

**TOWN OF VIRGIL PLANNING BOARD**  
**Minutes of Regular Meeting - Monday, 24 August 2015 - 7 PM**  
**Town Hall - 1176 Church Street - Virgil, NY 13045**

**Board Members** (\*absent)

Jeffrey Breed, Chairman  
\*Gary Wood  
Carole Lathrop  
Dawn Willis  
Ann Howe  
Mark Baranello, Alternate

**Others Present**

Craig Umbehauer, Town CEO  
Joan Fitch, Board Secretary

**Applicants & Public Present**

Jereme Stiles, Applicant; Patricia Allen, Applicant; Jennifer Stiles, Paul Allen, Blake Allen.

<b>REGULAR MEETING</b>
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**The Regular Meeting of the Town of Virgil Planning Board was called to order by Chairman Jeffrey Breed at 7:02 p.m.**

**OLD BUSINESS - NONE**

**NEW BUSINESS**

**Patricia A. Allen, Applicant/Reputed Owner - 2240 Gee Hill Road - TM #125.00-03-07.000 - Proposed Minor Subdivision**

Chairman Breed recognized the applicant, who explained that there were two houses on her property and she wants to separate them, selling one of the houses and keeping "the ranch," as shown on the survey map accompanying the application. The septic systems and water wells are separate. There are presently 17.46± A. in this parcel; 2.4± A. will be subdivided, leaving a remainder of 15.06± A.

Chairman Breed read aloud the comments from the Cortland County Planning Department's report. It is noted for the record that the applicant has received an area variance from the Town's ZBA for road frontage and lot size less than allowed. Mrs. Allen explained that the bank is requiring the separation in order to obtain a mortgage.

The Board completed their portion of the Short Environmental Assessment Form. Negative responses were obtained to all questions in Part 2. Therefore, **a motion was made by Member Dawn Willis that the action, based on the information submitted, will not cause any significant adverse environmental impact, resulting in a Negative Declaration. The motion was seconded by Alternate Member Mark Baranello, with the vote recorded as follows:**

<b>Ayes: Chair Breed</b>	<b>Nays: None</b>
<b>Member Wood</b>	
<b>Member Lathrop</b>	<b>Absent: Member Wood</b>
<b>Member Howe</b>	
<b>Alternate Member Baranello</b>	

**Motion carried.**

**This becomes Action #31 of 2015.**

**A motion was then made by Member Carole Lathrop to approve the Minor Subdivision, as requested, with a minimum lot size of 2.4 A. and minimum road frontage of 225 feet, with each lot having its own septic system and water supply. The motion was seconded by Member Ann Howe, with the vote recorded as follows:**

<b>Ayes: Chair Breed</b>	<b>Nays: None</b>
<b>Member Wood</b>	
<b>Member Lathrop</b>	<b>Absent: Member Wood</b>
<b>Member Howe</b>	
<b>Alternate Member Baranello</b>	

**Motion carried.**

**This becomes Action #32 of 2015.**

**Jereme A. Stiles, Applicant/Douglas & Catherine Chestnut, Reputed Owners – 752 & 762 West State Road – TM #115.00-09-02.000 – Proposed Minor Subdivision**

Chairman Breed recognized the applicant, who explained that he wants to purchase the subject property and subdivide it in order to separate the two existing houses, both of which have their own well and septic systems; Mr. Stiles attached Health Department records of each installation.. He also advised the Board that the Town ZBA had granted him an area variance for road frontage and lot size less than allowed. He also stated that he will have the property surveyed.

Chairman Breed acknowledged receipt of a Cortland County Planning Department memo, dated 19 August 2015, from Dan Dineen, Director of Planning, stating: “The staff has determined that since both lots would retain an existing residential structure, the applicant must show that both lots also have a separate individual private well for the residential structure on the lot.” Otherwise, County Planning felt the request was technical adequate and returned the application to the Town for local determination.

Alternate Member Mark Baranello asked about setbacks. Mr. Stiles stated he wanted to split the properties in two and the setbacks should be more than sufficient; road frontage should be about 200 feet for each parcel. Thus, the variance has been obtained to allow this. The Board then discussed the width to depth ratio, and it was satisfactory.

The Board completed their portion of the Short Environmental Assessment Form. Negative responses were obtained to all questions in Part 2. Therefore, **a motion was made by Member Willis that the action, based on the information submitted, will not cause any significant adverse environmental impact, resulting in a Negative Declaration. The motion was seconded by Member Lathrop, with the vote recorded as follows:**

<b>Ayes: Chair Breed</b>	<b>Nays: None</b>
<b>Member Wood</b>	
<b>Member Lathrop</b>	<b>Absent: Member Wood</b>
<b>Member Howe</b>	
<b>Alternate Member Baranello</b>	

**Motion carried.**

**This becomes Action #33 of 2015.**

**A motion was then made by Alternate Member Baranello to approve the Minor Subdivision, as requested, subject to (1) receipt of a new survey map indicating setback distances between properties, (2) a separate driveway for each parcel, and (3) with each lot having a minimum of 2.4± acres. The motion was seconded by Member Willis, with the vote recorded as follows:**

<b>Ayes: Chair Breed</b>	<b>Nays: None</b>
<b>Member Wood</b>	
<b>Member Lathrop</b>	<b>Absent: Member Wood</b>
<b>Member Howe</b>	
<b>Alternate Member Baranello</b>	

**Motion carried.**

**This becomes Action #34 of 2015.**

**APPROVAL OF MINUTES**

A motion was made by Member Howe to approve the Minutes of the 27 July 2015 Planning Board meeting, as submitted. The motion was seconded by Member Lathrop, with the vote recorded as follows:

**Ayes: Chair Breed  
Member Lathrop  
Member Howe**

**Nays: None  
Absent: Member Wood**

**Abstain: Alternate Member Baranello**

**Motion carried.**

**This becomes Action #35 of 2015.**

**ADJOURNMENT**

At 7:37 p.m., a motion was made by Member Lathrop, seconded by Member Willis, to adjourn the meeting. All Board members present voted in the affirmative.



Joan E. Fitch  
Planning Board Secretary

Emailed to Town Supv., Clerk, Atty., CEO, PB  
Members & Co. Planning on 11/23/15.