

PLANNING BOARD  
TOWN OF BERNE  
PO Box 57  
Berne, NY 12023

**Date:** June 7, 2018

**Present:** Debra Bajouwa (Chair), Mike Vincent, Todd Schwendeman, Emily Vincent, Mark Sengenberger, Mark Hohengasser (Alternate), Dawn Jordan (Town Board Liaison) and other interested citizens.

**Regular Meeting:**

Ms. Bajouwa called the meeting to order at 7:00 p.m.

**Minutes:** The Board reviewed the minutes from the May 3, 2018 meeting. Mr. Vincent moved to approve the minutes as amended. Mr. Sengenberger seconded and the motion passed, 5-0.

**Old Business:** Site Plan Review: Houlihan (Primax/Dollar General) – SBL# 80.-2-40. No new information has been submitted. Ms. Bajouwa said that the ZBA has received a variance application to reduce the number of required parking spaces.

**New Business:** none

**Other:**

Public Comment Policy: A draft public comment policy, process and sign-up form were discussed. Mr. Sengenberger moved to approve the draft public comment policy as written. Ms. Vincent seconded and the motion passed, 5-0.

The Board reviewed and discussed a new site-visit form, digital photo documentation and site visit procedures. Ms. Bajouwa will forward the proposed site-visit form to the Town Attorney.

The Board continued its review of digital signage within the Town. Issues including light intensity, message duration and scrolling were discussed. Ms. Jordan said that the Town Board will be taking up the subject of signs during its review of the Town code and the schedule of uses and definitions.

Ms. Bajouwa said that the Town Board is reviewing the use of camp sites on private properties (E.g., Tentr, glamping).

Mr. Vincent said he had attended the recent Albany Co. Planning Board meeting and commented on its review of the Dollar General site-plan application.

There being no further business before the Board, Mr. Schwendeman moved to adjourn the meeting at 8:22 p.m. - seconded by Ms. Vincent - and the motion carried, 5-0.

Respectfully submitted,

Kathy Brown  
Planning Board Secretary