



Town of Newfield Planning Board

Meeting Minutes
January 8, 2020

Opening

The regular meeting of the Town of Newfield Planning Board was called to order by Chairman Leo Tidd at 7:00 PM at the Town Hall Meeting Room.

Present

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

Privilege of the Floor

No community members were present.

Approval of Minutes

The December 3, 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 discussed. This draft law will be submitted to the Town Board for review and consideration. At the request of the Town Board, the Planning Board can provide a presentation of salient points within the draft law and answer any questions the Town Board may have. The Planning Board is recommending attorney review prior to a public hearing on the subject. ACTION ITEM: Leo Tidd to provide the draft “Subdivision Control Regulations for the Town of Newfield, New York” to the Town Board.

Newfield Hamlet Revitalization Plan (NEWHARP)

The Planning Board needs to put more emphasis into gathering required information to prepare a Technical Assistance Grant request from the New York State Main Street Program. The CFA (Consolidated Funding Application) to apply for a grant is due in July.

To date, the Planning Board has investigated two options for seeking outside assistance: Randy Brown has contacted Thoma Development Consultants of Cortland regarding possible assistance in writing the application for a Technical Assistance Grant and Leo



Tidd has contacted the Tompkins County Department of Planning and Sustainability who are setting aside up to 200 hours of staff time to assist with projects identified by municipal officials.

The Planning Board will proceed with continuing to investigate options for outside assistance for grant writing and, at the same time, will begin gathering information needed for the grant application.

ACTION ITEMS:

- Randy Brown will follow up with Thoma Development Consultants regarding a proposal to write a grant application.
- Leo Tidd will follow up with Joan Jurkowich regarding the Planning Board's interest in receiving grant writing assistance from the Tompkins County Department of Planning and Sustainability.
- Jim Haustein will contact Choice Words of Poughkeepsie to investigate possibilities of using their services in completing the CFA.
- Leo Tidd to provide a map of the Newfield Hamlet area to be used to illustrate the boundaries of the proposed New York Main Street target area/project site.
- Jim Haustein and Randy Brown will survey the hamlet area along Main Street and possible adjacent side streets to develop a list of properties that may be proposed for assistance under the New York Main Street program.
- Jim Haustein and Leo Tidd will continue to investigate information required for the Technical Assistance Grant CFA.
- Leo Tidd will work with Jim Haustein on obtaining required census and demographic data.

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.

Planning Board Vacancy

To date, no applications have been received for the Planning Board member position vacated by Bob Mazourek in October. There is a flyer in the Town Hall and at the Covered Bridge Store regarding the vacancy. Additionally, Gay Huddle has provided some press regarding the vacancy. **ACTION ITEM:** Jim Haustein will talk to Karen Kenerson to determine if there are any issues in having a stack of flyers on the Town



Clerk's counter as the Town Clerk's office will be seeing additional traffic as people come in to pay their taxes.

All Planning Board members should network with local contacts to inquire about possible interest in applying.

Open Meetings

- In addition to posting notice of Planning Board meetings on the Town website, the Planning Board is now posting meeting notices on the www.ithaca.com calendar.
- If a request is received, draft Planning Board meeting minutes can be made available within a week of a Planning Board meeting.

Miscellaneous

Town Web Site

Mike Allinger has posted previous Planning Board meeting minutes on the town web site.

Media

ACTION ITEM: Jim Haustein will contact Jamie Cone to see if there is any interest in doing a story on ithaca.com on current Planning Board activities. A news story may also help the Planning Board to obtain applications for the vacant Planning Board member position vacated by Bob Mazourek.

Agenda for Next Meeting

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

Adjournment

A motion to adjourn the meeting was made by Jacob Marnell and seconded by Randy Brown. The meeting was adjourned by Chairman Leo Tidd at 8:13 PM. The next general meeting of the Newfield Planning Board will be at 7:00 PM on Wednesday, February 5, 2020 in the Town Hall Meeting Room.

Submitted by Jim Haustein