

TOWN OF VIRGIL PLANNING BOARD
Minutes of Regular Meeting - Monday, 22 January 2018 - 7 PM
Town Hall - 1176 Church Street - Virgil, NY 13045

Board Members (*absent)

Jeffrey Breed, Chairman
Gary Wood
Carole Lathrop
Ann Howe
*Mark Baranello
Dale Taylor, Alternate

Others Present

Patrick Snyder, Town Attorney
Joan Fitch, Board Secretary
Jereme Stiles, Deputy Town Supv.

Applicants & Public Present

Lee H. Southwick for L. H. Southwick Trust, Applicant.

PUBLIC HEARING

Reigning Miracle Ministry, LLC, Applicant/Reputed Owner - 2981 Douglas Road - TM #105.00-07-12.000 - Proposed Religious Education Building
Planning Board Chairman Jeffrey Breed opened the Public Hearing at 7 p.m.; Board Secretary Fitch read aloud the Public Hearing Notice as published in the *Cortland Standard*. Proof of Publication has been placed on file for the record.

Chairman Breed acknowledged that there was no applicant/representative present. He asked if there was anyone present who wished to speak on this matter; there was no one.

With everyone being heard who wished to be heard, Chairman Breed closed the Public Hearing at 7:03 p.m.

REGULAR MEETING

The Regular Meeting of the Town of Virgil Planning Board was called to order by Chairman Breed at 7:03 p.m.

ORGANIZATIONAL MATTERS

Selection of Planning Board Chairman

A motion was made by Member Gary Wood that the Town of Virgil Planning Board recommends to the Virgil Town Board that they select Jeffrey Breed as Planning Board Chairman for 2018. The motion was seconded by Alternate Member Dale Taylor, with the vote recorded as follows:

**Ayes: Chairman Breed
Member Wood
Member Lathrop
Member Howe
Alternate Member Taylor**

Nays: None

Absent: Member Baranello

Motion carried.

This becomes Action #1 of 2018.

Selection of Planning Board Secretary

A motion was made by Member Ann Howe that the Town of Virgil Planning Board recommends to the Virgil Town Board that they select Joan Fitch as Planning Board Secretary for 2018. The motion was seconded by Member Carole Lathrop, with the vote recorded as follows:

Ayes: Chairman Breed	Nays: None
Member Wood	
Member Lathrop	Absent: Member Baranello
Member Howe	
Alternate Member Taylor	

Motion carried.

This becomes Action #2 of 2018.

Selection of Planning Board Meeting Day/Time

A motion was made by Member Lathrop that the Town of Virgil Planning Board will hold their regular meeting on the fourth Monday of each month at 7 p.m. in 2018, as needed. The motion was seconded by Member Wood, with the vote recorded as follows:

Ayes: Chairman Breed	Nays: None
Member Wood	
Member Lathrop	Absent: Member Baranello
Member Howe	
Alternate Member Taylor	

Motion carried.

This becomes Action #3 of 2018.

NEW BUSINESS

Lee H. Southwick, Applicant/L. H. Southwick Trust, Reputed Owner – 1714-1715 Babcock Hollow Road – TM #136.00-01-32.000 – Proposed Minor Subdivision of Land

Chairman Breed recognized the applicant who explained that he would like to subdivide a 3±-acre parcel (containing the original farmhouse) from his 113±-acre parcel, as shown on the map accompanying the application.

Chairman Breed acknowledged receipt of a 1/18/18 memo from the Cortland County Planning Department stating that the staff had determined that the request was technically adequate and had no State- or County-wide impact; therefore, the application was being returned to the Town for local determination.

In reviewing the proposed minor subdivision, Alternate Member Taylor commented that both the road frontage and acreage were adequate, as were the required setbacks.

At the request of the Chairman, the Board Secretary read aloud Part II of the Short Environmental Assessment Form. Negative responses were obtained to all questions in Part II. **A motion was then made by Member Wood 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:**

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

Motion carried.

This becomes Action #4 of 2018.

A motion was then made by Member Wood to approve the Minor Subdivision, as requested. The motion was seconded by Member Howe, with the vote recorded as follows:

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

Motion carried.

This becomes Action #5 of 2018.

Chairman Breed advised the applicant how many survey maps were required by the Town.

OLD BUSINESS

Reigning Miracle Ministry, LLC, Applicant/Reputed Owner – 2981 Douglas Road – TM #105.00-07-12.000 – Proposed Religious Education Building

(Reference is made to the December 2017 Minutes of this Board regarding this application. At that meeting, this Board recommended to the Town Board that the Planning Board serve as Lead Agency under SEQRA, and the Public Hearing was set for this meeting. Town Attorney Snyder also advised the applicant’s representatives to take the Master Plan, put a new date on it, and write to the Town Board requesting a Local Law authorizing this project to move forward. Acting Chair Wood commented that he would like to see some organization of the parking, including possibly fire lanes. Drainage should be addressed, and he would like to see a stormwater plan.)

Chairman Breed acknowledged that there was no one present to represent the applicant.

Board Member Wood read aloud from his prepared comments which were as follows:

1. *Applicant was advised at our last meeting to notify the Town Board and no action was taken to designate a Lead Agency.*
2. *County Planning Director Dan Dineen’s email stated that “The Town would have been required to issue a use variance for the onsite community water system to be used. Also note CCPB 2017 Resolution, #4 – possible solution: connect the residences to the existing system along with existing church and new building makes 5.*
3. *Explain on the SEQRA Form: 13a, 17 – (drain pipe from retention area to existing boundary), 18 – retention pond.*
4. *Note that the Town Board’s SEQRA review of June 2008 specifically requires additional consideration for further expansion. Also, Local Law, July 2008, Section III makes the same stipulation.*
5. *Did Town Board take this out of Planning Board’s hands?*

Member Wood seemed to remember doing a Conditional Permit back then. He also thought that maybe setting the Public Hearing for this meeting was a little premature. Town Attorney Snyder responded that the first thing that needed to be decided is what the applicant is going to propose; a complete description of the project is required. The applicant, he said, needs to go before the Town Board. Deputy Supervisor Jereme Stiles stated that he had explained the process to Mr. Forehand of Reigning Miracle Ministry, and told him what was needed, i.e., a long-range plan for the facility.

At the completion of a lengthy discussion, **a motion was made by Member Wood to table the Site Plan Review and Conditional Permit for the proposed Religious Education Building until more information is provided by the Town Board. The motion was seconded by Member Howe, with the vote recorded as follows:**

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

Motion carried.

This becomes Action #6 of 2018.

Member Taylor reiterated that the applicant needs to go before the Town Board before coming to the Planning Board. Attorney Snyder added that everything should be submitted to both boards and they should ask to start the SEQRA process.

OTHER DISCUSSION

Board members were in receipt of a draft “Policies and Procedures for the Virgil Planning and Zoning Boards.” Deputy Supervisor Stiles instructed them to look them over and provide any input to the Town Clerk. Chairman Breed commented that the Town’s CEO should be present at the Planning Board meetings.

APPROVAL OF MINUTES – 18 DECEMBER 2017

A motion was made by Alternate Member Dale Taylor to approve the (T) Virgil Planning Board Minutes of 18 December 2017, as submitted. The motion was seconded by Member Lathrop, with the vote recorded as follows:

Ayes: Member Wood	Nays: None
Member Lathrop	
Alternate Member Taylor	Abstain: Chairman Breed
	Member Howe
	Absent: Member Baranello

Motion carried.

This becomes Action #7 of 2018.

ADJOURNMENT

At 7:45 p.m., a motion was made by Member Wood, seconded by Alternate Member Taylor, to adjourn the meeting. All Board members present voted in the affirmative.



 Joan E. Fitch
 Planning Board Secretary

Emailed to Town Clerk
on 2/7/18. Corrected 3/26/18.