owners and/or  
the surrounding neighborhood.* Ms. Taylor said she has a maximum of six people. She will  
300 make sure her guests follow all rules.
- 305 3. *No recreational vehicles, campers, trailers, or motor vehicles larger than a one-ton pickup  
truck may be parked upon the premises during any transient occupancy. The number of  
automobiles and/or light duty (pickup) trucks that may be parked on site in association with  
any transient occupancy lodging shall be limited to the number of off-street parking spaces  
designated on the site plan approved by the Planning Board. No vehicles may be parked on  
lawns or in other areas not specifically approved as parking spaces under the provisions of  
this Chapter. The Planning Board shall review all applications in relation to the physical  
limitations of the subject premises as well as the proximity to adjoining uses and surrounding  
neighborhoods in order to determine the appropriate parking requirements and occupancy  
310 limits.* Ms. Taylor confirmed that she will not allow such vehicles.

- 315 4. *No transient occupancy lodging facility shall be located above the second floor of any building unless such floor has a fire sprinkler system or has been otherwise constructed in accordance with requirements of applicable New York State code requirements for residential occupancy of such floors.* R. Huftalen noted that this is a two-story structure so there will not be lodging above the second story.
- 320 5. *Each sleeping room within a transient occupancy lodging facility shall have affixed to the occupied side of the entrance door to the sleeping room a written notice stating the means of egress from the room in case of fire or other emergency, the location of means for transmitting fire alarms, if any, and the evacuation procedures to be followed in the event of a fire or smoke condition, or upon activation of a fire or smoke-detecting or other alarm device.* Ms. Taylor inquired where she might obtain that written notice. R. Huftalen advised her that she must figure out what to say and that this is a condition of her Special Use Permit. He read the Code aloud and told her the verbiage is under 180-104E.
- 330 6. *Dwellings and/or dwelling units used for transient occupancy lodging shall have no exterior signs or other exterior indications of the transient occupancy use, which shall from all exterior indications be indistinguishable from an otherwise permitted conventional residential use.* Ms. Taylor confirmed that there are no exterior signs and there would not be any.
- 335 7. *All transient occupancy lodging uses shall be limited to the temporary lodging of registered guests, and no commercial activities and no public or private parties, receptions, meetings or similar social gatherings or events shall be permitted. Occupancy shall be limited to the number of persons permitted under the special use permit issued by the Planning Board, and the operator of the facility shall maintain a register of all guests staying at the facility, their permanent addresses, and the dates of their stay. This register shall be immediately made available to the Village Code Enforcement Officer and/or Police Department as part of any Village investigation of any complaints regarding guest behavior and/or to determine compliance with requirements of any special permit issued for the facility.* Ms. Taylor confirmed that she would comply with that requirement.
- 340 8. *No person, whether directly or as a sole or partial owner of another legal entity, may be the owner or operator of more than one transient occupancy lodging facility within any area of the Village zoned R-30, R-20, R-10, R-6, RM, WG or CD at any one time.* Ms. Taylor confirmed that she does not have another transient occupancy lodging facility in the Village.
- 345 R. Huftalen asked for any other comments from the public. There were none.
- 350 R. Huftalen made a motion to close the public hearing. S. McEntee seconded. The motion carried with 5 in favor, 0 opposed.

355 R. Huftalen made a motion to declare this an Unlisted Action under State Environmental Quality Review (SEQR). Since no other agencies are involved, nor will approval have any significant adverse effect on the environment, no further SEQR action is required. It is recommended that a Negative Declaration be prepared and filed. Z. Young seconded. The motion carried with 5 in favor, 0 opposed.

360 S. McEntee made the motion to approve the application as presented. R. Huftalen seconded. The motion carried with 5 in favor, 0 opposed.

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365 **Stephen Clark, 936 LLC, 8 Fenner St., Non-Owner Occupied Transient Occupancy Lodging Facility, Short-Term Rental (Airbnb), Special Use Permit, Public Hearing**

Stephen Clark was present. R. Huftalen opened the public hearing and explained that this was submitted to the Madison County Planning Department and it was returned for local determination.

370 The Board reviewed the site plan for the first time.

R. Huftalen noted that this a complete application. He went over a checklist of pertinent items to the Planning Board in making its determination:

375 1. *Non owner occupied transient occupancy lodging requires a minimum of one space for transient occupants. Additional spaces may be required by the Planning Board based on the site characteristics and maximum number of persons permitted to occupy the dwelling unit per the terms of the special permit issued by the Planning Board.* R. Huftalen stated that only one parking space is required and there appears to be ample parking at the property.

380 2. *The maximum number of persons permitted to occupy any transient occupancy lodging facility shall be (2) persons per sleeping room, with an overall maximum of (8) persons, subject to available parking for the use. The Planning Board may establish a lower maximum occupancy limit under its special permit review authority if it determines that the number of parking spaces appropriately devoted to the use is insufficient to support the number of intended occupants without adversely affecting adjoining property owners and/or the surrounding neighborhood.* Mr. Clark indicated that he has one room and a maximum of two people.

390 3. *No recreational vehicles, campers, trailers, or motor vehicles larger than a one-ton pickup truck may be parked upon the premises during any transient occupancy. The number of automobiles and/or light duty (pickup) trucks that may be parked on site in association with any transient occupancy lodging shall be limited to the number of off-street parking spaces designated on the site plan approved by the Planning Board. No vehicles may be parked on lawns or in other areas not specifically approved as parking spaces under the provisions of this Chapter. The Planning Board shall review all applications in relation to the physical limitations of the subject premises as well as the proximity to adjoining uses and surrounding*

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*neighborhoods in order to determine the appropriate parking requirements and occupancy limits. Mr. Clark confirmed that he would not allow prohibited vehicles.*

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4. *No transient occupancy lodging facility shall be located above the second floor of any building unless such floor has a fire sprinkler system or has been otherwise constructed in accordance with requirements of applicable New York State code requirements for residential occupancy of such floors. Mr. Clark said that the third floor is an unfinished attic and he affirmed that no lodging would be allowed above the second floor.*

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5. *Each sleeping room within a transient occupancy lodging facility shall have affixed to the occupied side of the entrance door to the sleeping room a written notice stating the means of egress from the room in case of fire or other emergency, the location of means for transmitting fire alarms, if any, and the evacuation procedures to be followed in the event of a fire or smoke condition, or upon activation of a fire or smoke-detecting or other alarm device. Mr. Clark confirmed that each room would have the notice posted.*

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6. *Dwellings and/or dwelling units used for transient occupancy lodging shall have no exterior signs or other exterior indications of the transient occupancy use, which shall from all exterior indications be indistinguishable from an otherwise permitted conventional residential use. Mr. Clark confirmed there would be no exterior signage indicating transient occupancy use.*

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7. *All transient occupancy lodging uses shall be limited to the temporary lodging of registered guests, and no commercial activities and no public or private parties, receptions, meetings or similar social gatherings or events shall be permitted. Occupancy shall be limited to the number of persons permitted under the special use permit issued by the Planning Board, and the operator of the facility shall maintain a register of all guests staying at the facility, their permanent addresses, and the dates of their stay. This register shall be immediately made available to the Village Code Enforcement Officer and/or Police Department as part of any Village investigation of any complaints regarding guest behavior and/or to determine compliance with requirements of any special permit issued for the facility. Mr. Clark confirmed that he would maintain a guest registry.*

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8. *No person, whether directly or as a sole or partial owner of another legal entity, may be the owner or operator of more than one transient occupancy lodging facility within any area of the Village zoned R-30, R-20, R-10, R-6, RM, WG or CD at any one time. Mr. Clark confirmed that he does not have more than one transient occupancy lodging facility in the Village.*

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9. *Owners of permitted non owner occupied transient occupancy lodging facilities shall be required to have a designated property manager who resides in such proximity to the subject premises so as to permit him or her at all days and times to physically be at the subject*

440 *premises within fifteen (15) minutes of receiving notification of a complaint relating to the premises. Current contact information for this person or persons shall be kept on file with the Village Code Enforcement Officer and Village Clerk at all times.* Mr. Clark confirmed that he does have a property manager available within 15 minutes of the property.

445 R. Huftalen asked for any other comments from the public. There were none.

R. Huftalen made a motion to close the public hearing. D. Raleigh seconded. The motion carried with 5 in favor, 0 opposed.

450 R. Huftalen made a motion to declare this an Unlisted Action under State Environmental Quality Review (SEQR). Since no other agencies are involved, nor will approval have any significant adverse effect on the environment, no further SEQR action is required. It is recommended that a Negative Declaration be prepared and filed. S. McEntee seconded. The motion carried with 5 in favor, 0 opposed.

455 S. McEntee made the motion to approve the application as presented. D. Raleigh seconded. The motion carried with 5 in favor, 0 opposed.

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460 **Dianna Slodowitz, 16 Green Street (corner of Forman Street), Two-Lot Subdivision, Public Hearing**

465 There were no representatives in attendance. R. Huftalen opened the public hearing and explained that this is for a two-lot subdivision of tax map parcel No. 94.43-1-28. It is a large lot on the corner of Green Street and Forman Street.

470 Mr. Stokes stated that the paperwork had been dropped off at his office and the Planning Board has not yet had a chance to look at it. The intent is to subdivide off the southerly portion, the wooded part. It is in an R-20 zone. It meets the lot size and dimensional requirements. It is on an existing street with existing facilities.

R. Huftalen observed that this application includes an accessory building. Mr. Stokes believes it is not a permanent structure. The date of the map is 2006.

475 R. Huftalen commented that the Planning Board needs to make sure it is not a flag lot and make sure it is a buildable lot. It appears that it meets all requirements.

480 D. Raleigh inquired if there is any intention to build there. Mr. Stokes believes the owner just wants to sell the lot. He noted that the buyer would need to come in for architectural approval before building anything.

R. Huftalen commented that the Comprehensive Plan encourages increasing density in the Village and this would help to do that and help increase property values.

485 R. Huftalen asked for any questions or comments from the public. There were none.

R. Huftalen made the motion to close the public hearing. S. McEntee seconded. The motion carried with 5 in favor, 0 opposed.

490 R. Huftalen made a motion to declare this an Unlisted Action under State Environmental Quality Review (SEQR). Since no other agencies are involved, nor will approval have any significant adverse effect on the environment, no further SEQR action is required. It is recommended that a Negative Declaration be prepared and filed. D. Raleigh seconded. The motion carried with 5 in favor, 0 opposed.

495 R. Huftalen made the motion to approve the application as presented. S. McEntee seconded. The motion carried with 5 in favor, 0 opposed.

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500 **Gregg Development, Lot 16 South Meadow, Demartino Residence, Architectural Review**  
Dennis Gregg came forward. R. Huftalen said that no public hearing is required. This is an R-6 zone.

505 Mr. Gregg said this is similar to a lot of the other houses in the neighborhood. The plan has windows on all sides. The garage is cut in half with an interior study that breaks up the side of the garage. The garage will have carriage style doors.

510 R. Huftalen said that the plans are marked Demartino residence and are dated 9/24/18.

A. Walburger observed that these plans are substantially similar to other houses in the neighborhood. R. Huftalen concurred.

515 R. Huftalen declared this a Type II action under State Environmental Quality Review (SEQR).

R. Huftalen asked for any questions or comments. None were heard.

520 A. Walburger made the motion to grant architectural approval for the plans as presented. Z. Young seconded. The motion carried with 5 in favor, 0 opposed.

R. Huftalen asked for any other business to be brought before the Board.

525 Mr. Stokes commended the Board for a smooth and efficient meeting, especially with the new short-term rental application process.

R. Huftalen made the motion to adjourn the meeting. S. McEntee seconded. The motion carried with 5 in favor, 0 opposed. The meeting was adjourned at 7:54 p.m.

530 Respectfully submitted,

Marlene A. Westcott  
Recording Secretary