

**Pittsfield Town Planning Board
Meeting Minutes
March 5, 2024**

Call to Order: 6:05 p.m.

Roll Call:

Paul Stein - Board Chairman - present

Kaylee Weidman - Board Member - absent

Larry Keenberg - Board Member - present

Tom Golden - Board Member - absent

Cindy Taren - Board Secretary - present

Others Present - Liam Keyes (Town Councilman), Deirde Stav (community member), Jerry Madsen (Otsego County Rep), Travis Barnard and Cooper Keyes (proposed Board Members)

Additional Board Members - Cheri Turner has withdrawn her run for alternate. The Planning Board alternates to be recommended to the Town Board are Tom Golden and Deirdre Stav, and the Town Board is still considering the proposed membership of Cooper and Travis.

Subdivision Approval Process - The board has decided to create a checklist for the subdivision review process. We believe this will streamline the process for reviewing subdivision proposals and also help us maintain compliance with concerned entities (DEC, SEQRA, county). Cindy will draft an initial process checklist for review by the board at the next meeting. Jerry Madsen has offered to bring us a copy of the subdivision application used by the planning board of Butternuts for review.

Certified letters and Timeline for rendering decisions - We decided that the onus would be on the subdivision applicant to make a "good faith effort" to contact and advise all adjacent owners of intent to subdivide by return receipt certified mail, and that those receipts would need to be presented to the Planning Board as part of the review process. The board would like to clarify the language in the regulations regarding action timelines - subdivision regulations page 7 section 3.2.d. - including what contingencies and extensions are available and how external agency participation affects this timeline (e.g. when the board requires a decision from the DEC). Liam said he could review the passage with the town's lawyer.

Comprehensive Plan- Liam felt that the Planning Board should be the main body to promote a Comprehensive Plan. He wants the board members to review the plans of surrounding towns and use the previous unapproved plan as a starting point. He suggested and the board agreed that we should initiate another mass mailing to gauge public opinion relating to a Comprehensive Plan. However, the formation of such a plan can move forward regardless of community members' desire for one.

As the 1st Tuesday in April is a voting day, next month's meeting will be held on the 3rd Tuesday. The next Planning Board Meeting is scheduled for April 16, 2024.

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

Minutes of March 5, 2024 Planning Board Meeting were taken and typed by Cindy Taren (Planning Board Member/Secretary).