

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, FEBRUARY 4, 2014

A Re-organizational/Regular meeting of the Little Falls Planning Board was held on February 4, 2014 at the town hall commencing at 6:30 p.m. with the following members present:

Present:       Member Gwen Gulley  
                  Member Thomas Canastar  
                  Member Scott Todd  
                  Member Donald Deschene

Absent:         Member Jesse Bucenec  
                  Member Elaine Cobb  
                  Member Robert Stapf

Others Present: Secretary Sandra Regan

-Meeting was called to order and roll call was taken.

RESOLUTION #1

Minute Approval

On motion of Member Gulley, seconded by Member Todd the following resolution was ADOPTED- vote:

Ayes-Members Gulley, Canastar, Todd, Deschene  
Noes-0

RESOLVED that the minutes of December 3, 2013 meeting, as submitted, hereby be approved.

RESOLUTION #2

Chairman Appointment, Thomas Canastar

On motion of Member Todd, seconded by Member Gulley, the following resolution was ADOPTED by roll call vote:

Member Gulley	Aye
Member Canastar	Aye
Member Todd	Aye
Member Deschene	Aye

RESOLVED that Member Thomas Canastar hereby be appointed as Chairman of the Town Planning Board effective immediately for the year 2014.

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, FEBRUARY 4, 2014-CONT.

RESOLUTION #3

Vice-Chairman Appointment, Elaine Cobb

On motion of Member Deschene, seconded by Chairman Canastar, the following resolution was ADOPTED by roll call vote:

Member Gulley	Aye
Member Canastar	Aye
Member Todd	Aye
Member Deschene	Aye

RESOLVED that Member Elaine Cobb hereby be appointed as Vice-Chairman of the Town Planning Board effective immediately for the year 2014.

RESOLUTION #4

Recording Secretary Appointment, Sandra Regan

On motion of Chairman Canastar, seconded by Member Todd, the following resolution was ADOPTED by roll call vote:

Member Gulley	Aye
Member Canastar	Aye
Member Todd	Aye
Member Deschene	Aye

RESOLVED that Sandra Regan hereby be appointed as Recording Secretary of the Town Planning Board effective immediately for the year 2014.

-Oath of office cards and codes of ethics were signed by the appointees.

-Review was held on a copy of a letter composed by Chairman Canastar, to be mailed to Iberdola Renewables, requesting they plant vegetation screening at the windmill substation. The letter was approved for mailing.

RESOLUTION #5

Approval of Letter to Iberdola Renewables Requesting Installation of Vegetation Screening at Windmill Substation

On motion of Member Todd, seconded by Member Deschene, the following resolution was ADOPTED-vote:

Ayes: Chairman Canastar; Members Gulley, Deschene, Todd  
Noes-0

RESOLVED that the letter to Iberdola Renewables requesting the planting of vegetation screening at the windmill substation located on State Route 169, hereby be approved and mailed.

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, FEBRUARY 4, 2014-CONT.

-Chairman Canastar reported the he had attended a recent conference in Saratoga and that he found it informative and had learned that it is in the best interest of a planning board to have a land use attorney and certified engineer to review site plans and a codes.

Discussion was held on this matter with the board deciding to look into the availability of said authorities. Chairman Canastar will contact Kristin Campbell of the Herkimer-Oneida Comprehensive Planning Board and ask her input on this matter.

Chairman Canastar reported that there are new SEQR rules out there and that there is a helpful Mapper program to use for locating and viewing properties.

-The board continued to work on the site plan review. The board had questions on signage and the footage of road's right-aways. Member Todd will contact another municipality and request a copy of their law on signage and Chairman Canastar will check on right-away footage.

-Member Deschene submitted an information packet on a Storm Water Pollution Prevention Plan. Copies were made and distributed to the board for their review.

-Secretary Regan reported that the owner's of Chris' Collision had contacted her regarding enlarging their business and that they may be in attendance at the next meeting to review their plan with the board.

-The next meeting will be held on February 4, 2014 at 6:30 p.m. at the town hall.

-Meeting adjourned at 8:05 p.m.-Member Todd, Chairman Canastar

Respectfully submitted,  
Sandra Regan,  
Secretary

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, MARCH 4, 2014

A regular meeting of the Little Falls Planning Board was held on March 4, 2014 at the town hall commencing at 6:40 p.m. with the following members present:

Present: Chairman Thomas Canastar  
Vice Chairwomen Cobb  
Member Gwen Gulley  
Member Scott Todd  
Member Donald Deschene  
Member Jesse Bucenec

Absent: Member Robert Stapf

Others Present: Secretary Sandra Regan

-Meeting was called to order, roll call was taken, and pledge of allegiance held.

RESOLUTION #6

Minute Approval

On motion of Vice Chairwomen Cobb, seconded by Member Todd the following resolution was ADOPTED- vote:

Ayes-Chairman Canastar; Vice Chairwomen Cobb; Members Gulley, Todd, Bucenec, Deschene  
Noes-0

RESOLVED that the minutes of February 4, 2014 meeting, as submitted, hereby be approved.

-Member Deschene asked if there was any response from Iberdola on the letter that was sent requesting that they install vegetation screening at the substation.

Secretary Regan stated that she had not received anything.

Member Deschene stated that he believes we should resend the letter. The board was in agreement.

Chairman Canastar will resend the letter to Ibordola.

-Discussion was held on adding an inappropriate signage clause to the Site Plan Law. It was decided that this may be an ordinance that the Town Board may want to consider for the town. Secretary Regan will address this issue with the Town Board at their next meeting.

-Chairman Canastar had provided the board with a copy of the Site Plan Law with the revisions made by the board. The board reviewed the revisions through page 14 and will continue such at the next meeting.

-The next regular meeting will be held on April 1, 2014 at 6:30 p.m. at the town hall.

Respectfully submitted,  
Sandra Regan, Secretary

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, APRIL 2, 2014

A regular meeting of the Little Falls Planning Board was held on April 2, 2014 at the town hall commencing at 6:30 p.m. with the following members present:

Present: Chairman Thomas Canastar  
Vice Chairwomen Cobb  
Member Gwen Gulley  
Member Scott Todd  
Member Donald Deschene  
Member Jesse Bucenec

Absent: Member Robert Stapf

Others Present: Secretary Sandra Regan; Owners of Chris's Collision, Christopher and Rebecca Gushue.

-Meeting was called to order, roll call was taken, and pledge of allegiance held.

RESOLUTION #7

Minute Approval

On motion of Chairman Canastar, seconded by Member Todd the following resolution was ADOPTED- vote:

Ayes-Chairman Canastar; Vice Chairwomen Cobb; Members Gulley, Todd, Bucenec, Deschene  
Noes-0

RESOLVED that the minutes of March 4, 2014 meeting, as submitted, hereby be approved.

-Christopher and Rebecca Gushue, owner's of Chris's Collision, located at 1634 State Route 5s, Little Falls, addressed the board regarding their intent to expand their existing auto repair business. The Gushues presented the board with a letter, a copy of their building permit application, and an approval letter from neighbors, James and Maureen Bonnell.

The Gushues informed the board that they are looking to expand their business to make it safer and more efficient.

The board asked the Gushues if they had an engineered plan yet. The Gushues stated that they are in the early stages of planning and are looking for contractors at this time and that they will have an engineered plan when they finalize their plans.

The board asked the Gushues when they planned on building. The Gushues responded that they would like to possibly start the project by this fall, but are just working on their plans at this time.

The board stated that they believed that a site plan may be needed for this project, but that they may be exempt from some things in the site plan. The board informed the Gushues that they are currently working on the Site Plan and would work on getting them a checklist of what they would need to present to the board and recommended that they contact the Planning

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, APRIL 2, 2014-CONT.

Board when they have more information on what they planned to do.

-Vice Chairwoman Cobb stated that due the possibility that her partner may be involved with the construction and to avoid any conflict of interest, she will be abstaining from making any comments or involvement in this proposal.

-The Gushues thanked the board for their time and left the meeting.

-Discussion was held on the Gushue's proposal, with the board stating that they believe the Gushues should have to go through the site plan process but being that they are expanding an already existing business, they may be exempt from section 420-B, number's 7,8,9,11,12,13,14,15,and16.

The board decided that they would consider what was needed once the Gushues presented more information on their proposed project and would work on a site plan checklist for the Gushues to use.

-The board continued working on the site Plan.

-Chairman Canastar reported that he had been in contact with Iberdrola regarding the substation landscaping issue. Chairman Canastar reported that they are being cooperative and questioned member Gulley if there was anything that Iberdrola would do landscaping.

Member Gully submitted a copy of the Planning Board's minutes from the May 13, 2010 public hearing that had been held on the approval of the Site Plan presented by Atlantic Wind LLC, which states "some members of the planning board had questions and concerns regarding land upkeep and restoration. Members of the Atlantic Wind LLC, stated that they were willing to do landscaping and planting trees on the site. They will add a notation stating this agreement."

A copy of these minutes will be forwarded to Iberdrola if needed.

-Meeting adjourned at 8:10 p.m.-Member Todd, Chairwoman Cobb.

Respectfully submitted,  
Sandra Regan, Secretary

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, MAY 6, 2014

A regular meeting of the Little Falls Planning Board was held on May 6, 2014 at the town hall commencing at 6:30 p.m. with the following members present:

Present: Chairman Thomas Canastar  
Vice Chairwomen Cobb  
Member Gwen Gulley  
Member Scott Todd

Absent: Member Donald Deschene  
Member Jesse Bucenec  
Member Robert Stapf

Others Present: Secretary Sandra Regan; Owners of Chris's Collision, Christopher and Rebecca Gushue, David Dardzinski, design consultant for the Gushues.

-Meeting was called to order, roll call was taken, and pledge of allegiance held.

RESOLUTION #8  
Minute Approval

On motion of Chairman Canastar, seconded by Member Gulley the following resolution was ADOPTED- vote:  
Ayes-Chairman Canastar; Vice Chairwomen Cobb; Members Gulley, Todd  
Noes-0

RESOLVED that the minutes of April 4, 2014 meeting, as submitted, hereby be approved.

-Christopher and Rebecca Gushue, owner's of Chris's Collision, located at 1634 State Route 5s, Little Falls, addressed the board regarding their intent to expand their existing auto repair business. The Gushues stated that they had letters from all neighbors and that none were opposed to their project.

-The board asked the Gushues if they had had their property surveyed.

Design consultant, David Dardzinski, stated that they had not had an official survey done, but that he had measured all distances and that the proposed addition is 15 feet from the property line and 10 feet from the existing house.

Mr. Dardsinski stated that to avoid having to deal with DOT, they will use the existing road cuts and driveway.

Mr. Dardsinki questioned why a full site plan was needed. He stated that they are submitting a sketch plan and believes the board needs to review the plan and OSHA compliance, look at the simplicity of the project, then determine if a full site plan is needed.

The board responded that the purpose of the law is for new commercial construction or an expansion of an existing business and is in place to protect the people.

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, MAY 6, 2014-CONT.

-Mr. Dardsinki responded that the state mandated that towns have these laws to get grants and funding and that we are asking to not have to go through the whole blown out site plan process.

The board responded that the state did not mandate that the town have the law, that grants and funding has nothing to do with the town having the law. The town board, rather than having zoning, directed the planning board to come up with a site plan law to protect its residents and to be able regulate businesses in the town.

-Mrs. Gushue stated that they are just looking to expand their business, but if there too many added expenses, they might not be able to afford the project.

The board responded that the town has a law that needs to be followed, but that they have the ability to reduce some of the requirements

-The board questioned Mr. Dardsinki if he was a certified or registered architect. Mr. Dardsinki responded that he was not in the state of New York.

The board stated that they believe the plans should be either stamped by a professional engineer or that there should be a release of the professional seal by a certified engineer.

-Discussion was held on the plans being done by a certified engineer. The board stated that the codes enforcer will most likely require this for a building permit. This conversation lead to the discussion that a variance would be needed since the proposed addition doesn't meet the town's setback requirements. Discussion was held on this matter with the planning board recommending that the Gushues obtain a variance to build before they proceed any further.

Secretary Regan stated that she will contact the Board of Appeals and try to set up a meeting with that board for May 20<sup>th</sup>, and perhaps a hearing on a variance could be held on June 3<sup>rd</sup>, right before the next planning board meeting. Clerk Regan stated she will work on getting this done and will advise everyone on this matter.

-The Gushues asked the board if they could get a checklist for what they needed. The board responded that they would worked on this later in the meeting.

-The Gushues and Mr. Dardsinki thanked the board for their time and left the meeting.

-Discussion was held on the Gushue's proposal, with the board stating that they believe the Gushues should have to go through the site plan process but being that they are expanding an already existing business, they may be exempt from section 420-B, number's 7,8,9,11,12,13,14,15,and16.

-Chairman Canastar will work on having a checklist for the Gushues for the board's review at the next meeting.



PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, MAY 6, 2014-CONT.

-The next regular meeting will be held on June 3, 2014 at 6:30 p.m. at the town hall.

-Meeting adjourned at 8:29 p.m.-Members Gulley and Todd.

Respectfully submitted,  
Sandra Regan, Secretary

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, JUNE 3, 2014

A regular meeting of the Little Falls Planning Board was held on June 3, 2014 at the town hall commencing at 6:30 p.m. with the following members present:

Present: Chairman Thomas Canastar  
Vice Chairwomen Cobb  
Member Gwen Gulley  
Member Donald Deschene  
Member Jesse Bucenec  
Member Robert Stapf

Absent: Member Scott Todd

Others Present: Secretary Sandra Regan; Owners of Chris's Collision, Christopher and Rebecca Gushue, David Dardzinski, design consultant for the Gushues; Consulting Engineer, George Bunk; Supervisor Marhaver.

-Meeting was called to order, roll call was taken, and pledge of allegiance held.

RESOLUTION #9

Minute Approval

On motion of Member Cobb, seconded by Member Bucenec the following resolution was ADOPTED- vote:

Ayes-Chairman Canastar; Vice Chairwomen Cobb; Members Gulley, Todd, Bucenec, Stapf, Noes-0

RESOLVED that the minutes of May 6, 2014 meeting, as submitted, hereby be approved.

-Chairman Canastar reported that he had been contacted by Iberdrola and that they intend to plant 10 foot trees as screening for the substation.

-Chairman Canastar reported to the board that the Gushues have obtained a variance for their project.

-Discussion was held with the Gushues on their site plan review. Chairman Canastar told the Gushues that the board will work on their site plan checklist later in the meeting and when approved, he will forward them a copy.

Chairman Canastar reported that he had talked with ECON and that the project is considered an EIS and is exempt from SEQR.

Design consultant, David Dardzinski, stated that he had met with the DOT and that both he and the DOT had questions but were waiting for the variance approval before proceeding any further.

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, JUNE 3, 2014-CONT.

-The Gushues and Mr. Dardsinki thanked the board for their time and left the meeting.

-Consulting Engineer, George Bunk, addressed the board on the town's current site plan review law. Mr. Bunk stated that he had obtained a copy of the law and other town laws from the internet and explained that a site plan law can give you authority to oversee projects and sees where some sections of the law are conflicting and some of the wording is not consistent, like the use of Code Enforcer versus Building Inspector.

The board explained that they have been working on the law and have made some of these changes.

Mr. Bunk stated that he thinks some changes can be made. That the law is good, but there are some openings that need to be addressed.

The board stated that they appreciate Mr. Bunk's input and assistance.

Chairman Canastar questioned Mr. Bunk if he would be interested in providing engineering consultation on proposed projects that may be presented to the planning board in the future. Mr. Bunk responded that he would. The board told Mr. Bunk that they would expect him to be compensated for this service and would like to get an idea on what this service would cost.

Discussion was held on this matter and it was decided to have Mr. Bunk submit a proposal to Supervisor Marhaver for the consideration.

-Discussion and review was held on a checklist drawn up and distributed to the board by Chairman Canastar for the Gushue project. The board question Mr. Bunk if SEQR was needed for the Gushue project.

Mr. Bunk stated that from what he can see, it doesn't rise to that level, it's less than a type two action and doesn't require any further action.

It was decided that the Gushues did need to go through the site plan process and that since they are expanding an already existing business they be exempt from section 420-B, number's 7,8,9,11,12,13,14,15,and16. The board authorized Chairman to finalize the checklist with the exempted items and forward a copy to the Gushues. Chairman Canastar stated that he would finalize the checklist and email a copy to the board for them to review prior to sending it to the Gushues.

RESOLUTION #10

Chairman Authorized to Forward Site Plan Review Checklist to Chris and Rebecca Gushue for Chris's Collision Expansion Project

On motion of Member Bucenec, seconded by Chairwomen Cobb, the following resolution was ADOPTED by roll call vote:

Chairman Canastar	Aye
Member Cobb	Aye
Member Bucenec	Aye
Member Deschene	Aye
Member Stapf	Aye
Member Gulley	Aye

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, JUNE 3, 2014-CONT.

(Resolution #10-cont.)

WHEREAS, the Planning Board, of the Town of Little Falls, has reviewed a Site Plan Checklist to be used by Chris and Rebecca Gushue for the expansion project at their business, Chris's Collision,

BE IT RESOLVED that Chairman Canastar hereby be authorized to forward said checklist to Chris and Rebecca Gushue exempting said proposed expansion project from section 420-B, number's 7,8,9,11,12,13,14,15,and16 of the Town's current Site Plan Review Law.

-There was no other business.

-The next regular meeting will be held on July 1, 2014 at 6:30 p.m. at the town hall.

-Meeting adjourned at 8:10 p.m.-Members Gulley and Stapf.

Respectfully submitted,  
Sandra Regan, Secretary

## PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, AUGUST 5, 2014

A regular meeting of the Little Falls Planning Board was held on August 5, 2014 at the town hall commencing at 6:30 p.m. with the following members present:

Present: Chairman Thomas Canastar  
Vice Chairwomen Cobb  
Member Gwen Gulley  
Member Jesse Bucenec  
Member Scott Todd

Absent: Member Robert Stapf  
Member Donald Deschene

Others Present: Secretary Sandra Regan; Owners of Chris's Collision, Christopher and Rebecca Gushue, David Dardzinski, design consultant for the Gushues; Consulting Engineer, George Bunk.

-Meeting was called to order, roll call was taken, and pledge of allegiance held.

### RESOLUTION #11

#### Minute Approval

On motion of Member Todd, seconded by Member Bucenec the following resolution was ADOPTED- vote:

Ayes-Chairman Canastar; Vice Chairwomen Cobb; Members Gulley, Bucenec, Todd  
Noes-0

RESOLVED that the minutes of June 3, 2014 meeting, as submitted, hereby be approved.

-Chairman Canastar reported that he had been received a letter and map from Iberdrola detailing their vegetation screening plan.

The board reviewed the plan and was in agreement with the design, but felt that the trees should be at least 6 foot high when planted.

Chairman Canastar will look into the height of the proposed trees and request that they be at least 6 foot tall.

-Discussion was held with the Gushues on their site plan review. Design consultant, David Dardzinski, stated that they have a set of completed drawings an email from the DEC that there is no problem with the project.

Mr. Dardzinski stated that they have decreased the size of the addition to 2,348 feet and that he has 10 sets of the new drawing ready for review. Mr. Dardzinski stated that they have run into a problem with the DOT. That the DOT is requiring that they install curbing which will limit access to their business and pose a hardship for the Gushues.

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, AUGUST 5, 2014-CONT.

Mr. Gushue stated that if they are required to do this, the project is null because he is not going to spend the money to do this, and if this is the case, he will pack up and move elsewhere.

The board stated that they don't believe that curbing is necessary and it was suggested that the Gushues may want to ask the town's highway superintendent to assist with this matter.

Discussion was held on the what the process would be if the DOT didn't require curbing with the board stating that the plan could be forwarded to the County Planning Board prior to their next meeting and if approved, the town planning board would hold a special meeting if necessary to work on the site plan.

The board decided to hold off on Gushues project until notice is received on the outcome from the DOT.

-The Gushues and Mr. Dardsinki thanked the board for their time and left the meeting.

-Consulting Engineer, George Bunk, reviewed his proposed contract with the board explaining that in regard to assistance with the law, his fee is \$100 an hour and to give the town board a budgetary figure to work with, he capped the cost at the \$2,000 figure, stating that it should cost no more than that figure. In regards to future review of site plans not all projects will need his service. He will work only on those projects that the planning board seeks his assistance with and cannot do so until approve by the town board.

Chairman Canastar stated that he felt that the town board might have been confused with the contract and the cost and asked Mr. Bunk if he would be willing to go the town board and answer any questions they may have. Mr. Bunk stated he would do so. Secretary Regan stated that the town board is seeking a formal letter from the planning board, showing that the planning board is in favor of the contract.

After discussion, all board members present, were in favor of contracting with Mr. Bunk for assistance with the site plan law and for future site plan reviews and directed Chairman Canastar to send a letter regarding such.

-There was no other business.

-The next regular meeting will be held on September 2, 2014 at 6:30 p.m. at the town hall.

-Meeting adjourned at 8:00 p.m.-Members Todd and Canastar

Respectfully submitted,  
Sandra Regan, Secretary

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, SEPTEMBER 2, 2014

A regular meeting of the Little Falls Planning Board was held on September 2, 2014 at the town hall commencing at 6:30 p.m. with the following members present:

Present: Chairman Thomas Canastar  
Member Scott Todd  
Member Robert Stapf  
Vice Chairwomen Cobb  
Member Jesse Bucenec  
Member Gwen Gulley  
Member Donald Deschene

Others Present: Secretary Sandra Regan; Owner of Chris's Collision, Christopher Gushue; Design consultant for the Gushues, David Dardzinski

-Meeting was called to order, roll call was taken, and pledge of allegiance held.

RESOLUTION #12

Minute Approval

On motion of Member Todd, seconded by Member Stapf the following resolution was

ADOPTED- vote:

Ayes-Chairman Canastar; Members Todd, Stapf, Cobb, Gulley, Bucenec.

Noes-0

RESOLVED that the minutes of August 5, 2014 meeting, as submitted, hereby be approved.

-Chairman Canastar reported that Iberdrola has responded that they will be doing the planting work in the fall and that he has not received a response on his request for 6 foot trees. Chairman Canastar stated that he would try to contact them again regarding this matter.

-Secretary Regan reported that the town board had approved George Bunk's proposal to work on the site plan review.

Chairman Canastar stated that he will get a copy of the newest revised law to Mr. Bunk for his review.

-Site Plan review packets received by Secretary Regan, from Mr. Dardsinki, for the Gushue expansion project had been mailed to the board prior to tonight's meeting for their review. Discussion was held on the matter. It was the consensus of the board that all the information needed for the project had been received and that the board had no objections to approving the plan.

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, SEPTEMBER 2, 2014-CONT.

RESOLUTION #13

Site Plan Approval-Chris' Collision

On motion of Member Stapf, seconded by Member Todd, the following resolution was ADOPTED by roll call vote:

Chairman Canastar	Aye
Member Todd	Aye
Member Stapf	Aye
Member Cobb	Recused
Member Gulley	Aye
Member Bucenec	Aye
Member Deschene	Aye

WHEREAS, the Planning Board of the Town of Little Falls, has received all the necessary information and documents needed for a Site Plan Review for a Building Expansion to Chris's Collision, located at 1634 State Route 5s, Little Falls, NY, and

WHEREAS, the Planning board has reviewed and deliberated said information and documents for said project,

NOW THEREFORE BE IT RESOLVED that the Town of Little Falls Planning Board, hereby approves the Site Plan Review for an expansion project to Chris's Collision, as proposed and presented by owner's Christopher and Rebecca Gushue, subject to review by the Herkimer-Oneida Counties Comprehensive Planning Board.

-Member Cobb stated that due to a possibly conflict of interest, she is recusing herself from voting on this matter.

-Chairman Canastar and Member Todd will forward the Site Plan packet to the County Planning Board for their review.

-Discussion was held on the site plan law with the board agreeing to work on fees, a checklist and an official application at the next meeting.

-There was no other business.

-The next regular meeting will be held on October 7, 2014 at 6:30 p.m. at the town hall.

-Meeting adjourned at 7:50 p.m.-Members Gulley and Todd

Respectfully submitted,  
Sandra Regan, Secretary



PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, OCTOBER 7, 2014

A regular meeting of the Little Falls Planning Board was held on October 7, 2014 at the town hall commencing at 6:38 p.m. with the following members present:

Present: Chairman Thomas Canastar  
Member Scott Todd  
Vice Chairwomen Cobb  
Member Gwen Gulley

Absent: Member Robert Stapf  
Member Jesse Bucenec  
Member Donald Deschene

Others Present: Secretary Sandra Regan; Engineer George Bunk

-Meeting was called to order, roll call was taken, and pledge of allegiance held.

RESOLUTION #14

Minute Approval

On motion of Chairman Canastar, seconded by Member Todd the following resolution was ADOPTED- vote:

Ayes-Chairman Canastar; Members Todd, Cobb, Gulley

Noes-0

RESOLVED that the minutes of September 2, 2014 meeting, as submitted, hereby be approved.

-Chairman Canastar reported that Iberdrola will be getting the trees this Friday and will begin planting this Tuesday.

-Mr. Bunk distributed a summary sheet of changes he had made to the law. The board reviewed Mr. Bunk's changes. After review, there were some changes that the board believed were needed to be done. Mr. Bunk will review and revise these sections for the board's consideration at the next meeting.

-There was no other business.

-The next regular meeting will be held on November 4, 2014 at 6:30 p.m. at the town hall.

-Meeting adjourned at 7:57 p.m.-Members Todd and Canastar

Respectfully submitted,  
Sandra Regan, Secretary

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, SEPTEMBER 2, 2014

A regular meeting of the Little Falls Planning Board was held on September 2, 2014 at the town hall commencing at 6:30 p.m. with the following members present:

Present: Chairman Thomas Canastar  
Member Scott Todd  
Member Robert Stapf  
Vice Chairwomen Cobb  
Member Jesse Bucenec  
Member Gwen Gulley  
Member Donald Deschene

Others Present: Secretary Sandra Regan; Owner of Chris's Collision, Christopher Gushue; Design consultant for the Gushues, David Dardzinski

-Meeting was called to order, roll call was taken, and pledge of allegiance held.

RESOLUTION #12

Minute Approval

On motion of Member Todd, seconded by Member Stapf the following resolution was

ADOPTED- vote:

Ayes-Chairman Canastar; Members Todd, Stapf, Cobb, Gulley, Bucenec.

Noes-0

RESOLVED that the minutes of August 5, 2014 meeting, as submitted, hereby be approved.

-Chairman Canastar reported that Iberdrola has responded that they will be doing the planting work in the fall and that he has not received a response on his request for 6 foot trees. Chairman Canastar stated that he would try to contact them again regarding this matter.

-Secretary Regan reported that the town board had approved George Bunk's proposal to work on the site plan review.

Chairman Canastar stated that he will get a copy of the newest revised law to Mr. Bunk for his review.

-Site Plan review packets received by Secretary Regan, from Mr. Dardsinki, for the Gushue expansion project had been mailed to the board prior to tonight's meeting for their review. Discussion was held on the matter. It was the consensus of the board that all the information needed for the project had been received and that the board had no objections to approving the plan.

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, SEPTEMBER 2, 2014-CONT.

RESOLUTION #13

Site Plan Approval-Chris' Collision

On motion of Member Stapf, seconded by Member Todd, the following resolution was ADOPTED by roll call vote:

Chairman Canastar	Aye
Member Todd	Aye
Member Stapf	Aye
Member Cobb	Recused
Member Gulley	Aye
Member Bucenec	Aye
Member Deschene	Aye

WHEREAS, the Planning Board of the Town of Little Falls, has received all the necessary information and documents needed for a Site Plan Review for a Building Expansion to Chris's Collision, located at 1634 State Route 5s, Little Falls, NY, and

WHEREAS, the Planning board has reviewed and deliberated said information and documents for said project,

NOW THEREFORE BE IT RESOLVED that the Town of Little Falls Planning Board, hereby approves the Site Plan Review for an expansion project to Chris's Collision, as proposed and presented by owner's Christopher and Rebecca Gushue, subject to review by the Herkimer-Oneida Counties Comprehensive Planning Board.

-Member Cobb stated that due to a possibly conflict of interest, she is recusing herself from voting on this matter.

-Chairman Canastar and Member Todd will forward the Site Plan packet to the County Planning Board for their review.

-Discussion was held on the site plan law with the board agreeing to work on fees, a checklist and an official application at the next meeting.

-There was no other business.

-The next regular meeting will be held on October 7, 2014 at 6:30 p.m. at the town hall.

-Meeting adjourned at 7:50 p.m.-Members Gulley and Todd

Respectfully submitted,  
Sandra Regan, Secretary

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, OCTOBER 7, 2014

A regular meeting of the Little Falls Planning Board was held on October 7, 2014 at the town hall commencing at 6:38 p.m. with the following members present:

Present: Chairman Thomas Canastar  
Member Scott Todd  
Vice Chairwomen Cobb  
Member Gwen Gulley

Absent: Member Robert Stapf  
Member Jesse Bucenec  
Member Donald Deschene

Others Present: Secretary Sandra Regan; Engineer George Bunk

-Meeting was called to order, roll call was taken, and pledge of allegiance held.

RESOLUTION #14

Minute Approval

On motion of Chairman Canastar, seconded by Member Todd the following resolution was ADOPTED- vote:

Ayes-Chairman Canastar; Members Todd, Cobb, Gulley

Noes-0

RESOLVED that the minutes of September 2, 2014 meeting, as submitted, hereby be approved.

-Chairman Canastar reported that Iberdrola will be getting the trees this Friday and will begin planting this Tuesday.

-Mr. Bunk distributed a summary sheet of changes he had made to the law. The board reviewed Mr. Bunk's changes. After review, there were some changes that the board believed were needed to be done. Mr. Bunk will review and revise these sections for the board's consideration at the next meeting.

-There was no other business.

-The next regular meeting will be held on November 4, 2014 at 6:30 p.m. at the town hall.

-Meeting adjourned at 7:57 p.m.-Members Todd and Canastar

Respectfully submitted,  
Sandra Regan, Secretary

SPECIAL PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, NOVEMBER 18,  
2014-WORK ON SITE PLAN REVIEW

A special meeting of the Little Falls Planning Board was held on November 18, 2014 at the town hall commencing at 6:38 p.m. with the following members present:

Present: Chairman Thomas Canastar  
Member Scott Todd  
Vice Chairwomen Cobb  
Member Gwen Gulley

Absent: Member Robert Stapf  
Member Jesse Bucenec  
Member Donald Deschene

Others Present: Secretary Sandra Regan; Engineer George Bunk

-Meeting was called to order, roll call was taken, and pledge of allegiance held.

-Chairman Canastar stated that he thinks that the current law should be amended to include an agriculture building definition and that the law could be amended now. Discussion was held on amending the law now, with the board deciding to proceed with completing the entire law rather than just amending it now, being that the new law is nearly complete.

-Discussion was held on a building permit recently issued to resident for the construction of an agriculture pole barn. The board felt that the proposed pole barn should not have been labeled as an agricultural building, that the pole barn is part of a business, and that the owner should have been directed to come to the planning board prior to the permit being issued. After discussion, the board decided to have Chairman Canastar forward a letter to the owner requesting that he attend the next planning board meeting to explain, in person, what his intended use for the building is.

Chairman Canastar will compose a letter and forward it to the resident.

-Discussion was held on building permits being issued prior to planning board review. The board agreed that all non-residential applications should first come before the planning board so the planning board can determine whether or not a site plan review is needed. Discussion was held on attending the next town board meeting to discuss this matter with the town board members.

-Review was held on the Mr. Bunk's 2nd revised Site Plan. There were a few minor word changes that Mr. Bunk will address.

-Discussion was held on what the fee should be for a site plan application. It was decided that a \$100 minimal fee is to be submitted at the time of an application, with said fee to be refunded to an applicant if it was determined that a site plan was not needed. Mr. Bunk will work on the wording for the board's review.

SPECIAL PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, NOVEMBER 18,  
2014-WORK ON SITE PLAN REVIEW-CONT.

-There was no other business.

-The next regular meeting will be held on December 2, 2014 at 6:30 p.m. at the town hall.

-Meeting adjourned at 7:52 p.m.-Chairman Canastar, member Todd.

Respectfully submitted,  
Sandra Regan, Secretary

PLANNING BOARD MEETING, TOWN OF LITTLE FALLS, DECEMBER 2, 2014

A regular meeting of the Little Falls Planning Board was held on December 2, 2014 at the town hall commencing at 7:05 p.m. with the following members present:

Present: Chairman Thomas Canastar  
Member Scott Todd  
Vice Chairwomen Cobb  
Member Gwen Gulley

Absent: Member Robert Stapf  
Member Jesse Bucenec  
Member Donald Deschene

Others Present: Secretary Sandra Regan; Engineer George Bunk

-Meeting was called to order, roll call was taken, and pledge of allegiance held.

RESOLUTION #15

Minute Approval

On motion of Member Gulley, seconded by Member Cobb the following resolution was ADOPTED- vote:

Ayes-Chairman Canastar; Members Todd, Cobb, Gulley

Noes-0

RESOLVED that the minutes of October 7<sup>th</sup> and November 18<sup>th</sup> meetings, as submitted, hereby be approved.

-Discussion was held on the duties of the Codes Enforcer relative to the procedures and enforcement of the site plan law and the need to open up communication between the planning board and code enforcer. It was decided to ask Codes Enforcer Green to attend the next meeting to review and discuss these issues. Member Todd will contact Codes Enforcer Green and ask him to attend January's meeting.

-Discussion was held on coming up with a site plan check list for applicants to use, Mr. Bunk's change on page 15 regarding fees for site plan applications, and who collects the said fee. After discussion, the board decided to address the site plan check list at next month's meeting, approved Mr. Bunk's \$100 fee and wording change for site plan applications, and look into whom the said fee goes to.

-It was decided that since work on the site plan appears to be complete, the board will hold its final review of the law at next month's meeting on January 6<sup>th</sup>, possibly approve such, and present the law to the town board and town attorney for review and passage.

-There was no other business.

-The next regular meeting will be held on January 6, 2014 at 6:30 p.m. at the town hall.

-Meeting adjourned at 8:07 p.m.-Members Gulley and Todd

Respectfully submitted,  
Sandra Regan, Secretary