

## Town of Union Planning Board Minutes

Tuesday, January 12, 2016

A regular meeting of the Town of Union Planning Board was held Tuesday, January 12, 2016, at the Town of Union Office Building, 3111 East Main Street, Endwell, New York.

Members present: S. McLain, L. Miller, S. Forster, A. Elwood, L. Cicciarelli,  
T. Crowley

Members absent: S. Daglio

Others present: Marina Lane, Paul Nelson, Kurt Schrader, Scott Trelease,  
Paul Blakelock, Jim Cobb, Rick Cardarelli, Neil Newkirk, Billy  
Courtright, Helen Courtright, Erin Courtright, Nancy Kisner,  
Trevor Herleg, Allen Johnson, Cindy Johnson, Dan Wood

### A. CALL TO ORDER

Chairman Miller opened the meeting of the Planning Board at 7:00 PM.

### B. MEETING MINUTES

#### 1. Approval of 11/10/15 Meeting Minutes

Chairman Miller asked for a motion to approve the 11/10/15 Meeting Minutes as written.

Motion Made: L. Cicciarelli  
Motion Seconded: A. Elwood  
MOTION: Approval of the November 10, 2015, Meeting Minutes as written.  
VOTE **In Favor:** L. Miller, S. McLain, A. Elwood, T. Crowley, L. Cicciarelli, S. Forster  
**Opposed:** None  
**Abstained:** None  
Motion Carried

#### 2. Approval of 12/08/15 Meeting Minutes

Chairman Miller asked for a motion to approve the 12/08/15 Meeting Minutes as written.

Motion Made: L. Cicciarelli  
Motion Seconded: T. Crowley  
MOTION: Approval of the December 8, 2015, Meeting Minutes as written.  
VOTE **In Favor:** L. Miller, S. McLain, A. Elwood, L. Cicciarelli, S. Forster, T. Crowley  
**Opposed:** None  
**Abstained:** None  
Motion Carried

**C. Neil's Outdoor Archery; 1460 Union Center-Maine Highway; S. Trelease  
Special Permit for a Personal Services Business**

**1. SEQRA Determination**

Ms. Lane reviewed the Short Environmental Assessment Form with members of the Planning Board and noted that there would not be any negative impacts to the following categories: adopted land use plan or zoning regulations; the use or intensity of the use of land; the character of the existing community; existing levels of traffic; the use of energy; public or private water supplies or wastewater treatment utilities; historic or archaeological resources; natural resources; the potential for erosion, flooding or drainage; environmental or human health; or any Critical Environmental Area. Ms. Lane then read her report on the determination of the significance of the project.

The applicants have an existing indoor archery sales, repair and training school located at 1460 Union Center-Maine Highway and have applied to expand with an outdoor archery range behind the existing main building. The property is zoned General Commercial and the outdoor recreation use is permitted only by Special Permit from the Planning Board.

The site plan will be revised to include a split rail fence along the front of the property to more clearly define an entrance and exit from the property. With this, the project will not impact traffic or existing utilities. A minimal amount of clearing at the rear of the property and installation of split rail fencing will not significantly impact wildlife or flora. Although the property is within the buffer of an archeologically sensitive area, this project will not have any impacts since no soil disturbance is planned.

Similarly, the property is almost entirely in the 100-year floodplain and floodway as the east end of the property abuts Nanticoke Creek. Proposed fencing for the perimeter will be split rail fencing, and the rails will be removable in the event of a flood. Similarly, the sport-approved fabric backstop will be removable in the event of a flood and during the winter. Erecting the fencing does require a Special Permit for development in the floodplain, but the fencing will not raise the base flood elevation. Removing any possible obstacles will prevent impacts of floods on the adjacent properties. The current NWI wetlands map does not show any wetlands on the property.

Upon close review, the project as proposed will not have a significantly negative impact upon the environment. Ms. Lane recommended a negative declaration under SEQRA.

Mr. Scott Forster arrived at the meeting at 7:28 PM.

Chairman Miller then asked for a motion to approve the Negative Declaration under SEQRA.

Motion Made: L. Cicciarelli  
Motion Seconded: S. McLain  
MOTION: Approval of the Negative Declaration under SEQRA.  
VOTE **In Favor:** L. Miller, S. McLain, A. Elwood, L. Cicciarelli, T. Crowley  
**Opposed:** None  
**Absent:** S. Forster  
**Abstained:** None  
Motion Carried

## **2. Public Hearing: Special Permit for Outdoor Recreation; Decision at the Planning Board's Discretion**

Mr. Paul Blakelock, an owner and staff member at Neil's Archery and Crossbow Inc., made a brief presentation. At the December 8<sup>th</sup> Planning Board meeting, Mr. Blakelock had discussed the basic setup of the archery range; and at this meeting he handed out the site plan and aerial maps that clearly delineated the Archery Field boundaries. Mr. Blakelock noted on the site plan the distance from the shooting line to targets (180'), from targets to the Nanticoke Creek (131'), from targets to the south border (95'), from targets to the north border (52'), and the distance of the screen behind the targets (15' plus or minus). He noted that brick pallets and trees at the lower end of the property will be removed and no grading changes will be required. To address the Planning Board's safety concerns, the owners of Neil's Archery and Crossbow Inc. will post a 4' by 4' sign at the entrance of the range that will define the following safety rules for the public: there will be no open shooting, and there will always be a certified staff member present when there is shooting on the range; archers under 18 years of age must be accompanied by an adult; no shooting after dark; no broad heads or firearms on the range; no sky draws and bows must be pointed downrange when arrows are on the string; no alcoholic beverages on the range or at the facility; and only the range officer signals the line to start.

Mr. Blakelock noted that the targets are 48" wide and will be placed two feet off the ground. There will be a maximum of ten targets placed one foot apart, 60 yards from the shooting line. Because there is more brush coverage there, the range is turned to the south end corner of the property to avoid the path that is next to the Nanticoke Creek. Mr. Nelson asked what kind of training Range Masters receive and Mr. Blakelock stated that there are twelve (12) National Level Two Instructors certified by the National Field Archery Association.

Chairman Miller opened the public hearing related to the Special Permit for outdoor recreation at 7:25 PM.

The primary topic during the Public Hearing was safety. Mr. Crowley had concerns especially for the public who might be fishing or using Nanticoke Creek, as the shooting range is aimed toward the creek. General archery safety rules were discussed, along with safety measures that will be used.

Chairman Miller closed the Public Hearing at 7:44 PM.

Ms. Lane then summarized her report for the members of the Planning Board. Ms. Lane noted that outdoor recreation is permitted by Special Permit from the Planning Board. The property is 3.4 acres; and beyond the property, east of the proposed range, Nanticoke Creek runs in a southerly direction. There are no buildings on the bank within sight. There is an existing chain link fence behind the building and the proposed range is within the area behind the chain link fence. The project was subject to a 239-Review and Broome County Planning did not identify any significant county-wide impacts, specific to the outdoor recreation use.

Planning Department staff recommended the approval of the Special Permit with the following stipulations:

- 1) Supervision of parking shall ensure that proper measures are taken to maintain access for emergency vehicles.
- 2) There should be no grilled food preparation on site during tournaments without prior approval from the Code Enforcement Officer and Town Fire Code Inspector. No alcohol shall be brought on site by attendees.
- 3) Responsible adult staff shall monitor participants at the range during all shooting activities. All outdoor archery shooting shall be no closer than 250 feet from any residence.
- 4) Cross bows shall not be permitted for use at the outdoor range.
- 5) A red flag shall be raised from one of the 20-foot poles during outdoor shooting events as a signal to passers-by that active shooting is taking place.
- 6) There shall be no outdoor range shooting before 9 A.M. Monday through Sunday.
- 7) Special permit modification approval will be required if there are any changes to the site plan or change in use of the property.
- 8) 300-66.11. TRANSFERABILITY OF SPECIAL PERMITS  
The Special Permit shall expire should the property be sold to another entity, per § 300-66.11. Transferability:
  - a) A special permit is not transferable except upon approval by resolution of the issuing board.

The Planning Board requested the following changes to the stipulations:

- 1) In number three, the word “responsible” be changed to “qualified” adult staff.
- 2) In number six, the words “until dusk” be added after the word "Sunday."

There was also some discussion about grilling on the property. Ms. Lane said that Code Enforcement makes the decisions about grilling. She noted that the grilling stipulation did not mean that there could never be grilling on the property, but that if Neil’s Archery wanted to do grilling on the property, they needed to call Code Enforcement to get approval.

Chairman Miller then asked for a motion to approve the Special Permit for Outdoor Recreation with stipulations

Chairman Miller asked for a motion to approve the Special Permit for Outdoor Recreation with stipulations.

Motion Made:	L. Cicciarelli
Motion Seconded:	A. Elwood
MOTION:	Motion to approve the Special Permit for Outdoor Recreation with stipulations.
VOTE	<b>In Favor:</b> L. Miller, S. McLain, T. Crowley, S. Forster, A. Elwood, L. Cicciarelli
	<b>Opposed:</b> None
	<b>Abstained:</b> None
	Motion Carried

### **3. Public Hearing: Special Permit for Floodplain Development Recreation; Decision at the Planning Board’s Discretion**

Chairman Miller opened the public hearing related to the Special Permit for outdoor recreation at 7:55 PM.

Discussion was brief as the development pertains only to the erection of four telephone-type poles and a split rail fence with removable rails. These will not raise the base floodplain elevation and so were not controversial.

Chairman Miller closed the Public Hearing at 7:56 PM.

Ms. Lane summarized her report. The base flood elevation at the site is approximately 834 feet above sea level (ASL), and the ground elevation in the area proposed for the range varies between 828 feet and 834 Feet ASL. The site plan places the line of shooting at the peak elevation, and the targets will be placed in the lower elevations within the floodway.

Broome County Planning did not find any significant countywide or inter-community impacts associated with the project; however, specific to the floodplain, they recommend that the applicant be made aware of the risks for developing in the floodplain or floodway.

The Planning Department recommends approval of the Special Permit for the development in the floodplain and floodway with the following stipulations pertaining to such floodplain development:

- 1) This Special Permit applies to the installation of poles for netting and the erection of a split rail fence. The cross rails of the split rail fence shall be removable. In the event of a flood, the netting and cross rails shall be removed or netting raised before flood elevations reach them.
- 2) Property owners are permitted to clean and maintain the property in the floodplain with this Special Permit. Before considering any changes in ground elevation, either grading or filling, a new application for a Special Permit to develop in the floodplain or floodway must be submitted to the Planning Board for review.

Mr. Nelson asked the owners knew if the building had flooded during the storm of 2011. Mr. Trelease answered that they had a couple of inches in the front of the building, but there was no damage to the building.

Chairman Miller asked for a motion to approve the Special Permit for development in the 100-year floodplain and floodway with stipulations.

Motion Made:	A. Elwood
Motion Seconded:	S. Forster
MOTION:	Motion to approve the Special Permit for development in the 100-year floodplain and floodway with stipulations.
VOTE	<b>In Favor:</b> L. Miller, S. McLain, T. Crowley, S. Forster, A. Elwood, L. Cicciarelli <b>Opposed:</b> None <b>Abstained:</b> None Motion Carried

#### **4. Site Plan Review, Pending approval of the Special Permits**

Ms. Lane summarized her staff memorandum for the Planning Board. Scott Trelease, of Neil's Archery & Crossbow Inc., has applied to have an outdoor archery range between the Training Center building and Nanticoke Creek at 1460 Union Center-Maine Highway. The location of the range is within the one-hundred year floodplain and Mr. Trelease applied for a Special Permit

from the Planning Board to develop in the floodplain. Outdoor recreation is a permitted use only by Special Permit, and Mr. Trelease applied for a Special Permit for outdoor recreation from the Planning Board. Public hearings for Special Permits were held on this date, January 12<sup>th</sup>, 2016, prior to the site plan review, and were approved.

The project was subject to a 239-Review. The Broome County Department of Public Works and the Broome County Health Department had no comments. The Broome Metropolitan Transportation Study had no issues with site access or traffic impact, but noted the entire frontage is open and there is no delineation for the driveway opening. The NYS Department of Transportation (DOT) reviewed the site plan and had the following comments:

- Any work proposed within the state right-of-way requires a Highway Work permit from their Department prior to the commencement of such work. The applicant should contact Corey Hurlbert, Assistant Resident Engineer at the Broome County Residency with questions regarding Highway Work Permits. Mr. Hurlbert can be reached at (607) 775-0522. Information on work permits can also be found at [www.dot.ny.gov/permits](http://www.dot.ny.gov/permits);
- The highway boundary needs to be verified by the applicant to ensure nothing is placed within the state right-of-way, including signage. Please contact Mr. Hurlbert if needed; and
- The driveway opening should be brought into compliance with NYS DOT standards. The maximum opening for a minor commercial driveway at this location is 35 feet (shared two-way). The applicant's method of driveway opening modification requires DOT approval and possibly a highway work permit.

The Broome County Planning Department had the following recommendations:

- The site plan should be revised to include the entire property boundary and site layout, including the following: parking, driveway opening, highway right-of-way, landscaping, signage, netting and any tree removal.
- The brick pallets should be stored indoors.
- The project should include landscaping.

The project meets the requirements for a Site Plan to develop an outdoor archery range in a General Commercial zone. The Planning Department recommends approval of the site plan with the following stipulations:

1. The applicant shall verify the highway boundary to ensure nothing is placed in the state right-of-way, including any temporary signage. Off-

street parking shall not be closer than 10 feet to the front property line. The space to the west of the existing handicapped-parking spaces shall be diagonal-striped to deter clients from parking within the right-of-way. Plants or rocks used to narrow the entrance-way shall not be any higher than three-feet, or use of a split-rail fence is acceptable. Any such plans must be approved by the NYSDOT first.

2. Any proposed new signage shall be submitted to the Code Enforcement Officer for review and approval prior to installation. If any changes to signage are proposed, the applicant shall apply for a sign permit from the Building Official. All temporary signs (including price signs), portable signs, search lights, balloons, sidewalk and curb signs shall be reviewed and approved by the Code Enforcement Office prior to being placed on the property. Signs that blink, rotate, or move are not permitted.
3. The applicant shall comply with the maximum occupancy to be determined by the Code Enforcement Officer and Fire Inspector. Should tournament attendance increase to where there is not enough parking in the striped parking lot, the applicant shall submit a plan to the Planning Department and Code Enforcement office to increase the parking area within the fenced-in area. Any increase in impervious area may require a drainage plan.
4. The brick pallets shall be removed by June 1, 2016, as they are a potential hazard to children.
5. The fencing shall be maintained in good condition.
6. If the applicant wishes to add outdoor lighting, the lighting plan shall be submitted to Code Enforcement for approval prior to installation.
7. Site plan approval shall be valid for one year, unless substantial improvements have been made pursuant to the approved site plan.
8. The applicant shall be required to acknowledge all of the above conditions, in writing, prior to the installation of outdoor improvements. The applicant agrees to construct the project in strict accordance with the site plan approved by the Planning Board. Should the applicant change the site plan approved by the Planning Board, even if by petition to the Town's Zoning Board of Appeals, the site plan approval will become null and void and the applicant must resubmit a new site plan to the Town of Union Planning Board.

Chairman Miller asked for a motion to approve the Site Plan for the Outdoor Archery Range at 1460 Union Center-Maine Highway with stipulations.

Motion Made: L. Cicciarelli  
Motion Seconded: S. McLain  
MOTION: Approval of the Site Plan for the Outdoor Archery Range with stipulations.

VOTE

**In Favor:** L. Miller, S. McLain, T. Crowley,  
S. Forster, A. Elwood, L. Cicciarelli

**Opposed:** None

**Abstained:** None

Motion Carried

**D. Echo Salon (Personal Services Use), 514 Hooper Road; A. Johnson  
Site Plan Review**

Ms. Lane gave a short presentation about the property. Allen Johnson of Triple Cities Services submitted an application on behalf of Kan Kong Cruz to convert an existing business space located at 514 Hooper Road, formerly occupied by the Hooper Road Package Store, into a beauty salon. The 0.2-acre parcel is zoned Neighborhood Commercial (NC) and the personal service use is permitted. There are also a dry cleaning business and two 2-bedroom apartments in the building.

The site has access to public water and sanitary sewer and a backflow prevention device will ensure that chemicals associated with the use will not impact drinking water. Including other uses on the property and the proposed number of styling stations, the salon requires more parking spaces than are available on site. A variance was granted, allowing the salon to have a maximum of six stations. The parking lot provides eight parking spaces, including one handicapped accessible space and associated access aisle. The property is adjacent to another small retail center owned by the same owner, Triple Cities Services.

This location was subject to a 239-Review. Broome County Planning saw no significant county-wide or inter-community impacts, but did recommend landscaping on the site. Hooper Road is County-owned, and BMTS had no concerns. BMTS did indicate the parking situation is not ideal, with parking spots that require cars to back out onto Hooper Road; but as the site is existing, there is no remedy. The site plan had been reviewed by the Town of Union Code Enforcement and Engineering Departments. The Planning Board made a Negative Declaration under SEQRA on November 10, 2015.

The Planning Department recommends approval of the site plan with the following stipulations:

1. The maximum number of personal service stations is six (6) per the Zoning Board of Appeal's requirement. This includes hair styling stations and nail stations. No other personal service stations shall be permitted beyond the six approved stations.

2. A backflow prevention device shall be installed, with the design first approved by the Building Inspector. If the device is an RPZ valve, it shall be inspected once a year by a licensed plumber and the report shall be submitted to the Building Permits office.
3. A parking agreement between 514 and 518 Hooper Road shall be submitted for review by the Town's attorney. Once the agreement is approved, it shall be filed with the deed of both properties, and a copy of the receipt shall be provided to the Planning and Code Enforcement offices.
4. The parking lot shall be striped and signed per the site plan prior to the issuance of any permanent Certificate of Occupancy and no later than May 31, 2016.
5. Prior to the installation of any additional exterior lighting, the location and details shall be submitted to the Code Enforcement Office and Planning Department for review and approval.
6. Any proposed new signage shall be submitted to the Code Enforcement Officer for review and approval prior to installation. If any changes to signage are proposed, the applicant shall apply for a sign permit from the Building Official. All temporary signs (including price signs), portable signs, search lights, balloons, sidewalk and curb signs shall be reviewed and approved by the Code Enforcement Office prior to being placed on the property. Signs that blink, rotate, or move are not permitted.
6. Site plan approval shall be valid for one year, unless substantial improvements have been made pursuant to the approved site plan and a valid building permit.
7. The applicant shall be required to acknowledge all of the above conditions, in writing, prior to the issuance of a building permit. The applicant agrees to construct the project in strict accordance with the site plan approved by the Planning Board. Should the applicant change the site plan approved by the Planning Board, even if by petition to the Town's Zoning Board of Appeals, the site plan approval will become null and void and the applicant must resubmit a new site plan to the Town of Union Planning Board.
8. The applicant shall be required to acknowledge all of the above conditions, in writing, prior to the issuance of a building permit. The applicant agrees to construct the project in strict accordance with the site plan approved by the Planning Board. Should the applicant change the site plan approved by the Planning Board, even if by petition to the Town's Zoning Board of Appeals, the site plan approval will become null and void and the applicant must resubmit a new site plan to the Town of Union Planning Board.

The Planning Board members were concerned about whether the number of spaces for the salon would be adequate, especially during the winter when some spaces would be blocked due to snow. Mr. Johnson noted that because the different businesses located at 514 and 518 Hooper Road had

different peak hours, he felt that there would be adequate parking for the salon. Mr. Nelson also reminded the Johnsons that, per the Code, you can only advertise a business on that business's property.

Chairman Miller asked for a motion to approve the Site Plan with changes for Echo Salon at 514 Hooper Road with stipulations.

Motion Made: S. Forster  
Motion Seconded: L. Cicciarelli  
MOTION: Approval of the Site Plan with changes for Echo Salon with stipulations.  
VOTE: **In Favor:** L. Miller, A. Elwood, S. McLain, T. Crowley, S. Forster, L. Cicciarelli  
**Opposed:** None  
**Abstained:** None

**D. Wood Auto Sales, 19 Delaware Avenue; D. Wood  
Special Permit for Auto Sales**

Mr. Dan Wood stated that he planned to open a business to sell cars via the internet. He noted that Code Enforcement had already inspected the building and that their concerns about the building meeting fire codes had already been addressed. Mr. Wood plans to do oil changes, transmission changes, washing, waxing and detailing of the vehicles at the site; and noted he had a fifty-five gallon drum to store oil and transmission fluids. Ms. Lane noted that she had already verified that the municipal storm drains would be able to handle drainage from washing the cars. Mr. Wood noted that there was some water pooling in front of the building, and Ms. Lane stated that she would mention this to the Public Works Department.

**1. Declare Lead Agency,**

Chairman Miller asked for a motion to declare the Planning Board Lead Agency.

Motion Made: S. McLain  
Motion Seconded: T. Crowley  
MOTION: Declare the Planning Board Lead Agency  
VOTE: **In Favor:** S. McLain, L. Miller, A. Elwood S. Forster, T. Crowley, L. Cicciarelli  
**Opposed:** None  
**Abstained:** None  
Motion Carried

**2. Declare Action as Unlisted Action**

Chairman Miller asked for a motion to declare the project an Unlisted Action under SEQRA.

Motion Made: S. McLain  
Motion Seconded: L. Cicciarelli  
MOTION: Declaring the action an Unlisted Action.  
VOTE: **In Favor:** A. Elwood, S. McLain, L. Cicciarelli,  
L. Miller, S. Forster, T. Crowley  
**Opposed:** None  
**Abstained:** None  
Motion Carried

**3. Call for a Public Hearing to be held on February 9, 2016**

Chairman Miller asked for a motion to call for a Public Hearing for Auto Sales to be held on February 9, 2016, at 7 PM.

Motion Made: S. Forster  
Motion Seconded: L. Cicciarelli  
MOTION: Call for a Public Hearing for Auto Sales on  
February 9, 2016, at 7PM  
VOTE: **In Favor:** S. McLain, L. Miller, A. Elwood,  
S. Forster, T. Crowley, L. Ciccarelli  
**Opposed:** None  
**Abstained:** None  
Motion Carried

**F. Landscape Depot, 1000 West Main Street; 1000 West Main Street;  
M. Boland  
Special Permit for Outdoor Sales**

**1. Declare Lead Agency,**

Chairman Miller asked for a motion to declare the Planning Board Lead Agency.

Motion Made: T. Crowley  
Motion Seconded: L. Cicciarelli  
MOTION: Declare the Planning Board Lead Agency  
VOTE: **In Favor:** S. McLain, L. Miller, A. Elwood  
S. Forster, T. Crowley, L. Cicciarelli  
**Opposed:** None  
**Abstained:** None  
Motion Carried

**2. Declare Action as Unlisted Action**

Chairman Miller asked for a motion to declare the project an Unlisted Action under SEQRA.

Motion Made: S. McLain  
Motion Seconded: L. Cicciarelli  
MOTION: Declaring the action an Unlisted Action.  
VOTE: **In Favor:** A. Elwood, S. McLain, L. Cicciarelli,  
L. Miller. S. Forster, T. Crowley  
**Opposed:** None  
**Abstained:** None  
Motion Carried

**3. Call for a Public Hearing to be held on February 9, 2016**

Chairman Miller asked for a motion to call for a Public Hearing for Outdoor Sales to be held on February 9, 2016, at 7:05 PM.

Motion Made: S. Forster  
Motion Seconded: A. Elwood  
MOTION: Call for a Public Hearing on February 9, 2016,  
at 7:05 PM  
VOTE: **In Favor:** S. McLain, L. Miller, A. Elwood,  
S. Forster, T. Crowley, L. Ciccarelli  
**Opposed:** None  
**Abstained:** None  
Motion Carried

**A. GRANT'S AUTOHOUSE (AUTO SALES): 1660 Union Center-Maine Hwy.;**  
S. Grant  
**Special Permits for Auto Sales**

**1. Call for a Public Hearing**

Ms. Lane noted that Steve Grant's Autohouse Special Permit for Auto Sales was about to expire and Mr. Grant had contacted her to renew the permit. Mr. Lane stated the Planning Board needed to hold a Public Hearing before the Special Permit for auto sales was renewed.

Chairman Miller asked for a motion to call for a Public Hearing for Steve Grant's Autohouse regarding the Special Permit for auto sales to be held Tuesday February 9, 2016 at 7:10 PM.

Motion Made: S. Forster  
Motion Seconded: L. Cicciarelli  
MOTION: Call for a Public Hearing to be held February 9,  
2016 at 7:10 PM.  
VOTE: **In Favor:** A. Elwood, S. McLain, T. Crowley,

L. Miller, S. Forster, L. Cicciarelli

**Opposed:** None

**Abstained:** None

Motion Carried

**G. Other Such Matters as May Properly Come Before the Board**

Mr. Nelson noted that the Planning Board and the Zoning Board had revised their fee schedules. Some of the Planning Board application fees barely covered the cost of legal notices. Mr. Nelson stated that they had increased the fees, especially the Planned Unit Development fees because these applications require a great deal of work by the Planning Board and the Town Board. The Association of Towns Meetings will be held from February 14<sup>th</sup> through February 17<sup>th</sup> and Mr. Nelson said anyone interested in attending should contact him. Mr. Crowley asked for an update on the emergency security plan for the Planning Board. Mr. Nelson responded that there was an emergency plan during the day because they have a public address system and could make announcements. Mr. Nelson said that he would check with the Town Board to see if a panic button could be installed in the Supervisor's Conference Room so that when meetings were held there, that the Planning Board members would be able to call for help in an emergency situation.

**H. Adjournment**

Chairman Miller asked for a motion to adjourn the meeting at 9:22 PM.

Motion Made: L. Cicciarelli

Motion Seconded: S. Forster

MOTION: Adjourning the meeting.

VOTE: **In Favor:** S. McLain, A. Elwood, L. Cicciarelli,  
L. Miller, T. Crowley, S. Forster

**Opposed:** None

**Abstained:** None

Motion Carried

**Next Meeting Date**

The next meeting of the Planning Board is tentatively scheduled for Tuesday, February 9, 2016 at 7:00 PM.

Respectfully Submitted,  
Carol Krawczyk