

**Minutes of the Sandy Creek Regional Planning Board
Wednesday, June 7, 2023
Sandy Creek Town Hall**

Members present: Larry Rice, Frank Dixon, Bill Joyce, Richard Machemer, Pat Machemer, Sybil Cummins and Shirley Rice.

Also present: Amy Boone

Larry Rice opened the regular meeting of the Board at 7:00 PM.

Discussion on the minutes of May 3, 2023 found no changes were needed. A motion to accept the minutes as presented was made by Larry Rice and seconded by Frank Dixon. All voted in the affirmative and the motion carried.

Bill provided the Treasurer's report. Expenditures for May 2023 are for salaries for Board members of 92.35 per person and 346.31 for Bill Joyce as Secretary/Treasurer. Bill had an additional check for reimbursement of monthly payments on his personal credit card for Word 365 in the amount of \$99.00. A charge of \$54.59 was paid to the Watertown Daily Times for the advertised warning of a Public Hearing at the Village of Sandy Creek for the amended Solar Law on July 5, 2023. Also, there was a payment of \$164.48 for EFTPS.

Correspondence included: the CEO Report from John Howland for 4/1/23 to 4/30/23 and for 5/1/23 to 5/31/23; the minutes of the meeting of the Town Board dated March 21, 2023; the History Center report for May 2023; a flyer advertising The Longest Day, an event in support of the Alzheimers Association.

Bill provided the Board with an update on the Village Solar Law. A Public Hearing will be held at the next Village Board meeting on July 5, 2023 at 7:00 pm.

Amy Boone unexpectedly came to the meeting with all of the paperwork for a sketch plan/Site Plan review. This paperwork was not provided to the Board prior to the meeting, creating a situation wherein the Board would need to do much of the work to make the Site Plan Review complete. The Sketch Plan review was done fairly quickly in that the Applicant had all of the required information complete including location of all proposed and existing structures, showed ingress and egress, proposed parking including one space for handicap accessible parking, location of existing natural and manmade features. A motion was made by Richard Machemer to deem the Sketch Plan complete and was seconded by Larry Rice. All voted in the affirmative and the motion carried. The appropriate paperwork was completed and signed by Larry Rice, Chair. The Board chose to immediately begin the Site Plan Review. This is a very simple project involving only the construction of a fenced in area attached to an existing small structure to be used as a dog daycare and boarding facility to be called "Best Furiends Doggie Day Care and Boarding." A number of additions were made by the Applicant to the graph paper drawing of the project as required by the Site Plan Review Law. These additions included: a north arrow; setbacks from property lines and road rights of way; that on the graph paper, one square depicted 10 feet*; width of ingress/egress; dimensions of all parking spaces; snow removal area and refuse removal area. As the property is located within 500 feet of an Agricultural District, an Agricultural Data Statement was prepared as well as a 239 Review Submission Form for Oswego County. At the time of the Site Plan Review, addresses of all residents within 500 feet of the property had not been generated. Bill will generate these addresses and create postcards to be sent to all pertinent residents warning of a public hearing to be held on July 5 at 7:30 pm at the Sandy Creek Town Hall. The cost of postage will be

a Public Hearing will be held at the Sandy Creek Town Hall on July 5, 2023 at 7:30 pm. The cost of the postage for the public hearing postcards will be paid by the Applicant. An EAF Short Form was completed and reviewed by the Board. Upon completion of the EAF it was determined that there will be no significant adverse environmental impact and Part 3 of the form was completed to reflect this finding. With only the addresses of the residents within 500 feet of the property which will be generated by Bill, the Board felt confident that the Application was complete. A motion was made by Larry Rice to deem the Application complete, seconded by Richard Machemer. All voted in the affirmative and the motion carried. The Applicant was advised that a Public Hearing will be schedule for the next regular meeting of the Board on July 5, 2023 at 7:30 pm and that they will be contacted concerning the cost of postage for the postcards to be sent to abutting residents.

The Board moved on to the Comprehensive Plan update. A number of Board members had not begun reading the Comp Plan, which made any review seemingly impractical. It was determined that more time would be needed before any formative discussions could begin. Therefore review was postponed to the next regular meeting of the Board on July 5, 2023.

With no further business before the Board, a motion was made by Sybil Cummins and seconded by Pat Machemer to adjourn. The motion was passed by unanimous vote and the Board adjourned at 8:30 pm.

Respectfully submitted by Recording Secretary - Sybil Cummins

* The dimensions for the proposed signage at the front of the property are not properly reflected in the graph paper drawing provided for the Sketch Plan/Site Plan Review. The proposed signage will be 4 feet by 2 feet as written by the Applicant.