

**VILLAGE OF FREEVILLE PLANNING BOARD MEETING**  
**Meeting Minutes**  
**November 24, 2020**

A meeting was held by the Village of Freeville Planning Board via Zoom on Tuesday, November 24, 2020.

Present were: Chairman Justin DiMatteo, Vice Chairman Brian Buttner, Member James Krebs, Member Stephanie Ortolano, and Village Deputy Clerk Deborah Rude. Member Tom Cavataio was absent.

The meeting was called to order at 7:03 p.m. by Chairman DiMatteo.

Member Ortolano will be transcribing the meeting, in accordance with Executive Order 202.72 regarding public meetings.

Member Krebs made a motion to accept the minutes from the October 27, 2020 meeting; seconded by Member Ortolano. Approved by all.

**Old Business:**

- Chairman DiMatteo updated everyone on INHS timeline: now looking at January 26th Planning Board Meeting for Site Plan Review

**New business:**

- Chairman DiMatteo brought up a plan to have work groups of no more than two Planning Board Members, to work on the following:
  - a. Sketch Plan Conferences & Reviews (Vice Chairman Buttner, Member Krebs):
    - Review the timing/workflow for Sketch Plan Conferences & Reviews, making suggested changes to clarify for applicants
    - Create a checklist for Subdivision Reviews in the same format as the current Site Plan Review checklist
    - Present to the rest of the Planning Board at the January meeting
  - b. Comprehensive Plan Survey (Member Ortolano, Member Cavataio):
    - Draft a survey for the Comprehensive Plan, using Town of Dryden's, our prior survey, and our notes to compile
    - Plan for next steps, including dates
    - Present to the rest of the Planning Board at the February meeting
  - c. Look through "The Short Course, A Basic Guide for Planning Boards and Zoning Boards of Appeals in NYS" (Chairman DiMatteo)
    - Share any information pertinent to current business
- The work sessions will take the place of the regular December 2020 Planning Board Meeting; Planning Board will reconvene January 26, 2021

- We will return to working on definitions for Land Use and Development Code at a later meeting

Vice Chairman Buttner motioned to adjourn; Member Ortolano seconded. All members present voted aye. Motion passed. The meeting was adjourned at 7:27p.m.

Respectfully submitted,

Deborah Rude  
Village Deputy Clerk