



## **Town of Newfield Planning Board**

Meeting Minutes  
December 3, 2019

### **Opening**

The regular meeting of the Town of Newfield Planning Board was called to order by Chairman Leo Tidd at 6:55 PM at the Town Hall Meeting Room.

### **Present**

Planning Board: Chairman Leo Tidd, Vice Chairman Jacob Marnell, Randy Brown, Jim Haustein.

### **Privilege of the Floor**

No community members were present.

### **Approval of Minutes**

The November 6, 2019 Minutes were reviewed and approved.

### **Open Issues**

#### *Subdivision Review Law*

The latest revision of the “Subdivision Control Regulations for the Town of Newfield, New York” document (also known as the “Subdivision Review Law”) was presented. Comments received from the Town Board during the November Planning Board meeting were incorporated into this version of the document. Additional information was added based on researching similar laws in nearby communities.

Planning Board members had reviewed the document before the December 3 Planning Board meeting and presented comments and suggestions which will be included in the next version of the document.

The Planning Board intends to have a draft law completed by January or February and present such to the Town Board. The Planning Board is recommending attorney review prior to a public hearing on the subject.

#### *Newfield Hamlet Revitalization Plan (NEWHARP)*

The Planning Board will seek funding through Technical Assistance Grants (as part of the New York State Main Street Program) for the planning phase of the Newfield Hamlet Revitalization Plan. Funding applications need to be completed by July.



Randy Brown had contacted Thoma Development Consultants of Cortland regarding possible assistance in writing the application for a Technical Assistance Grant. Randy is awaiting additional information from Thoma. Thoma appears to have a good track record for writing applications that get approved.

The Tompkins County Department of Planning and Sustainability is setting aside up to 200 hours of staff time to assist with projects identified by municipal officials. Cost is \$27/hour. This is another possible opportunity for grant writing assistance.

One of the challenges in preparing the grant application will be determining specific details as to scope and cost of the effort.

**ACTION ITEMS:** Randy Brown will follow up with Thoma Development Consultants regarding a proposal to write a grant application. Leo Tidd will contact Joan Jurkowich expressing interest in receiving grant writing assistance from the Tompkins County Department of Planning and Sustainability.

## **New Business**

### *Site Plan Reviews and Review of Building Permits*

- No new Site Plan Reviews have been received.
- No Site Plan Reviews are pending.
- No recent building permits provided an “opportunity” for a Site Plan Review.

### *Open Meetings*

Opportunities for improving the manner in which the Planning Board holds open meetings were discussed.

- In addition to posting notice of Planning Board meetings on the Town website, the Planning Board will also post meeting notices on the [www.ithaca.com](http://www.ithaca.com) calendar. Any change in Planning Board meeting venues from the regularly-scheduled first Wednesday of the month will be posted on the Town web site.
- If a request is received, draft Planning Board meeting minutes can be made available within a week of a Planning Board meeting.

### *Planning Board Vacancy*

Bob Mazourek had resigned from the Planning Board effective October 24. The Planning Board Vacancy has been posted on the Town website. However, to date, no applications have been received. **ACTION ITEMS:** Jim Haustein will prepare letter-size “posters” announcing the vacancy and posting them in the Town Hall and on the Covered



Bridge Store bulletin board. Jim Haustein will contact Gay Huddle to see if she would be willing to publish the vacancy. Jacob Marnell will look into options on posting the vacancy on one or more of the Town's Facebook pages. All Planning Board members should network with local contacts to inquire about possible interest in applying.

#### *Training*

Planning Board members are required to complete four hours of training per year. A "Training Attendance Certification" Word document has been created to log training. Planning Board members should send completed forms to Jim Haustein.

#### **Miscellaneous**

##### *Town Web Site*

**ACTION ITEM:** Jim Haustein to contact Mike Allinger regarding posting of Planning Board meeting minutes on the town web site.

#### **Agenda for Next Meeting**

- Review of any new Site Plans Received
- Status of Subdivision Review Law
- Newfield Hamlet Revitalization Plan (NEWHARP)
- Planning Board Vacancy

#### **Adjournment**

A motion to adjourn the meeting was made by Randy Brown and seconded by Jacob Marnell. The meeting was adjourned by Chairman Leo Tidd at 8:15 PM. Due to the New Year's Holiday, the next general meeting of the Newfield Planning Board will be at 7:00 PM on Wednesday, January 8, 2020 in the Town Hall Meeting Room.

Submitted by Jim Haustein