

Town of Constantia Planning Board

Meeting Minutes – June 27, 2023

Attendees

Planning Board members in attendance included:

- Chair James Peck
- Sandra Williams

- Martin Godzwon
- Sandra Tuori-Bell
- Sandra Retajczyk
- Joe Markham (Alternate)
- Randall West (Alternate)

Others in attendance included: Ron Chapman (Town Councilman), Paul Baxter, John Barone, Dave Bardoun, and Amy Connolly (Secretary).

Members not in attendance included: Dan Poné, Dave Antos

Public Hearing- Barone Subdivision

Mr. Peck opened the public hearing at 6:45pm.

Call to Order

The public hearing was closed and the regular meeting called to order by Mr. Peck at 7:00pm.

Approval of Minutes

A motion to approve the minutes of the previous May 23, 2023 meeting was made by Sandra Retajczyk and seconded by Sandra Williams. Motion passed unanimously.

Barone Subdivision

Mr. Peck stated that approvals required for County Planning have been sent in and approval was subsequently received.

MOTION James Peck made a motion to approve the subdivision application. Seconded by Martin Godzwon. Motion passed unanimously.

Other Business

Mr. Peck stated that he had reached out to County Legislator Roy Reehil about county funding for zoning that had been mentioned at the May Town Board meeting but has not yet heard back. Mr. Chapman suggested that he reach out again.

A need for a Site Plan Approval checklist was noted amongst Board members. Mr. Peck stated that he would like to see one created to ensure that steps toward approval or disapproval of applications are not skipped. He noted that this would be helpful especially in the Char's absence and for future, new Planning Board members.

There was discussion about compliance of businesses in town and how new businesses know about the process for site plan application and approval. Mr. Peck stated that requirements are outlined in the

applications which are available on the town website and printed in Town Hall. It was proposed that a list of businesses in town be compiled in order to know where the town stands prior to starting a zoning plan. The Codes Office and Clerk's records were the suggested places to start as well as the Oswego County Business records. Mr. Markham volunteered to begin by compiling a list of businesses in town to then compare with approved site plans on file with Codes Office.

Ms. Retajczyk volunteered to reach out to the Board of Appeals Chair for a flow chart template used by that Board.

Discussion then turned to the Planning Boards authority in completing lists of businesses and potentially finding existing businesses which will be asked to complete Site Plans. Mr. Baxter of the Tug Hill Commission stated that the Planning Board's authority is outlined in New York State Town Law section 271.

Tug Hill Commission- Paul Baxter

Mr. Baxter announced that nominations are currently open for Tug Hill Sages, a recognition of exceptional individuals within the Tug Hill region. Nominations will remain open until August 15th. Winners will be announced at the Tug Hill Commission's anniversary dinner on October 19th.

Mr. Baxter suggested reaching out to the Town Clerk to have the Planning Board put on the Town Board's meeting agenda to discuss compiling lists of businesses both in compliance and not in compliance with the Land Development Law. He stated that the Assessor is another resource to locate properties identified as commercial.

Adjournment

Sandra Williams moved that the meeting be adjourned, seconded by Randall West. Members voted unanimously to adjourn at 7:48pm.

Amy Connolly

Secretary
Town of Constantia Planning Board

Date of Approval