

**VILLAGE OF FREEVILLE PLANNING BOARD**  
**MEETING MINUTES**  
**August 25, 2020**

A meeting was held by the Village of Freeville Planning Board at the Village Hall, 5 Factory Street, Freeville, New York on Tuesday, August 25, 2020.

Present were: Chairman Justin DiMatteo, Member Thomas Cavataio (via Zoom) and Member Stephanie Ortolano. Also in attendance was Deputy Clerk Deborah Rude. Absent were Vice Chairman Brian Buttner and Member James Krebs.

The meeting was called to order at 7:04 pm by Chairman Justin DiMatteo.

Member Ortolano made a motion to accept the minutes from the July 25, 2020 meeting; seconded by Chairman DiMatteo. Approved by all.

Old Business:

- Sketch Plan review for INHS subdivision tabled until September meeting, pending meeting requirements
- Short-term rentals language
  - Clarified wording regarding lengths of rentals
  - Confirmed wording/timing of draft resolution to BoT

New Business:

- Worked on clarifying timing/process for Site Plan and Subdivision reviews. Specifically addressed when each step needs to occur (meeting with CO, sketch plan conference, receiving of site plan application, official site plan notification)
- Reviewed options for meetings in light of COVID regulations and rules
  - For the time being, Chairman DiMatteo will send agenda a week prior to the meeting, touching base as to whether or not we can meet in person
- Started developing an overview for Comprehensive Planning Process to include: steps, timing, collaborative partners, resources (Tompkins County and Town of Dryden Comp Plans)

Future Agenda Items:

- Clean up Member appointments, so that only one Member term ends per year
- New copies of the Land Use & Development code with approved changes are being worked on. This will assist us with moving forward with definitions and any resulting changes that need to be made.
- Next Meeting: September 22, 2020, 7:00 pm at Village Hall

With no further business to be conducted or comments heard, Member Ortolano made a motion to adjourn the meeting; seconded by Member Cavataio. All in favor, the motion carried.

The meeting was adjourned at 8:02 pm.

Respectfully submitted,

Deborah Rude  
Deputy Clerk