

**TOWN OF VIRGIL PLANNING BOARD**  
**Minutes of Regular Meeting - Monday, 24 October 2016 - 7 PM**  
**Town Hall - 1176 Church Street - Virgil, NY 13045**

**Board Members** (\*absent)

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

**Others Present**

Craig Umbehauer, Town CEO  
Joan Fitch, Board Secretary

**Applicants & Public Present**

William & Gail Cutler

**REGULAR MEETING**

The Regular Meeting of the Town of Virgil Planning Board was called to order by Chairman Jeffrey Breed at 7 p.m.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Robert Palmer, Applicant/Joyce B. Sherman, Reputed Owner - 2727 South Cortland-Virgil Rd. - TM #115.00-14-05.100 - Proposed Minor Subdivision of Land (Pending ZBA Granting of Area Variance)**

Chairman Breed noted that the Town's Zoning Board of Appeals, who met immediately before this meeting, postponed this matter on their Agenda as there was no one present to represent either the applicant or the owner. Therefore, this appeal will be on their 28 November 2016 Agenda.

**No Action Taken.**

**John Cutler, Lawrence Cutler, William Cutler & James Cutler, Applicants/Reputed Owners - 2844 South Cortland-Virgil Road - Tm #116.00-01-03.000 - Minor Subdivision of Land**

Although not appearing on this meeting's Agenda, CEO Craig Umbehauer stated he had since received an application from the above applicants, requesting approval of a Minor Subdivision.

Chairman Breed recognized Bill and Gail Cutler who were present representing the applicants. Mr. Cutler explained that they were seeking approval to subdivide a 3.1±-acre lot (which contained a house, barn and other small outbuilding and 350± feet of road frontage) from this 55.6±-acre parcel, as shown on the drawings accompanying the application. A right-of-way on each side of the subdivided lot has been retained by them, he stated. The rights-of-way on the north and south sides were described. The smaller parcel is being sold, and the owners will retain the remainder.

At the conclusion of their discussion, the Board then 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 Carole Lathrop 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 Gary Wood, with the vote recorded as follows:

Ayes: Chair Breed  
Member Wood  
Member Lathrop  
Member Howe  
Nays: None  
Absent: Member Baranello

Motion carried.

**This becomes Action #17 of 2016.**

Chairman Breed acknowledged receipt of a 30 September 2016 memo from the Cortland County Planning Department stating that they had determined that the request is technically adequate and has no State- or County-wide impact; therefore, the application was being returned for local determination. CEO Umbehauer stated that everything met the subdivision regulations.

A motion was then made by Member Wood to approve the Minor Subdivision of Land, as requested, conditioned upon receipt of the required survey maps prepared by a Licensed Professional Land Surveyor. The motion was seconded by Member Lathrop, with the vote recorded as follows:

Ayes: Chair Breed  
Member Wood  
Member Lathrop  
Member Howe  
Nays: None  
Absent: Member Baranello

Motion carried.

**This becomes Action #18 of 2016.**

**APPROVAL OF MINUTES – 22 AUGUST 2016**

A motion was made by Member Ann Howe to approve the Minutes of the 22 August 2016 Planning Board meeting, as submitted. The motion was seconded by Member Wood, with the vote recorded as follows:

Ayes: Chair Breed  
Member Wood  
Member Lathrop  
Member Howe  
Nays: None  
Absent: Member Baranello

Motion carried.

**This becomes Action #19 of 2016.**

**ADJOURNMENT**

At 7:15 p.m., a motion was made by Member Howe, seconded by Member Lathrop, to adjourn the meeting. All Board members present voted in the affirmative.

  
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Joan E. Fitch  
Planning Board Secretary

Emailed to Town Supv., Clerk, Atty., CEO, PB  
Members & Co. Planning on 11/27/16. (R)