

VILLAGE OF FREEVILLE PLANNING BOARD MEETING
Meeting Minutes
March 23, 2021

A meeting was held by the Village of Freeville Planning Board at the Village Hall, 5 Factory Street, Freeville, New York on Tuesday, March 23, 2021.

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

The meeting was called to order at 7:04 p.m. by Chairman DiMatteo.

Member Cavataio made a motion to accept the minutes from the February 23, 2021 meeting; seconded by Vice Chairman Buttner. Approved by all.

Discussion regarding prior business:

Subdivision Reviews

- Member Krebs made a motion to adopt the Subdivision Application Checklist, Member Ortolano seconded. Approved by all. Motion passed.
 - See attached document.

Comprehensive Plan Survey

- Clarified various points on the survey.
- Will continue working to create a detailed plan for dates regarding the Survey, posters and paper copies of the Survey.
- Member Krebs made a motion to adopt the Comprehensive Plan Survey, Seconded by Member Cavataio. Approved by all. Motion passed.
 - <https://docs.google.com/forms/d/e/1FAIpQLSen9YSZL42P4Pa1UqVhioePJKvCrLZJlj6snqv3ogTcRwlaOQ/viewform?vc=0&c=0&w=1&flr=0&gxids=7628>

Discussion regarding new business:

- Planning Board meeting locations (in person or via Zoom) will be posted on the Village website 10 days prior to the meeting from this point forward, to accommodate the public in attending.
- Member Krebs will join the Board of Trustees on June 1st; a new Planning Board Member will be appointed by the BOT at an upcoming meeting.

The next Planning Board Meeting is scheduled for April 27, 2021.

Member Ortolano made a motion to adjourn; Member Cavataio seconded. All members present voted aye. Motion passed. The meeting was adjourned at 8:32 p.m.

Respectfully submitted,

Deborah Rude
Village Deputy Clerk

Subdivision Application Checklist
Information required for Sketch Plan Conference
 Reference Sections 611 and 612 of Land Use Code

For assistance with this form, please contact the Code Enforcement Officer, W. Rick Fritz
Phone: 607-591-9898 Email: deputyclerk@freevilleny.org

All applicable items are required to be supplied.

Name of Applicant _____ Phone Number _____

Mailing Address _____ Email _____

Address of Proposed Subdivision _____

New Street needed?* _____

Utility Extension needed?* _____

Number of proposed lots? _____

Building Setback requirements (refer to Zoning Regulations) _____

Sketch Plat (with North arrow) provided? _____

**Not
Supplied Applicable**

Including:

Proposed name (if any)		
Location of parcel to be subdivided		
Existing (if any):		
• Buildings and/or structures		
• Wooded areas		
• Streams, wetlands, and flood hazard areas		
• Other significant physical features		
Name of landowner		
Names of adjacent property owners (within 200 feet)		
Address of proposed subdivision		
Tax map and lot numbers of all affected lots		

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Not
Supplied Applicable

Utilities available (electricity, phone, cable, internet, etc)		
Water supply/proposed well location(s)		
Proposed layout of lots (with dimensions)		
Street layout		
Recreation and green space areas (if any)		
Drainage		
Sewerage		
Any land use restrictions (easements, ROW, Conservation Areas, etc)		
Zoning district boundary lines (if parcel is in more than one zoning district)		
Exterior Lighting		

“I, W. Rick Fritz, Code Officer for the Village of Freeville have reviewed the Site Plan Review application submitted along with its attached checklist and applicable supporting documents, find the application and documents to be complete for submission to the Village Planning Board for their review.”

W. Rick Fritz, CEO

Date