

Town of Romulus Planning Board

Minutes of January 4, 2021

Virtual Meeting via Go-To-Meeting

Roll Call

Sue Ellen Balluff

Tom Bouchard

Bill Karlsen

Cindy Meckley

Dick Bloss

Janet Lynch

Kate Sinicropi

Guests: Harriett Haynes

Pat Morrell, Town Attorney

Pledge of Allegiance/Moment of Silence

Approval of December 7, 2020 Minutes Corrections to the minutes are delete Cornerstone Properties after **O'Neill Subdivision Application** on page 1, 2nd paragraph; on page 4, first paragraph, 6th sentence, change *Don* to Dick and page 4, sentence 23, Motion to adjourn by Cindy, seconded by *Don*, change *Don* to Dick. Tom made a motion to approve the minutes with corrections. Cindy seconded the motion. Motion unanimously approved.

Old Business

Cornerstone Properties LLC Subdivision Application – Sue Ellen reported that this remains on hold, as there is a deed restriction with the Land Trust.

Deer Haven Park, LLC Subdivision Application – Dick raised an issue regarding the definition of a minor subdivision. He read from our zoning definitions. A Minor Subdivision: Subdivisions of land that result in three to four total lots during a three-year period one or more of which is less than 5 acres/2 hectares, and which: (1) does not include new streets, utility extensions, clustering, public open space or facilities; (2) does not conflict with this code, the official map, or any other Town development policy; and (3) does not adversely affect use or development of adjoining land. Dick questioned whether the Deer Haven Park Subdivision was a minor or major subdivision and the relationship to the Tax ID. Pat Morrell, Town Attorney clarified that a lot is defined by a Tax ID number and the Tax ID defines what the lot is. For example, two lots, one on East Lake Rd. and a lot on the other side of the road are all one Tax number and considered one lot. A Major Subdivision: Subdivision of land that results in five or more lots during a three-year period or otherwise not qualifying as a rural or minor subdivision. A major subdivision may involve new public rights-of-way, utility extensions,

or other new public facilities. Any cluster subdivision or other subdivision which deviates from this Code, the official map, other Town development policy will generally be considered a Major Subdivision.

Discussion regarding subdivision and short or long form EAF. At our November 2020 meeting we determined that Deer Haven LLC Subdivision was a Minor Subdivision, and we would need a short EAF. Dick reiterated that we do not have all the information we have requested, and we do not have information from the Public Hearing as it has not been held yet. We have the right to change our determination as to classification once we have all the information. Pat clarified that we could always request specific information if it is not included in the short form EAF. The short form EAF does not limit what we can request. Sue Ellen received a phone call from Mr. Martin today, stating that the information is not ready and that he would bring it to the February meeting. Hopefully, we would receive it before the February meeting so we can individually review it and the information would be on the website or at the office, for the public.

Borchard Subdivision – Sue Ellen reported that the sale is back on and they are working toward getting the contingencies done. They are going to change the application again due to some minor changes. Sue Ellen will forward to board members an email that Pat got from the purchaser.

O’Neill Subdivision – Sue Ellen stated that we need to appoint ourselves as lead agency for the SEQR and that we had scheduled the Public Hearing for the February 1st meeting. Discussion about virtual meeting in February or using the Town Hall. Pat commented that we could designate ourselves as the lead agency now and complete the SEQR at the Public Hearing. Motion by Cindy to appoint the Planning Board as the lead agency for the O’Neill Subdivision SEQR. Motion seconded by Bill. Motion unanimously approved. Review of the Part I of the SEQR raised questions regarding the flood plain and future construction. Motion by Tom for a Virtual meeting for the February 1st meeting. Seconded by Bill. Motion unanimously approved. The public notice for the virtual meeting will need to give instructions on how to access, as well as how to send written comments or questions to the Town per Pat.

Election of Officers – For the office of Chair, Cindy nominated Sue Ellen Balluff and it was seconded by Bill. Motion unanimously approved. For the office of Vice Chair, Dick Bloss volunteered, and this was seconded by Bill. Motion unanimously approved. For the office of Secretary, Kate Sinicropi volunteered, and motion seconded by Cindy. Motion unanimously approved.

Updates – Sue Ellen reported on correspondence she has received. She has received some phone calls about small subdivision applications but nothing in writing; information from the Zoning Officer that a construction company contacted him about making living structures from metal containers. Sue Ellen will forward emails to all and requested we check our email once a week.

Comprehensive Plan Update – Sue Ellen reported nothing new. She received a letter from Mike three weeks ago. She will forward to Tom.

Training – Bill asked about the training Cindy got through Cayuga County. Cindy said that Debbie Foster is the contact in Cayuga County. Sue Ellen reminded us that Genesee Planning Board website had training opportunities. Harriet noted that the Dept. of State will have some classes coming up.

Motion to adjourn made by Dick and seconded by Cindy. Motion unanimously approved. Meeting adjourned at 8:39 pm.

Respectfully submitted,

Kate Sinicropi, Secretary