

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

**Date:** July 5, 2018

**Present:** Debra Bajouwa (Chair), Todd Schwendeman, Emily Vincent, Mark Sengenberger, Mark Hohengasser (alternate), Kathy Brown (Secretary), Dawn Jordan (Town Board Liaison), Chance Townsend (Zoning and Building Administrator) 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 June 7, 2018 meeting. Mr. Sengenberger moved to approve the minutes. Ms. Vincent seconded and the motion passed, 4-0.

**Old Business:** **Site Plan Review: Houlihan (Primax/Dollar General) – SBL# 80.-2-40.** Ms. Bajouwa told the Board she attended the 6/20 ZBA meeting for a parking area variance application for the site and that a ZBA public hearing is scheduled for 8/1/2018.

**New Business:** none

**Other:**

Chance Townsend spoke to the Board about the need for additional municipal parking. Mr. Sengenberger said he would work with the Town on a conceptual plan. Mr. Townsend said formal agreements between the Town and nearby property owners would need to be made.

Ms. Bajouwa said Town Attorney Bill Conboy reviewed the public comment policy and that it was ok to implement. The Board agreed on a new sign-in sheet format. Ms. Bajouwa read into the record Mr. Conboy's opinion on Board members being present as a quorum at site reviews (see attached). Mr. Schwendeman moved to approve eliminating the spaces for Board members to sign the site review sheet. Ms. Vincent seconded and the motion passed, 4-0. Applicant contact information will be added to the form.

Ms. Bajouwa asked that Board members provide input regarding digital signs at the next meeting.

Mr. Hohengasser said he is coordinating a presentation with the Dark Sky Initiative.

Mr. Schwendeman thanked Town Clerk Anita Clayton for hosting the solar ordinance/permit on the Town's website. He also said that Mr. Townsend had attended the Clean Energy Community Program code-enforcement training program and that the Town's solar permit and ordinance were accepted by NYSERDA as "high-impact actions."

There being no further business before the Board, Mr. Sengenberger moved to adjourn the meeting at 7:36 p.m. - seconded by Ms. Vincent - and the motion carried, 4-0.

Respectfully submitted,

Kathy Brown  
Planning Board Secretary