

**TOWN OF WHEATLAND
PLANNING BOARD MINUTES
January 5, 2016**

Members present: Jay Coates, Mike Grasso, Tim Steves, Robert Hatch, Debra Stokoe, and Joe Burns

Alternates Present:

Members absent: Don Woerner

Also present: Terry Rech, Bldg. Inspector, Ed Shero, Town Board Liaison

Chairman Coates called the Planning Board meeting to order, and asked for any corrections/additions to the minutes from December 1, 2015. Robert Hatch made a motion to approve the minutes from December 1, 2015, seconded by Joe Burns and unanimously approved.

Old Business:

The application of Michael Kolozvary to seek re-subdivision of two parcels into one 49.5 acre lot. The property is located on Wheatland Center Rd approximately 1500' north of North Rd at Wheatland Center Rd and is in an AR-2 Zoning district. The Tax I.D. numbers are 198.02-1-2.6 and 198.02-1-2.7.

The Applicant was not present at the meeting. It was stated that the applicant never delivered the information that the Board was waiting for to the Building Department. J. Coates decided that he would open the Public Hearing and leave it open.

The Public Hearing was opened, and there was one person from the public present to speak.

1. Paul Tandlmayer, 2124 North Rd., Scottsville, NY 14546

Mr. Tandlmayer and his wife built their home 6 years ago. He was interested in where the new homes were going to be built on the property on Wheatland Center Road. It was explained to him that there would be only one house being built. It was also shown to him on a map where the house would be located.

R. Hatch made a motion to extend the Public Hearing and table the application until the February 2nd meeting, seconded by D. Stokoe and unanimously passed.

New Business:

The application of John Farrell to seek subdivision of a lot into 2 separate parcels. The property is located on Armstrong Rd. The tax I.D. number is 209.01-1-19.112.

Robert Avery and John Farrell were present to speak about this purposed subdivision. Lot 1 will be the original farmhouse and 1.6 acres of land. This lot has public water, electric service, septic and room to expand.

Lot 2 is on the west side of the farm and will be 207.5 acres.

The Applicant stated that there is a signed purchase agreement with Josh Davis to purchase a 100 square foot area on the side of the farm, adjacent to his property. This piece of property would be joined to Mr. Davis' existing parcel.

J. Coates stated that this subdivision should be a joint application since their needs to be consent for the subdivision from Mr. Davis. This subdivision will need to be a condition for the final subdivision approval.

There will also need to be a zoning changes for parts of this property. This will be going before the Town Board, and they will likely set a Public Hearing for February.

It was stated that the subdivision would be easier to do once the Town Board makes a decision on the zoning changes.

R. Hatch made a motion to send a letter to the Town Board showing support for the proposed zoning changes for the Armstrong Road project, seconded by D. Stokoe and passed as follows:

Mike Grasso - aye
Joe Burns - aye
Robert Hatch - aye
Tim Steves- aye
Jay Coates – aye
Debra Stokoe – aye

M. Grasso made a motion to table the application till the February meeting, seconded by D. Stokoe and unanimously passed.

New Business:

T. Rech stated that Wheatland commons will be coming before the Board at the February meeting. They have submitted an application and will be coming in for preliminary approval for phase one of their plan. J. Coates stated that there may need to be some changes to the Town Code before the Plaza expansion.

Other New Business:

T. Rech stated that the Board needs to officially grant an extension for Patrick Place. The special exception is good for 90 days, but the Planning Board can extend the exception for 90 days. This would be the 2nd 90 day extension.

M. Grasso made a motion to grant the 2nd 90 day extension to Patrick Place, A Comfort Care Home, seconded by R. Hatch, and passed as follows:

Mike Grasso - aye
Joe Burns - aye
Robert Hatch - aye
Tim Steves- aye
Jay Coates – abstained
Debra Stokoe – aye

It was stated that there will be a work session this month.

R. Hatch made a motion to adjourn the meeting, seconded by D. Stokoe and unanimously approved. The meeting was adjourned at 8:55 P.M.

Respectfully submitted,

Renee Smith

Recording Secretary

**TOWN OF WHEATLAND
PLANNING BOARD MINUTES
February 2, 2016**

Members present: Jay Coates, Mike Grasso, Tim Steves, Robert Hatch, Debra Stokoe, Joe Burns, and Don Woerner

Alternates Present:

Members absent:

Also present: Terry Rech, Bldg. Inspector, Ed Shero, Town Board Liaison

Chairman Coates called the Planning Board meeting to order, and asked for any corrections/additions to the minutes from January 5, 2016. Robert Hatch had the following corrections to be made to the minutes:

- On the second page Lot 2 shouldn't be 207.5 acres, it should be 1.44 acres
- Also on the second page it should read that Josh Davis will be purchasing a 100' strip of land, not 100 square feet of land.

J. Burns made a motion to approve the minutes from January 5, 2016, with the corrections seconded by R. Hatch and unanimously approved.

Old Business:

The application of Michael Kolozvary to seek re-subdivision of two parcels into one 49.5 acre lot. The property is located on Wheatland Center Rd approximately 1500' north of North Rd at Wheatland Center Rd and is in an AR-2 Zoning district. The Tax I.D. numbers are 198.02-1-2.6 and 198.02-1-2.7.

It was determined that the gas main that runs along the front of the property is a 20", 250 PSI gas main. The calculations that were done state that being within 300' from the main could be dangerous, the house is set back 900'. J. Coates suggested putting a line on the plat map at 300' as a threshold for safety for the gas main. This was agreed upon and will be on the final map.

T. Rech has been taking care of the fire code issues. He has presented 5 options to the owner and is presently waiting for their decision.

1. Move the house or the driveway so that the total hose distance would be less than 1,000'
2. Install private hydrant
3. Construct a pond with dry hydrant
4. Install a resident sprinkler system
5. Develop and file a pre-plan with the Mumford Fire Dept. and the Scottsville Fire Dept.

The Public Hearing was held open from the last meeting. There being no public wishing to speak before the Board, the Public Hearing was closed at 7:07 P.M.

The Board went through the SEQR approval process and determined this to be a negative declaration.

R. Hatch made a motion to grant subdivision and site plan approval for the Kolozvary and Arthur subdivision on Wheatland Center Road, based on a map dated 11/17/15, with the condition that the homeowner utilizes one of the five fire code options presented to them by the Code Enforcement Officer and the Fire Marshal. This was seconded by M. Grasso, and passed as follows:

Mike Grasso - aye
Joe Burns - aye
Robert Hatch - aye
Tim Steves- aye
Jay Coates – aye
Debra Stokoe – aye
Don Woerner – aye

Other Old Business:

The application of John Farrell to seek subdivision of a lot into 2 separate parcels. The property is located on Armstrong Rd. The tax I.D. number is 209.01-1-19.112.

A letter from Josh Davis stating that he is in agreement to purchase the piece of land adjacent to his property and that he is a party to the subdivision application was presented to the Board and is on file. There will be a Public Hearing at the February 4th Town Board meeting for the re-zoning of this property.

R. Hatch made a motion for preliminary subdivision approval, lot line adjustment and to set a Public hearing for March 1st, 2016.

This was seconded by D. Woerner, and passed as follows:

Mike Grasso - aye
Joe Burns - aye
Robert Hatch - aye
Tim Steves- aye
Jay Coates – aye
Debra Stokoe – aye
Don Woerner – aye

New Business:

The application of Parrone Engineering as agent for Ming Feng Chen for Site Plan approval (plaza improvements). The property address is 3892 Scottsville Road, located in an SCB Zoning district. The Tax I.D. number is 187.03-1-72.113.

Ed Parrone of Parrone Engineering was present to speak at the meeting. He stated that they would like to obtain preliminary overall approval for the project, as well as a resubdivision of the former McDonalds lot into one big parcel. He gave an overview of the project stating that it began in May of 2014. They have done traffic studies and met with the Planning Board in November of 2014 where they developed their conceptual plan. Since then, they have met numerous times with the DOT, and received a letter from them on Sept 4, 2015 stating their final concurrence on the traffic impact analysis.

The letter stated the following:

1. There could be a one way entrance into the plaza from Scottsville West Henrietta Rd.
2. Before the first phase the applicant can keep curb cuts the same as they are now on Scottsville Rd.
3. After the first phase has been implemented there will need to be additional traffic studies done at the northern entrance to determine if there will need to be lane improvements done on Scottsville Rd.
4. There will need to be sidewalks built along Scottsville Rd. for the entire length of the project.

Phase One:

Building 1 will be a two story, 12,000 sq. ft. retail /office building on the south side, parallel to Scottsville West Henrietta Rd.

Building 2 will be a 10,000 sq. ft. Commercial/retail use with a drive thru.

Building 3 is the existing plaza which will remain.

Building 4 will be a 22, 008 sq. ft. commercial/retail

Building 5 will be a 22,000 sq. ft. commercial/retail

The applicant stated that there will be sidewalks along Scottsville Rd., and they will also be building internal sidewalks within the plaza. They are also constructing a bikeway that will be used for people to get to and from the greenway. There will be 43% greenspace. They have a landscaping plan in place also. They will be constructing an attractive retaining wall, and have a grading plan.

The Applicant gave a summary of the architectural plans for the plaza. The design was done in order to create a “village” feel. The plans include numerous materials, stone and wood, in order to give the plaza a traditional storefront atmosphere.

The applicant is seeking Preliminary Site Plan approval on the entire project and then final approval for phase 1. The applicant stated that once they get preliminary approval, they can start to market the office/retail space availability.

There was a discussion of the process, hearings, SEQR schedule and timing of County comments.

J. Coates stated that Preliminary Site Plan review can probably take place at the March 1st meeting. There will be a Public Hearing that night also, as well as another Public Hearing at the April 5th meeting. It was stated noted that our engineers have yet to review and comment.

It was stated by J. Coates that there should be some work done on the phase 2 section of land so that it doesn't look like a construction zone. It was also stated that the preliminary approval should have signage plans for the plaza.

Other Business:

There was discussion of the Code Revisions that the Board is working on in their work sessions. J. Coates stated that there will be a work session this month based on the reading material that was emailed to the Board. He is going to ask the Town Board to let the Planning Board use this reading as their training requirements for the year.

D. Woerner made a motion to set a Public Hearing for The Wheatland Scottsville Commons for March 1st, 2016, seconded by M. Grasso and unanimously passed.

D. Woerner made a motion to adjourn the meeting, seconded by R. Hatch and unanimously approved. The meeting was adjourned at 8:37 P.M.

Respectfully submitted,

Renee Smith

Recording Secretary

**TOWN OF WHEATLAND
PLANNING BOARD MINUTES
March 1, 2016**

Members present: Jay Coates, Mike Grasso, Tim Steves, Robert Hatch, Joe Burns, and Don Woerner

Alternates Present:

Members absent: Debra Stokoe

Also present: Terry Rech, Bldg. Inspector, Ed Shero, Town Board Liaison

Chairman Coates called the Planning Board meeting to order, and asked for any corrections/additions to the minutes from February 2, 2016. It was stated that on page 3 building number 4 is 22,080 square feet, not 22,008 sq. feet

R. Hatch made a motion to approve the minutes from February 2, 2016, with the correction seconded by T. Steves and unanimously approved.

Old Business:

The application of John Farrell to seek subdivision of a lot into 2 separate parcels. The property is located on Armstrong Rd. The tax I.D. number is 209.01-1-19.112.

T. Rech stated that the Town Board passed the rezoning at their February 2, 2016 meeting.

The applicant gave a brief summary of his application.

The Public Hearing was opened at 7:05 P.M. There was no public present to speak to the Board. The Public Hearing was closed at 7:06 P.M.

The County comments were received. The Board reviewed the comments and had no concerns.

T. Rech prepared a Negative Declaration draft which was read and entered into the records.

Don Woerner made a motion to grant a negative Declaration, seconded by R. Hatch and passed as follows:

Mike Grasso - aye
Joe Burns - aye
Robert Hatch - aye
Tim Steves- aye
Jay Coates – aye
Don Woerner – aye

D. Woerner made a motion to approve the Armstrong Oatka resubdivision, map dated 1/2/16, with the following condition:

- Lot 2 combines with 418 Armstrong Rd.

R. Hatch seconded the motion, and it was passed as follows:

Mike Grasso - aye
Joe Burns - aye
Robert Hatch - aye
Tim Steves- aye
Jay Coates – aye
Don Woerner – aye

Other Old Business:

The application of Parrone Engineering as agent for Ming Feng Chen for Site Plan approval (plaza improvements). The property address is 3892 Scottsville Road, located in an SCB Zoning district. The Tax I.D. number is 187.03-1-72.113.

Ed Parrone of Parrone Engineering gave an overview of the project for the public who were in attendance.

The Public Hearing was opened at 7:38 P.M. The following people were present to voice their questions and concerns: The following questions were asked by the public in attendance:

1) **Rick Venvertloh**, 4 Beckwith Ave.

Will this project require a zoning variance?

J. Coates stated that it would not.

Will the existing Plaza get a facelift?

Mr. Parrone indicated that the plaza would be refaced.

Will the dumpsters have screening around them?

Mr. Parrone specified that they will be providing screening for the dumpsters.

2) **Nancy Jurs**, 80 Oakwood Lane.

Have there been any requests from businesses to come to the Plaza?

Mr. Parrone responded that there have been requests, and they are currently in negotiations with various businesses. They have been in contact with some professional offices and restaurants.

How do you know businesses will come into the Plaza?

Mr. Parrone stated that is why they are doing the Plaza in phases, they need a development plan in place in order to negotiate.

Ms. Jurs wondered if the required number of parking spaces was excessive for the number of people who would be utilizing the plaza. J. Coates replied that the number is likely to change due to code changes that are being

considered by the Town Board at this time. The changes that are being looked at are parking, allowance for green space and a sequence of items for site plan review.

Are you considering more trees in the parking lot?

Mr. Parrone stated that right now there is no room for trees in the parking lot, there will be trees planted as landscaping.

What types of landscaping will there be around the plaza?

Mr. Parrone indicated that it will be trees, no bushes.

Are there any regulations on exhaust fans from the fryers to reduce the odors?

T. Rech replied that there are no regulations for fryer exhaust.

Ms. Jurs proposed not constructing the buildings that are planned for the grassy area along Scottsville Rd. She suggested putting in picnic tables. She also wondered if the plaza name could be changed to something nicer rather than Wheatland Scottsville Commons.

Would a rotary help with traffic at the intersection?

J. Coates responded that it is not part of this application. Mr. Parrone stated that there is not enough room to build one in this area according to NYS DOT.

There was a discussion about putting in speed bumps in the entrance from Scottsville West Henrietta Rd to slow traffic down coming into the plaza.

3) **Harry De Voe**, 22 Scottsville West Henrietta Rd.

Is the elevation of the hill going to be changed?

Mr. Parrone answered that it will not be changed.

Where will the new entrance off Scottsville West Henrietta Rd. be located?

Mr. Parrone stated that it will be located near top of the hill. It will be a one way right hand turn only.

Mr. De Voe is concerned about the increase in noise, light and traffic with the Plaza upgrade since his house is so near. J. Coates stated that lighting is part of the review and will be discussed in the future. He also stated that there will be more landscaping and buffers which should help the noise issues.

Is overnight parking of tractor trailers allowed in the plaza?

J. Coates replied that according to the code it is permitted on private property with the owner's permission. Mr. Parrone stated that he would alert the new owner to this situation.

4) **Kevin Marks**, 10 Beckwith Ave.

Will there be any residential use?

J. Coates stated that it will all be commercial.

Mr. Marks stated that he couldn't find information on what the meeting was going to be about. He stated that he checked the minutes and didn't see any information. J. Coates stated that the Board did give the public notice, as required. Mr. Marks asked about adding bike racks, since there are many bike groups that come through town. He suggested making sure to plan enough so that it isn't a problem trying to add more racks at a later date.

Are you looking at any special types of pavement for drainage?

Mr. Parrone stated that there are special types of pavement, but they would not work well in this situation. They will be collecting the storm water through a variety of storm water management facilities and some rain gardens in order to reduce the runoff. This is mandated by the EPA and the DEC. He also stated that the porous pavement is very expensive and difficult to maintain.

How will this impact the Village business?

J. Coates pointed out that the applicant has the land and they are using it for an approved purpose. Mr. Parrone indicated that they believe this will actually enhance the Village, there will be things here that are not in the Village. They have the space and the parking at the plaza that is not available in the Village. Their target market will be the Village and the Town, as well as Riverton and the people commuting every day.

What will the percentage of professional offices be in the plaza?

Mr. Parrone stated that there is a 6,000 sq. ft. area for professional offices being planned on the second floor of one of the new buildings. He stated that many of the other spaces could also become office space.

A representative from ESL Federal Credit Union was present to inquire if there would be any changes to their ATM kiosk. Mr. Parrone stated that everything would remain the same for ESL.

5) **Mark Thompson**, Oatka Trail.

Will there be a sidewalk on Scottsville West Henrietta Rd.?

J. Coates replied that we cannot meet the handicapped accessibility needed for a sidewalk because of the hill. There will be a sidewalk on Scottsville Rd. from the corner of Scottsville West Henrietta Rd down to the car wash.

Will the power lines be buried?

Mr. Parrone stated that anything new will be buried, the existing lines will remain unchanged.

What will happen to the ditch along Scottsville Rd.?

J. Coates responded that the ditch will remain unchanged.

Will there be a turn lane going into the plaza on Scottsville Road?

Mr. Parrone answered that will be part of the Phase 2 development, it is not required at this time. The turn lane will be constructed in the right of way, there will be no lost greenspace.

What will the signage look like on the buildings?

J. Coates stated that this subject will be discussed later in the meeting. Mr. Parrone specified that the signs on the businesses would all be consistent.

Are there sidewalks under the building overhangs?

There will be walkways, not sidewalks.

Will there be benches?

That will be discussed at a later date.

Will there be public bathrooms?

That is a code issue, not a Planning Board issue.

Are the windows going to be dark?

No, that doesn't work well for a retail business

What will the roof be made out of?

It will be a mix of Architectural shingles and metal.

The Public Hearing was closed at 8:29 P.M.

T. Rech stated that the engineer's comments were received and reviewed by the Board. Paul Chatfield, from Chatfield Engineers was present to speak at the meeting. He stated that they sent a letter dated 2/23/16 to Parrone Engineering with comments on the preliminary plans. Mr. Parrone responded that all the comments were technical in nature, and presented no problems. They have a response letter prepared.

J. Coates indicated that traffic mitigation is something that needs to be addressed in this project. There was a discussion of speed bumps and stop signs to slow traffic coming into the plaza. Mr. Parrone specified that stop signs may be the best way to start, if there are issues the speed bumps can be added at a later date.

J. Coates questioned what the parking space sizes were going to be. Mr. Parrone stated that they would be 9x18, which is according to code.

The applicant will be contacting MCWA for water main planning issues now that the Public Hearing is over. J. Coates identified that he would like to see the hot box on the preliminary plans before there are any approvals. Mr. Parrone stated that the meeting will probably be taking place within a week.

Mr. Pardi of Pardi Partnerships Architects, stated that the store front signs will be regulated by size of letters and types letters so that they remain consistent throughout the plaza. The sign size will be dependent of the linear square foot of store front. There will be a major entry sign on Scottsville Road, store front signs, and traffic signs. There was discussion about a smaller plaza sign at the entrance on Scottsville West Henrietta Rd. This will be allowed with the new code changes that the Planning Board is currently working on.

There were no issues with the County comments.

J. Coates questioned the retaining wall construction since it will be flush to the ground. He suggested extending the wall a few feet above the ground for safety issues. Mr. Parrone stated that they could put a railing along the top of the wall.

There was a discussion about all the agencies that need to be notified for the SEQR. The Board stated that there would be enough time to notify the agencies and have the information back in time for the April Planning Board meeting.

The Planning Board will need an Application with a map for a subdivision from the applicant to make the two lots into one lot. They will then be looking for Phase 1 final approval. There will be a Public Hearing in May or June for this.

M. Grasso made a motion to consider the preliminary site plan for Wheatland Scottsville Commons to be a type one action under SEQR and that the Planning Board believes coordinated review will be necessary. The Planning Board of the Town of Wheatland intends to declare ourselves as lead agency, seconded by R. Hatch and passed as follows:

Mike Grasso - aye
Joe Burns - aye
Robert Hatch - aye
Tim Steves- aye
Jay Coates – aye
Don Woerner – aye

In the next meeting final greenspace, landscaping and grading will be finalized for phase one. Mr. Parrone stated that the storm water retention will be phased.

J. Coates stated that he would like the buildings named or numbered on the plans, so that they know which one they are talking about.

There was discussion of some of the Public comments that were brought up at the Public Hearing.

➤ *Lighting*

- It was stated that with the decorative “Village Style” light fixtures have no dark sky feature.

➤ *Noise*

- Code enforcement/Police issue

➤ *Bike path*

- They have no issue with a bike trail from the parking lot to the greenway in back of the plaza. They will have to work around grading issues and the pond area. Mr. Parrone mentioned that they do not want to promote snow mobiles using the path because of liability reasons.

➤ *Bike racks*

- Mr. Parrone said that they will consider bike racks.

➤ *Dumpsters*

- They have the locations, just are not sure what they will be enclosed with at this point. Mr. Parrone stated that they will be defining how big the dumpsters will be when they do the final maps. T. Rech stated that he would like to see consistency in the dumpster enclosures.

➤ *Sidewalks/walkways*

- J. Coates questioned whether there could be an additional walkway on the Southside of the plaza to incorporate people walking in from the Village. Mr. Parrone stated that they would need to look at that and see if it will work.

➤ *Process issue*

- J. Coates stated that the Board is following the proper processes

➤ *Porous Pavement*

- The Board and the engineers didn't see any need for this type of pavement.

Mr. Parrone specified that their plans have been changed to incorporate the comments of Chatfield Engineering and B.M.E. Associates. They would need to prepare new plans to include the unresolved sidewalk through the parking lot. T. Rech suggested adding stop signs and crosswalks instead of a sidewalk. J. Coates decided that this discussion could be put off to the phase 1 final approval.

J. Coates indicated that he would like to see the phase 1 landscaping incorporate Scottsville West Henrietta Rd and the complete area on Scottsville Rd in front of the phase 1 and the phase 2 locations. Mr. Parrone does not want to landscape the whole area, he responded that they would be willing to put in and maintain a lawn in that area.

There was discussion of the sidewalk on Scottsville Rd. being extended the entire length of the plaza location. Mr. Parrone indicated that he would like to construct the sidewalk only in front of the phase 1 section, not in front of the phase 2 section. Mr. Parrone stated that the sidewalk may need to be moved once they start construction on phase 2. J. Coates responded that the sidewalk will tie into the existing sidewalk and will then bring in more walking traffic from two other subdivisions.

Other Business:

J. Coates stated that there will be a work session this month to discuss the sign code revisions that were emailed to everyone so that a copy can be sent to the Town Board.

T. Rech indicated that he is going to ask the Town Board to let the Planning Board use this reading as their training requirements for the year.

D. Woerner made a motion to adjourn the meeting, seconded by T. Steves and unanimously approved. The meeting was adjourned at 9:40 P.M.

Respectfully submitted,

Renee Smith

Recording Secretary

**TOWN OF WHEATLAND
PLANNING BOARD MINUTES
April 5, 2016**

Members present: Jay Coates, Mike Grasso, Tim Steves, Robert Hatch, Joe Burns,
Don Woerner, and Debra Stokoe

Alternates Present:

Members absent:

Also present: Terry Rech, Bldg. Inspector, Ed Shero, Town Board Liaison

Chairman Coates called the Planning Board meeting to order, and asked for any corrections/additions to the minutes from March 1, 2016. There being no corrections, the following motion was made:

R. Hatch made a motion to approve the minutes from March 1, 2016, seconded by D. Woerner and unanimously approved.

Old Business:

The application of Parrone Engineering as agent for Ming Feng Chen for Site Plan approval (plaza improvements). The property address is 3892 Scottsville Road, located in an SCB Zoning district. The Tax I.D. number is 187.03-1-72.113.

J. Coates stated that he met with the homeowners from 46 and 364 Scottsville West Henrietta Rd and answered questions about the Plaza project.

J. Coates and T. Rech met with the Town Highway Superintendent to discuss the sewer and storm water. J. Coates stated that the applicant's plans do not show the force main or the Town's easements. The Highway Superintendent had some comments about how the Town would take ownership of the main and what would be required. J. Coates and T. Rech also met with the Applicant's Engineers about this issue and a few other concerns. J. Coates stated that if the Town does take ownership, that the Convenience Store and 364 Scottsville West Henrietta Rd. would be granted easements. The Town would only be interested in taking dedication of a Public sewer, not a Private one. It was stated that the Applicant's Storm water retention pond as shown on the plans will not work, they will need to redo the Storm water facility plan. T. Rech stated that the neighboring property has not completed their storm water retention facility, so it may be possible for them to create a shared facility.

T. Rech reported that he met with a representative from NYS Parks Dept. and they were onboard with the plans for access to the Greenway.

Our Town engineers want a final storm water retention plan not an interim plan.

Notices went out on 3/2/16 to declare the Town of Wheatland Planning Board as lead agency for SEQR review. The 30 day period has passed without anyone challenging that declaration.

Don Woerner made a motion to declare the Planning Board for the Town of Wheatland as lead agency for the Wheatland Scottsville Commons project, seconded by Robert Hatch and passed as follows:

Mike Grasso - aye
 Joe Burns - aye
 Robert Hatch - aye
 Tim Steves- aye
 Jay Coates – aye
 Don Woerner – aye

J. Coates stated that we now have 20 days to do the review. A letter will need to be sent to the Applicant requesting an extension since the storm water plan has not been turned in to the Building Department.

J. Coates stated that some of the information on the Applicant’s Environmental Assessment form is incorrect. This needs to be updated before the Planning Board can move forward.

J. Coates compiled an action list of 30 items that need to be taken care of before any approvals can take place.

Planning Board Action List Wheatland Commons

J.D. Coates

Item	Date	Status
1. Complete Storm Water Plan and Layout-all phases	01/2016	Pending info from applicant
2. Storm Water – investigate joint retention facility with neighboring car wash	03/2016	Pending
3. Fire Flow Calculation	01/2016	Pending info from applicant
4. Sign Plan	01/2016	Pending info from applicant
5. SEQRA Designation (TYPE 1)	02/2016	Complete
6. SEQRA Lead Agency	02/2016	In progress
7. SEQRA Determination	02/2016	In progress
a. Complete SEQRA application	03/2016	
b. Issues with 1/19/2016 FEAF	NEW	
i. D.1.g correct section to reflect correct number of buildings and correct sq.ft.		
ii. D.1.h fill this section in as site will have storm water retention ponds (see item 1)		
iii. D.2.e.iii clarify runoff to adjacent properties and/or modify if applicant is going to do joint retention facility with neighboring car wash. Clarify if this will result in less run off than existing.		
iv. E.1.b. Surface water features – include storm water retention facilities		
8. Building #s on plans match up with drawings	02/2016	
9. Town engineers comments	02/2016	Applicant Response received- a few open issues
10. Sewers- Force main not on map	02/2016	
11. Sewers- Storm water pond 2 as shown is over force main – not acceptable to Town		
12. Sewers -Town easements not on map	02/2016	
13. Sewers- Determine if there is septic system from C store (3932 Scottsville RD) on the applicant’s property. If so needs to be on map and discuss connection to new dedicated Town main	02/2016	

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| 14. Sewers- Meeting with Highway Dept. about Town Dedication | | Complete |
| 15. Sewers- verify elevations vs. pad heights. | 02/2016 | Pending |
| 16. Sewers-Town accepting dedication of main trunk | 02/2016 | Pending |
| a. Must supply more than one property | | |
| b. Must be able to serve 364 Scottsville West Henrietta Rd and 3932 Scottsville Rd | | |
| i. Location of manholes review and revise stubs for Cstore | | |
| ii. Easements will be required from applicant to adjoining properties | | |
| 17. Sewers- review and revise removal plans Town has not agreed to have Town owned facilities removed and facilities may be needed for 364 Scottsville –W.Hen Road | 02/2016 | Pending |
| 18. Access- revise plans to include endcaps per County comments and Planning Board concerns especially on south driveway from new entrance | 02/2016 | Partial |
| 19. Access- show traffic control devices and traffic flow | 02/2016 | Pending |
| 20. Access- evaluate fire lanes and label | | |
| 21. Access – if properties are being combined can area to East of China Panda be reconfigured for parking or other uses? i.e. parking, walkways | NEW | |
| 22. Access/landscape/greenspace/aesthetics – need phase 1 greenspace, landscaping and grading for phase 1 | 02/2016 | Pending |
| 23. Access/landscape/greenspace/aesthetics – sidewalks and maintained strip to be entire length of applicant property on Scottsville Road to enable completion with sidewalks to North and visually improve area. Detail on phase 1 and phase 2 needed. | 02/2016 | Pending |
| 24. Access/landscape/greenspace/aesthetics- Greenway proposed access needs to be investigated, detailed and shown on drawings. | 02/2016 | Pending |
| 25. Access/landscape/greenspace/aesthetics- sidewalk on south side of south driveway-tying into endcaps on south drive. | 02/2016 | Pending |
| a. If not possible new sidewalk/ walkway/bike path along bottom of hill to south of China Panda from Scottsville Rd | NEW | |
| 26. Access/landscape/greenspace/aesthetics – safety railing on retaining wall to prevent walk overs. Applicant needs to provide details. | 02/2016 | Pending |
| 27. Lighting – fixtures and heights | NEW | |
| 28. Water main – applicant to clarify if MCWA will take over new main or if hot boxes will be required. If hot boxes required- applicant needs to update drawings with location, details and provide screening info | 02/2016 | Pending |
| 29. Fire Plans will be required during building permit application – building numbering/ID, site plans and building plans for fire department use. | | |
| 30. Knox Box for emergency responder access will be required for all structures. | | |

This list was presented to the Applicant prior to this meeting. An additional Action List item was added during discussion by the Planning Board members. The Board decided that they need clarification and details of easements on the plans.

There was discussion on the length of the Environmental extension that is needed. T. Rech suggested wording the extension so that the Board is not constrained by time. J. Coates asked the Board to do some research on the SEQR options before the next meeting.

Phase 1 review will follow the Site Plan approval which should happen in May or June. The Phase 1 Review will have a separate set of plans, and should have a Public Hearing in June or July.

New Business:

The application of Parrone Engineering as agent for Ming Feng Chen to seek resubdivision (combination) of two parcels into one 19.2 acre lot. The property is located at 3892 Scottsville Rd. and is in a SCB zoning district. The Tax I.D. numbers are 187.03-1-72.11/MAC and 187.03-1-72.113.

The Applicant would like to erase the property line from the former McDonalds project and recombine into one lot. It would be a combination of Lot 2 with Lot 1. J. Coates stated that the Applicant will need to clarify the easements that are currently on the plans.

There will be a Public Hearing at the May Planning Board Meeting.

Other New Business:

The application of Schultz Associates as agent for Ursula Maynard to seek alteration of lot line between 2 parcels. The property addresses are 1611 & 1627 Beulah Rd. and are located in an AR-2 Zoning District. The Tax I.D. numbers are 197.03-1-3 and 197.03-1-4.

Robert Hatch recused himself since he is representing the Applicants, Bill, Ursula and Doug Maynard. Lot one has an existing shared stone driveway, the second entrance goes to the barns and garages in the back. The existing property line bisects one of the existing garages and comes very close to a second building, so it does not meet existing zoning codes. The existing lot line will be will be changes in order for those buildings to meet current zoning codes. They are also defining a cross access easement, one that would service the existing house, and one that would service the buildings in the rear. They are moving a rear portion of lot one, the frontage will remain unchanged.

T. Rech stated that everything looks straight forward.

There will be a Public Hearing at the May Planning Board meeting.

Old Business:

None

Other Business:

The Code Revision and Sign Ordinance revisions are with T. Rech for his final review before they go to the Town Board.

J. Coates stated that the Town Board will allow the sign and green space code research to suffice for the Board's annual training.

J. Coates also mentioned that the Board will have to complete their workplace violence and sexual harassment training at the next work session.

D. Woerner made a motion to adjourn the meeting, seconded by T. Steves and unanimously approved. The meeting was adjourned at 8:05 P.M.

Respectfully submitted,

Renee Smith

Recording Secretary

**TOWN OF WHEATLAND
PLANNING BOARD MINUTES
May 3, 2016**

Members present: Jay Coates, Mike Grasso, Tim Steves, Robert Hatch, Joe Burns,
and Debra Stokoe

Alternates Present:

Members absent: Don Woerner

Also present: Terry Rech, Bldg. Inspector, Ed Shero, Town Board Liaison

Chairman Coates called the Planning Board meeting to order, and asked for any corrections/additions to the minutes from April 5, 2016. D. Stokoe mentioned that her name had been left off the roll call vote for the approval of the Planning Board to act as lead agency for the Wheatland Scottsville Commons project. R. Hatch mentioned that in line 4 under new business the phrase “will be” is repeated, changes should be changed and in line 6 the words “one that would service” should be removed. There is only 1 easement being discussed.

R. Hatch made a motion to approve the minutes from April 5, 2016 with the aforementioned changes, seconded by T. Steves and unanimously approved.

Old Business:

The application of Parrone Engineering as agent for Ming Feng Chen for Site Plan approval (plaza improvements). The property address is 3892 Scottsville Road, located in an SCB Zoning district. The Tax I.D. number is 187.03-1-72.113.

T. Rech met with the neighbor to the North of the plaza and the applicant to discuss pursuing a joint storm water facility.

The applicant gave the Planning Board an extension for the SEQR Determination timeframe.

Old Business:

The application of Parrone Engineering as agent for Ming Feng Chen to seek resubdivision (combination) of two parcels into one 19.2 acre lot. The property address is 3892 Scottsville Rd. and is in an SCB Zoning district. The Tax I.D. numbers are 187.03-1-72.111/MAC and 187.03-1-72.113.

Gary Smith from Parrone Engineering was present to represent the Applicant. He stated that the applicant would like to combine the former Mc Donald’s lot and the Plaza lot into one lot. There was discussion about the easements and whether they should all be shown on the subdivision map at this time. M. Grasso was concerned that if it was just shown on the site plan, it would not be on file at the County Clerk’s Office for future reference. Mr. Smith stated that by the time they would be installing the sanitary sewers, they would have to include easement information, this would be on file with the final subdivision map at the County Clerk’s office.

T. Rech stated that this has been sent to the County, and no comments have been received, J. Coates specified that it has only been 27 days.

J. Coates opened the Public Hearing for the resubdivision of Wheatland-Scottsville Commons at 7:10 P.M. There being no public who wished to speak to the Board, the Public Hearing was closed at 7:11 P.M.

The Board completed the SEQR Review.

R. Hatch made a motion to determine the resubdivision to be an unlisted action, seconded by D. Stokoe, and passed as follows:

Mike Grasso - aye
Joe Burns - aye
Robert Hatch – aye
Debra Stokoe - aye
Tim Steves- aye
Jay Coates – aye

R. Hatch made a motion to grant final resubdivision Approval for Wheatland-Scottsville Commons Subdivision, map dated 3/9/16 from Parrone Engineering, with the stipulation that there be no negative County comments received, seconded by M. Grasso and passed as follows:

Mike Grasso - aye
Joe Burns - aye
Robert Hatch – aye
Debra Stokoe - aye
Tim Steves- aye
Jay Coates – aye

Old Business:

The application of Schultz Associates as agent for Ursula Maynard to seek alteration of lot line between 2 parcels. The property addresses are 1611 & 1627 Beulah Rd. and are located in an AR-2 Zoning District. The Tax I.D. numbers are 197.03-1-3 and 197.03-1-4.

R. Hatch recused himself from this part of the meeting since he is representing the Applicant.

The Applicant is looking for an alteration of lot line for the two properties. R. Hatch gave a summary of the information that was presented at the last Planning Board meeting.

T. Rech stated that the wells and leach fields are not shown on the map. R. Hatch stated that they can be added.

J. Coates stated that no county Comments have been received at this time, but again it has only been 27 days.

J. Coates opened the Public Hearing for the alteration of lot line for the Maynard property at 7:24 P.M. There being no public who wished to speak to the Board, the Public Hearing was closed at 7:25 P.M.

The Board is in consensus that this is a good idea; it will be cleaning up some noncompliant issues.

The Board completed the SEQR Review.

M. Grasso made a motion for a Negative Declaration under SEQR for this unlisted action, the Maynard Subdivision, based on a final Platt by Schultz Assoc. dated 3/23/16, seconded by D. Stokoe, and passed as follows:

Mike Grasso - aye
Joe Burns - aye
Robert Hatch – recused
Debra Stokoe - aye
Tim Steves- aye
Jay Coates – aye

D. Stokoe made a motion to approve the Maynard resubdivision, map dated 3/23/16 from Schultz Assoc., with the stipulation that there be no negative County comments received, and that the leech fields and wells be added to the map, seconded by T. Steves and passed as follows:

Mike Grasso - aye
Joe Burns - aye
Robert Hatch – recused
Debra Stokoe - aye
Tim Steves- aye
Jay Coates – aye

New Business:

The application of Stokoe Farms VI to seek resubdivision and alteration of lot line between two parcels. The property address is 1600 South Rd. located in an AR-2 Zoning District. The Tax I.D. numbers are 209.04-1-8.215, and 209.04-1-8.121.

D. Stokoe recused herself from this part of the meeting.

The farm bought this property last year. It has a barn on the property that a neighbor would like to purchase. Stokoe farms will subdivide the parcel so the neighbors can purchase the barn with the stipulation that it will be added to their existing property. The lot that the barn will be added to is lot R1B, which is owned by Donald and Elizabeth Sears.

There was discussion about how to show the subdivision lines on the map. It was decided that the map needs to show 2 new lots with a dotted line for the old lots and a description about what was done.

Other Business:

T. Rech did final revisions on the sign codes; he will email it out as soon as possible.

T. Rech stated that there is more interest in Wedding Barns, and stated that there has to be thought put into the conditions for approval. He is questioning whether it should be treated as a Special Exception per major home occupation, or send it to Town Board for a Special Use Permit. T. Rech also questioned whether there should be another category of Special Exception with conditions to handle the Wedding Barns? He listed some possible conditions:

1. Owner Occupied
2. Limit Lighting
3. Parking-off street and spaces
4. Adequate sanitary facilities
5. Noise
6. Hours/days of Operation
7. Operation permit
8. Fire Dept. Plan
9. Kitchen facilities

R. Hatch stated that there are some existing Wedding Barns in neighboring towns, maybe the Board can look at their codes.

J. Coates stated that there will not be a work session this month.

R. Hatch made a motion to adjourn the meeting, seconded by D. Stokoe and unanimously approved. The meeting was adjourned at 7:55 P.M.

Respectfully submitted,

Renee Smith

Recording Secretary

**TOWN OF WHEATLAND
PLANNING BOARD MINUTES
November 1, 2016**

Members present: Mike Grasso, Tim Steves, Joe Burns, Don Woerner
Debra Stokoe, Jay Coates

Alternates Present:

Members absent: Robert Hatch

Also present: Terry Rech, Bldg. Inspector, Ed Shero, Town Board Liaison

Chairman Coates called the Planning Board meeting to order immediately following the Zoning Board meeting, and asked for any corrections/additions to the minutes from October 4, 2016.

D. Woerner made a motion to approve the minutes from October 4, 2016, seconded by D. Stokoe and unanimously approved.

Old Business:

T. Rech stated that he had a conversation with the adjacent property owner about relocating the storm water facility and moving forward with the project.

New Business:

The Application of Grace Acres Resubdivision II to seek an alteration of Lot Line. The property address is 4600 River Rd. located in an AR-2 Zoning District. The Tax I.D. number is 200.03-1-13.116.

Dan Holtje was present to speak to the Board. He stated that they are annexing a portion of lot 3 and adding it to lot 4B. T. Rech stated that this was very straightforward. D. Holtje stated that lot 4 was originally 8.5 acres, but will become 8.8 acres. There is concurrence from both property owners.

The Board reviewed each question on the Impact Assessment Short Environmental Review Form and information provided during this proposed action. Evaluation and examination were carefully conducted, the Board determined no relevant areas of environmental concern were identified. Therefore, the Board determined that this is:

1. An Unlisted Action under SEQRA,
2. That there will be minimal or no adverse environmental effect as a result of the proposed Action,
3. And made Negative Declaration for this Action

D. Woerner made a motion to approve the application for lot line alteration of Grace Acres 4600 River Rd. based on the Resubdivision map #2 dated 10/23/16 prepared by Daniel Holtje. This was seconded by D. Stokoe and passed as follows:

Mike Grasso - aye
Joe Burns - aye
Debra Stokoe - aye
Tim Steves- aye
Don Woerner -aye
Jay Coates -aye

J. Coates stated that next month the Wedding Barn will be coming before the Board. They have submitted their application, but have not yet paid the application fee.

Future Business:

- T. Rech stated that he received a second request about whether the Town allows commercial solar power.

T. Rech announced that there may be work session this month for training.

D. Woerner made a motion to adjourn the meeting, seconded by J. Burns and unanimously approved. The meeting was adjourned at 7:39 P.M.

Respectfully submitted,

Renee Smith

Recording Secretary

**TOWN OF WHEATLAND
PLANNING BOARD MINUTES
October 4, 2016**

Members present: Mike Grasso, Tim Steves, Robert Hatch, Joe Burns, Don Woerner
and Debra Stokoe, Jay Coates

Alternates Present:

Members absent:

Also present: Terry Rech, Bldg. Inspector, Ed Shero, Town Board Liaison

Chairman Coates called the Planning Board meeting to order immediately following the Zoning Board meeting, and asked for any corrections/additions to the minutes from June 7, 2016.

R. Hatch made a motion to approve the minutes from June 7, 2016, seconded by J. Burns and unanimously approved.

Old Business:

T. Rech stated that there is nothing new to report on Wheatland Commons. J. Coates specified that the following items are still pending:

- Request from the Town Engineer
- A complete SEQR
- Request for a complete storm water plan
- Comments that the Board has requested

M. Grasso questioned whether there was a time line. J. Coates answered that there was an indefinite extension granted. The re-subdivision was approved, but since the requested items have not been received this could be termed an incomplete application at this time.

New Business:

The Application of Garbuttsville Cemetery Association as an agency for Garbuttsville Cemetery to seek Alteration of Lot Line and Special Exception Use approval for cemetery expansion. The property address is 9596 Union St. located in an AR-2 Zoning District. The Tax I.D. number is 199.03-1-15.

Matthew Nafus, attorney for the Garbuttsville Cemetery was present to speak at the meeting. He stated that the cemetery purchased a 1-acre parcel behind the cemetery. They were granted approval in April by the Division of Cemeteries to purchase the parcel and are now seeking an alteration of lot line to combine the 2 parcels. The cemetery will need both a Special Exception and an Alteration of Lot line.

T. Rech stated that the water authority has a driveway that runs through the property. The Water Authority is aware that this will need to be moved, and have no issues.

T. Rech reported that the County mapper disclosed that this piece of property was incorrectly combined to another property, which created a land locked parcel. The alteration of lot line would correct this problem.

J. Coates reviewed the Town Code General Standards for a Special Exception and the Board determined that the cemetery met all the conditions.

The Public Hearing was opened at 8:27 P.M. and subsequently closed since there was no public present who wished to speak before the Board.

The Board reviewed each question on the Impact Assessment Short Environmental Review Form and information provided during this proposed action. Evaluation and examination were carefully conducted, the Board determined no relevant areas of environmental concern were identified. Therefore, the Board determined that this is:

1. An Unlisted Action under SEQRA,
2. That there will be minimal or no adverse environmental effect as a result of the proposed Action,
3. And made Negative Declaration for this Action

D. Woerner made a motion for alteration of lot line to combine the one-acre parcel with the existing cemetery parcel. These will both be part of tax parcel 199.03-1-14.11, based on a map prepared by Nick Montanaro dated June 2015. This motion was seconded by R. Hatch, and passed as follows:

Mike Grasso - aye
Joe Burns - aye
Robert Hatch – aye
Debra Stokoe - aye
Tim Steves- aye
Don Woerner -aye
Jay Coates -aye

M. Grasso made a motion to grant a Special Exception to the cemetery to cover the entire property on the survey map by Nick Montanaro dated June 2015 which includes tax parcel 199.03-15 and the 1-acre parcel adjacent which is now combined. This motion was seconded by R. Hatch and passed as follows:

Mike Grasso - aye
Joe Burns - aye
Robert Hatch – aye
Debra Stokoe - aye
Tim Steves- aye
Don Woerner - aye
Jay Coates - aye

Future Business:

- A proposed Alteration of Lot Line for Grace Acres. Mr. Linton is selling his property and there is a neighbor who has first right of refusal for a parcel of land. Since this is a simple change and does not affect the public, they are requesting to do this without a Public Hearing.

Robert Hatch made a motion to waive the Public Hearing for the Grace Acres Resubdivision II for a simple alteration of lot line, moving the southeasterly property line of R-3 and combining it with lot R-4, based on a map prepared by Daniel John Holtie, dated Oct 3rd 2016.

- Wedding Barn on River Rd. J. Coates stated that they have not submitted a formal application at this time. He stated that there have been 3-4 calls from the public about this already stating that they have seen this advertised as a party house. T. Rech and J. Coates did some preliminary plan reviews based on Fire Codes issues. There was discussion about whether they would need sprinklers, T. Rech specified that they do not need them as long as they follow the proper code pathway.
- T. Rech stated that the Board needs to start working on code for Solar Farms. J. Coates mentioned finishing code for Greenspace also.

T. Rech announced that there will not be a work session this month.

D. Woerner made a motion to adjourn the meeting, seconded by D. Stokoe and unanimously approved. The meeting was adjourned at 8:51 P.M.

Respectfully submitted,

Renee Smith

Recording Secretary

**TOWN OF WHEATLAND
PLANNING BOARD MINUTES
December 6, 2016**

Members present: Mike Grasso, Tim Steves, Joe Burns, Don Woerner, Robert Hatch
Debra Stokoe, Jay Coates

Alternates Present:

Members absent:

Also present: Terry Rech, Bldg. Inspector, Ed Shero, Town Board Liaison

Chairman Coates called the Planning Board meeting to order at 7:00 P.M., and asked for any corrections/additions to the minutes from November 1, 2016.

M. Grasso made a motion to approve the minutes from November 1, 2016, with a clarification on the map for the Grace Acres Resubdivision. The map should be referred to as Grace Acres Resubdivision II in the motion for approval. This was seconded by D. Woerner and unanimously approved, with R. Hatch abstaining from the vote.

Old Business:

T. Rech stated that there have been no updates from Wheatland Commons.

New Business:

The Application for the Cobblestone Wedding Barn to repurpose two J.T. Wells barns for weddings, ceremonies and community gatherings. The property address is 5015 West River Rd. located in an AR-2 Zoning District. The Tax I.D. number is 211.01-1-10.

Kane Gascon and James Cole were present to speak before the Board. Mr. Gascon explained that they have 2 Wells barns on the property. One will be a ceremony barn, the other will be a reception barn. They will be hosting weddings from June through October for 120-150 guests. The hours of operation will be from 4:00 P.M. until 11:00 P.M.

The Applicant stated that there will be no kitchen set up onsite, all weddings will be catered. The food and garbage will all be removed after the dinner is complete. There will be a temporary bar set up for each wedding, with a storage location for the bar within the barn. There will be decks on the back side of the barns, and 3 bathrooms will be constructed within the barns.

There will be parking for 100 cars on the grass in the back of the property which will not be visible from the road. There will be handicap parking places and the barns will be handicap accessible. There will be a lane added that will go right to the barn for dropping off guests and can also be used if needed for emergency vehicles.

The Applicant will need to put in new a septic system for the entire property which will be on the North side of the property.

There will be no wedding barn signage, the only signs will be entrance and exit signs for the driveway. They would not need a permit for those signs.

The sound will be monitored using a noise monitoring system. Mr. Gascon stated that he does not want people to be impacted by the noise, so he is testing the decibel levels.

The Applicant doesn't currently have a plan for lighting at this point, but stated that they would like to have lighting in the parking lot. Mr. Cole stated that at the Rush wedding barn location they have lighting that shines straight down from the pole. They will have outside lights which will shine on the barn. They do not want any light or sound to go over the property boundaries.

T. Rech issued an opinion letter regarding Recreational Outdoor Facilities. The Board was in consensus to accept the opinion letter and will proceed along the lines of a Special exception use. The Applicant will have to meet the standards for both an Outdoor Recreational Facility and a Special Exception Use.

A Public Hearing will be set for the January 3rd, 2017 Planning Board meeting.

T. Rech stated that there are some clarifications that he would like to have corrected on the site plan.

1. The Site plan states occupancy for 150 people where the code review has occupancy at 115 for the small barn and 190 for the large barn. T. Rech stated that the site plan is what will be approved by the Board, so that has to have the correct information.
2. It was stated that there would be parking for 100 cars, but there are only 50 parking places on the plans. It was stated by the applicant that the revised maps have this correction.
3. The site plan also states Friday and Saturday operations only. Mr. Gascon stated that this is true.

Future Business:

- T. Rech stated that they will be working on Solar Regulations.

No Work session for December.

J. Coates and T. Rech decided that they would go to the wedding barn during the day and to witness a sound test and then report back to the Board. They will notify the Board when they are going to be going to do this in case any of the Board would like to attend the test.

R. Hatch made a motion to adjourn the meeting, seconded by D. Stokoe and unanimously approved. The meeting was adjourned at 7:50 P.M.

Respectfully submitted,

Renee Smith

Recording Secretary