

**Pittsfield Town Planning Board
Meeting Minutes
April 16, 2024**

Call to Order: 6:05 p.m.

Roll Call:

Paul Stein - Board Chairman - present

Cooper Keyes - Board Member - present

Larry Keenberg - Board Member - absent

Tom Golden - Board Member - present

Cindy Taren - Board Secretary - present

Others Present - Liam Keyes (Town Councilman), Jerry Madsen (Otsego County Rep), Deidre Stav and Travis Barnard (alternate Board Members), Keith Klingman (Town of Butternuts Planning Board chairman)

Board Member Resignation - Tom Golden submitted his letter of resignation from the planning board. He would like to be considered as an alternate. The letter and request will be submitted to the Town Board for review.

Subdivision Approval Process - All board members and alternates received and reviewed the draft checklist for the subdivision review process that was created by Cindy. Paul expressed that he felt the checklist was incomplete. We will continue to work on this to streamline the review process.

Paul proposed that the board should submit a proposal for a new law to the Town Board: a public notice to be posted on (certain) sites being considered for subdivision. In addition to the aforementioned, the planning board will further discuss proposing to enact Subdivision and Site Plan Laws similar to those already implemented in the Town of Butternuts.

Visit from Butternuts Planning Board chairman - Keith Klingman, the chairman of the Planning Board for the Town of Butternuts, sat in on our meeting and advised our board of policy utilized in that town for planning and site plan review purposes. He answered our board members' questions and discussed procedures of his town's planning board. Specifically, Keith informed us of how Butternuts uses the short environmental assessment form, and he provided us with copies of other documents used by that board. He also discussed the Site Plan Review laws used in that town. We thank Keith for his time and knowledge, and will use this information to inform our procedure moving forward, as our towns share a similar character.

Comprehensive Plan- We are looking at the town of Butternuts Comprehensive Plan to inform our own. This is still a work in progress.

Next month's meeting will move back to the 1st Tuesday. The next Planning Board Meeting is scheduled for May 7, 2024.

The meeting was adjourned at 7:35 p.m.

Minutes of April 16, 2024 Planning Board Meeting were taken and typed by Cindy Taren (Planning Board Member/Secretary).