**Date:** March 18, 2021

**Present:**

Joe Martin, Chair, Mike Vincent, Mark Sengenberger (via Zoom), Larry Zimmerman (via Zoom), Pat Safford (Alternate) (Via Zoom), Cathy Shultes (Planning Board Secretary), Javid Afzali (Town Attorney) (via Zoom) and other interested citizens.

**Regular Meeting:**

* Joe Martin, Planning Board Chair called the meeting to order at 7:00 pm.
* Review of Minutes from March 4, 2021.
1. ***Motion:*** *Mark Sengenberger made a motion, seconded by Mike Vincent to accept the minutes from March 4, 2021. Motion carried with the following members voting aye: Joe Martin, Mike Vincent, Mark Sengenberger, and Larry Zimmerman.*

**New Business:**

* **Historic Review / SUP / Variance (from ZBA)**

Jill and Anthony Martin

1705 Helderberg Trail

Berne, NY 12023

SBL: 78.2-1-10

The following items were discussed:

1. The Martin’s will need to complete an application for the sewer district.
2. Mark Sengenberger will complete the Planning Board Site visit prior to the April 1, 2021 PB meeting.
3. Two correspondences to support this application (from Karen Schimmer, and Susan and Philip Hawkes-Teeter) were discussed.

**Old Business:**

**Other:**

* Planning Board Recommendations for Proposed Local Laws (Home Occupation and Solar)
1. Per the February 18 PB meeting, motions were passed to forward the recommendations for the proposed local laws (regarding Home Occupation and Solar) to Anita Clayton for review by the Town Board. The PB was provided the draft correspondence and attachments and were satisfied with the contents, and in agreement for the documents to be forwarded.
2. Per the February 18 PB meeting, a motion was passed to forward a correspondence to Anita Clayton for review by the Town Board, requesting funds be released for a study by an engineering firm to identify any eligible solar sites in the Town of Berne. The PB was provided the draft correspondence and attachment, and were satisfied with the contents, and in agreement for the documents to be forwarded.
* Property Line Adjustments
1. Reviewed application and associated materials drafted by Mark Sengenberger
	1. Final Plat - Property Line Adjustment
	2. Final Plat Property Line Adjustments Checklist
	3. Preliminary Plat – Property Line Adjust
	4. Preliminary Plat – Property Line Adjust Checklist
	5. Proposed Chapter 171 Property Line Adjustments (for Town Code)
	6. Provide any edits to Mark Sengenberger or Cathy Shultes. The documents will be revisited at our April 1, 2021 meeting.
	7. Associated fees will need to be discussed with the Town Board
	8. Will these documents need review by the Albany County Planning Board?
	9. Will Property Line Adjustments need review by Albany County Planning Board?
* Training – Planning Board Members need to complete 8 hours of training each year
1. Larry Zimmerman mentioned that he emailed to have some links of previous recordings sent.
2. Upcoming April programs include Site Plan Preview (4/15) and Site Plan Mishaps (4/27) – both are recommended for Planning Board members.

**Adjourn**

***Motion:*** *Larry Zimmerman made a motion, seconded by Mark Sengenberger to adjourn the meeting at 8:05pm. Motion carried with the following members voting aye: Joe Martin, Mike Vincent, Mark Sengenberger and Larry Zimmerman.*

Respectfully submitted,

Cathy Shultes, Administrative Assistant