Town of Stony Point
Department of Planning

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PLANNING BOARD MINUTES October 22, 2015 RHO BUILDING at 7:00 P.M.

Present:

Eric Jaslow, Member
Peter Muller, Member - absent
Michael Puccio, Member
Gene Kraese, Member
Gerry Rogers, Member
Michael Ferguson, Member
Thomas Gubitosa, Chairman

Steve Homan, Esq. Special Counsel

Max Stach Town Planner

# PLANNING BOARD AGENDA October 22, 2015 RHO BUILDING at 7:00 P.M

## **CONTINUED PUBLIC HEARING:**

- 1. H.L.F. Estate SBL 20.10-2-65 -Three lot minor subdivision located on the North West corner of Filors Lane and Central Highway
  - Conditional Use

## **APPLICATIONS:**

- 2. Verizon Wireless Proposed Public Utility Wireless Telecommunications Facility (NY Mott Farm) at 560 Liberty Drive, Tomkins Cove, New York SBL 10.02-3-10 BU Zone Site Plan/ Conditional Use, located on the East side of North Liberty Drive, Tomkins Cove
  - Site Plan
  - Special Use Permit recommendation

#### APPLICATION OFF AGENDA

- 3. Verizon Wireless Public Utility Wireless Telecommunications Facility at 146 South Liberty Drive, Stony Point, New York SBL 20.11-3-1 located on the east side of 9W at Colonial Plaza.
  - Site Plan
  - New Application
- 4. The Breakers SBL 15.04-6-3,4 & 6 Site Plan Conditional Use located on the north End of Hudson Drive 600 feet north of Tomkins Avenue
  - New Application

#### **Other Business:**

Reduction of a Letter of Credit on Jessup Ridge West SBL 19.01-2-45.1

Minutes of September 24, 2015 Meeting

\*\*\*November/December Meeting Date: December 10, 2015\*\*\*

\*\*\*TAC MEETING - DECEMBER 3, 2015 @ 1:00 pm\*\*\*

Chairman: Before we start on the agenda item number 3 Verizon Wireless is off the agenda tonight. We are going to start nowwith item one on the agenda is H.L.F. Estate a continued Public Hearing. Mr. Zigler can you give us an update.

H.L.F. Estate – SBL 20.10-2-65 -Three lot minor subdivision located on the North West corner of Filors Lane and Central Highway

Conditional Use

Mr. Zigler: Dave Zigler from Atzl, Nasher and Zigler we were here last month to discuss the project a three lot subdivision we had a Public Hearing we had some comments think we answered all the comments most of the had to do with the access coming in off the left side of the property. At the workshop we found two things we had to revise on the map one is the bulk table and the second thing is I had a note for shade trees along the road we just need to put the shade trees on the map. We have all the comments back from the agencies that is all unless anyone has any questions?

Mr. Chairman: I guess what we will do is right before I open the Public Hearing go to the Fire Inspector Tommy are you good with everything.

Mr. Larkin: Yes, I am good with the Filors subdivision.

Mr. Honan: Are you going to revise the map date for the resolution - what date are you going to put on it for the resolution.

Mr. Zigler: You can put today's date on it October 22, 2015.

Chairman: John do you have any comments?

Mr. O'Rourke: I have no comments Dave summarized it very well and we are satisfied with the plans.

Mr. Turner: I think the same things that Max had indicated that are to be changes to the map.

Chairman: I am going to open the Public Hearing. Seeing no impute I need a motion to close the Public Hearing.

MOTION: CLOSE PUBLIC HEARING Made by Eric Jaslow and seconded by Michael Ferguson All in favor

Chairman: Right now I am going to read the resolution.

## **GRANTING APPROVAL**

#### OF A THREE-LOT MINOR SUBDIVISION and

#### **CONDITIONAL USE**

**For The Project** 

## H.L.F. ESTATE

## BY APPLICATION OF: George Scott Filor, as Owner

WHEREAS, an application, dated May 27, 2015 and revised August 5, 2015, has been made to the Planning Board for approval of an average density three lot minor subdivision plat and for a conditional use to allow each lot to be improved with a two (2) family house, affecting premises designated as Section 20.10, Block 2, Lot 65 on the Tax Map of the Town of Stony Point, consisting of approximately 18.18 +/- acres, located in an R-1 District, situated at the North West corner of Filors Lane and Central Highway, and commonly known as 115 Central Highway, Stony Point, New York, and upon a plat titled "Subdivision of H.L.F. Estate" dated May 27, 2015, and revised August 28, 2015, and last revised October 22, 2015, prepared by Atzl, Nasher & Zigler, P.C., consisting of one (1) sheet; and

WHEREAS, pursuant to the New York State Environmental Quality Review Act, the Planning Board declared itself Lead Agency, classified this action as Unlisted and a negative declaration was issued by this Board on August 27, 2015 and an amended negative declaration was issued by this Board on October 22, 2015; and

WHEREAS, by letters dated June 16, 2015 and September 10, 2015, the Rockland County Department of Health made a comment that if there is an increase in impervious coverage in the future, an application to the RCDOH is to be made to review systems for compliance with the County Mosquito Code, and

WHEREAS, by letter, dated September 23, 2015, the Rockland County Department of Planning made certain comments applicable to the project and recommended, as follows: that a review of the project be performed by the R.C. Department of Highways and any required permits be obtained; that a review of the project be performed by the U.S. Army Corps of

Engineers and any required permits be obtained; that a review of the project be performed by the Chairman of the Rockland County Drainage Agency pursuant to the requirements of section 13-A of the Rockland County Stream Control Act (L. 1975, Ch. 846, as amended) and his signature be obtained on the plan; the comments in the letter dated September 10, 2015 of the Rockland County Department of Health be met; the bulk table measurements must be updated and corrected; General Map Note 10 must be corrected to indicate the plat does not conflict with GML 239N; the subdivision must comply with Town Code Section 215-16A; prior to construction or grading a soil erosion control plan shall be developed and in place that meets the latest NYS Guidelines for Urban Erosion and Sediment Control, and; there shall be no net increase in the peak rate of discharge from the site at all design points.

WHEREAS, by letter, dated October 14, 2015, the Rockland County Department of Highways had no objection to the application, provided that the sight line looking North from Central Highway will be trimmed to meet the minimum code requirements and that a R.C. Highway Department Work Permit is required before the start of any construction on the site; and

WHEREAS, a public hearing was held on September 24, 2015 and held open and continued at subsequent planning board meetings to and including October 22, 2015, at which date the public hearing was concluded and closed.

NOW, THEREFORE, be it

RESOLVED that the plat submitted for approval of an average density three lot minor subdivision plat and for a conditional use to allow each lot to be improved with a two (2) family house, and affecting premises designated as Section 20.10, Block 2, Lot 65 on the Tax Map of the Town of Stony Point, consisting of approximately 18.18 +/- acres, located in an R-1 District, situated at the North West corner of Filors Lane and Central Highway, and commonly known as 115 Central Highway, Stony Point, New York, and upon a plat titled "Subdivision of H.L.F. Estate" dated May 27, 2015, and revised August 28, 2015, and last revised October 22, 2015, prepared by Atzl, Nasher & Zigler, P.C., consisting of one (1) sheet, be and hereby is approved, and the Chairman is hereby authorized to sign same and to permit same to be filed in the office of the Rockland County Clerk, upon payment of any and all outstanding fees to the Town of Stony Point, subject to the following:

- 1. This Board finds that there is insufficient land available in the premises to be subdivided to warrant setting aside a portion thereof for parks or recreation, and therefore directs that money be paid to the Town in lieu of land in the amount set forth in the Town's Schedule of Fees.
- 2. All other applicable subdivision requirements set forth in the subdivision regulations of the Town of Stony Point and consistent with the General Notes on the subdivision plat.
- 3. Signature of the Chairman of the Rockland County Drainage Agency pursuant to the requirements of section 13-A of the Rockland County Stream Control Act (L. 1975, Ch. 846, as amended).

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	Absent
Members Present:				
Michael Puccio	X			

Eric Jaslow	X					
Michael Ferguson	X					
Gerry Rogers	x					
Gene Kraese	x					
Chairman Gubitosa	_X					
Peter Muller				X		
The Resolution was thereupon	n dury adopt	Chairmai	n of the Plan Stony Point	ning Board		
Filed in the Office of the October, 2015	ne Clerk of the	he Town of S	Stony Point (	this 27th day		
Clault	Barbara Oyer, Deputy Town					
Clerk	Town of Stony Point					
MOTION: APPROVE FINAL RESOLUTION H.L.F. ESTATE Made by Gene Kraese and seconded by Gerry Rogers						

Roll call vote all in favor

Chairman: Second item on the agenda is application Verizon Wireless Proposed Public Utility Wireless Telecommunications Facility (NY Mott Farm)

Verizon Wireless Proposed Public Utility Wireless Telecommunications Facility (NY Mott Farm) at 560 Liberty Drive, Tomkins Cove, New York SBL 10.02-3-10 BU Zone Site Plan/ Conditional Use, located on the East side of North Liberty Drive, Tomkins Cove

- Site Plan
- Special Use Permit recommendation

Ms. Snyder: Good Evening Chairman and member of the Board I am Leslie Snyder I am a partner in the Law Firm of Snyder and Snyder I am here tonight on behalf of New York SMA limited partnership doing business as Verizon Wireless. I am pleased to report that we were before the Town Board and the Town Board issued the special permit at their October 13, 2015 Meeting. As you recall this honorable Board granted a Negative Declaration under SEQRA finding that the project has not significant impact on the environment we also received the ARB Approval on September 30, 2015 I am hoping tonight that we can get Site Plan approval and we can improve our service in the Town of Stony Point. Verizon is working very hard to do so by constructing this facility as soon as possible.

Chairman: Any comments.

Mr. Honan: No I think that the draft that you have there is the final draft

resolution.

Chairman: John any comments?

Mr. O'Rourke: No we cover this (inaudible) we are all good the cables are

underground and the last revision they had made was the tree pole

Chairman: I will read the resolution.

## RESOLUTION

#### **GRANTING**

#### SITE PLAN APPROVAL

For The Project

#### NY - MOTT FARM

BY APPLICATION OF: New York SMSA Limited partnership d/b/a Verizon Wireless, c/o Snyder & Snyder, LLP, 94 White Plains Road, Tarrytown, NY 10591.

WHEREAS, an application dated October 9, 2014, and Full EAF dated January 8, 2015, has been submitted to the Planning Board of the Town of Stony Point for Site Plan Approval for the proposed installation of a public utility wireless telecommunication facility consisting of antennas within a one hundred twenty (120) foot monopole (later revised to a "monopine") and related equipment, and upon a submitted proposed site plan entitled "MOTT FARM" consisting of nine (9) sheets, prepared by Tectonic Engineering & Surveying Consultants, P.C., dated March 10, 2014, and last revised on August 17, 2015; and concerning premises owned by Elkhorn Properties, LLC, designated as Section 10.02, Block 3, Lot 10 on the Tax Map of the Town of Stony Point, County of Rockland, consisting of approximately 2.40 acres, located in an BU Zoning District, and located on the East side of North Liberty Drive, at 560 North Liberty Drive/Route 9-W, Stony Point, New York 10980; and

WHEREAS, pursuant to the New York State Environmental Quality Review Act, on or about February 5, 2015, the Town of Stony Point Planning Board declared its intent to act as lead agency, and determined that this was an Unlisted Action; and circulated its intent to declare lead agency status to the Town of Stony Point Town Board and Zoning Board as well as Rockland County Planning Department, New York State Department of Transportation, the Town of Cortland Supervisor, and the Village of Buchanan Mayor's office; and

**WHEREAS**, on or about May 28, 2015 having received no objections, the Planning Board assumed lead agency status, and noted the request by the Town of Cortlandt by letter, dated February 27, 2015, to be given 48 hours notice of the anticipated balloon test and to be kept apprised of the development of the project; and

WHEREAS, on or about June 18, 2015, the project sponsor under the direction of the Town Planner conducted a balloon test consisting of the flying of a six-foot wide orange balloon at the 120' high tower height and photographed the balloon from multiple locations including Route 9W, the surrounding residential neighborhoods, the Stony Point Battlefield and the Village of Verplanck on the East bank of the Hudson River, having advertised the test in accordance with the requirements of the Town of Stony Point Zoning Local Law and having duly notified the agencies receiving the notice of intent to declare lead agency; and

**WHEREAS,** on or about July 10, 2015, the project sponsor provided visual simulations and revised plan for the camouflaging of the telecommunications tower as a "monopine"; and

**WHEREAS,** on or about July 23, 2015 the Planning Board as lead agency adopted a Part 2 EAF indicating certain large impacts; and

WHEREAS, on or about July 23, 2015, the Planning Board as the lead agency adopted a Part 3 EAF, further exploring the potential impacts identified in the EAF Part 2 and making determinations with respect to such potential impacts as identified in the Planning Board environmental review; and on July 23, 2015 the Planning Board adopted a Negative Declaration and issued a Notice of Determination of Non-Significance; and

**WHEREAS**, by letter, dated March 9, 2015, the State of New York Department of Transportation advised it had no objection to the application as the proposed action does not impact the existing highway system and it had no additional comments to offer; and,

**WHEREAS**, this board referred the applicant to the Architectural Review Board of the Town of Stony Point, and by a Decision, dated September 30, 2015, the ARB issued Approval of the application based upon the applicant's revised plans of August 17, 2015; and

WHEREAS, on or about January 8, 2015, the Board of the Town of Stony Point received an Application for a Special Use Permit ("Special Permit") regarding an Application by New York SMSA d/b/a Verizon Wireless ("Applicant") for the aforesaid proposed installation of a public utility wireless telecommunication facility, and the Town Board opened a Public Hearing on September 8, 2015 to hear all persons interested in the Application of New York SMSA seeking a grant of a Special Permit and all persons interested in speaking were permitted to do so at such public hearing, after which the public hearing was deemed closed; and the Town Board made certain determinations and granted the Applicant a Special Use Permit, subject to the following conditions:

- a. The site, tower and equipment paddock should be developed consistent with the plans submitted to the Planning Board;
- b. The tower should be camouflaged as a "monopine" pine tree with "branches" from the top of the tower to no higher than 30 feet above the foundation so that 3/4 of the pole is covered in branches;

- c. That the pole and all attached equipment and antennas behind the "branches" be painted brown/gray consistent with pine bark to the extent possible;
- d. That all cable connections between the pole and equipment paddock be run through underground conduit;
- e. That all recommendations of the Architectural Review Board shall be incorporated into such plans, including plantings identified by the Architectural Review Board;
- f. During the Site Plan approval process before the Planning Board, the applicant shall address and appropriately respond to all applicable concerns and issues previously set forth in correspondence of the Town Engineer and Town Planner regarding this application for Special Permit to the satisfaction of the Town Planning Board;
- g. This approval of the Special Permit shall not in any manner be construed to be an approval of, or waiver of, any other requirements for approvals, permits or authorizations set forth in the Town Code or any other code, law, rule or regulation applicable to the Proposed Action. It is an express condition of this Special Use Permit that the Applicant shall comply with all Town Code provisions;
- h. This Special Permit approval is specifically conditioned on the subsequent Site Plan approval by the Town Planning Board;
- i. This Special Permit approval is further conditioned upon all other approvals that are needed by operation of federal, State or local laws and regulations, whether or not noted above in the conditions of this resolution, including, but not limited to the United States Army Corps of Engineers, New York State Department of Environmental Conservation, Rockland County Department of Health and compliance with the New York State Uniform Fire Prevention and Building Code; and,
- j. The Town of Stony Point and its officials shall, pursuant to the provisions of the Town Code, have a right of entry for inspection with reasonable notice to determine compliance with the conditions of the Special Permit.

**WHEREAS**, a duly noticed public hearing was held before the Planning Board on July 23, 2015, at which date the public hearing was opened and the hearing was conducted, concluded and closed.

## NOW, THEREFORE, be it

**RESOLVED** that the plat submitted for approval of an Application for Site Plan Approval for the installation of a public utility wireless telecommunication facility consisting of antennas within a one hundred twenty (120) foot monopole (later revised to a "monopine") and related equipment, and upon a submitted proposed site plan entitled "MOTT FARM" consisting of nine (9) sheets, prepared by Tectonic Engineering & Surveying Consultants, P.C., dated March 10, 2014, and last revised on August 17, 2015; and concerning premises owned by Elkhorn Properties, LLC, designated as Section 10.02, Block 3, Lot 10 on the Tax Map of the Town of Stony Point, County of Rockland, consisting of approximately 2.40 acres, located in a BU Zoning District, and located on the East side of North Liberty Drive, at 560 North Liberty Drive/Route 9-W, Stony Point, New York 10980, be and hereby is approved, and the Chairman is hereby authorized to sign same and to permit same to be filed in the office of the Town Clerk,

upon payment of any and all outstanding fees to the Town, subject and conditioned upon the following:

- 1. All construction, maintenance and operations of the facility shall be in accordance with the final site plan approved by the Planning Board and signed by the Planning Board Chairman.
- 2. All conditions and determinations of the Special Use Permit granted by the Town Board.
- 3. All conditions of the Conditional Approval granted by the Architectural Review Board.
- 4. All other applicable site plan requirements set forth in the site plan regulations of the Town of Stony Point and consistent with the General Notes on the site plan.
- 5. No Certificate of Occupancy shall be issued by the Building Inspector for the facility until such time as construction is completed in accordance with this Resolution, the Site Plan and the Special Permit approval and upon the inspection and approval by the Town Engineer.
- 6. In the event the use of the tower is discontinued, the tower shall be removed from the property within a period of 180 days from the date of the discontinuance of the use of the tower. The costs and expenses of the tower removal shall be borne by the applicant.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call on October 22, 2015, which resulted as follows:

Michael Puccio	X	 	
Eric Jaslow	X	 	
Michael Ferguson	x	 	
Gerry Rogers	x	 	
Gene Kraese	x	 	
Chairman Gubitosa	_x	 	
Peter Muller			x

The Resolution was thereupon duly adopted.

Chairman of the Planning Board Town of Stony Point

Filed in the Office of the Clerk of the Town of Stony Point this 27th day of October, 2015

Barbara Oyer, Deputy Town Clerk Town of Stony Point

# MOTION: GRANTING SITE PAN APPROVAL FOR VERIZON WIRELESS PROPOSED PUBLIC UTILITY WIRELESS TELECOMMUNICATIONS FACILITY AT 560 LIBERTY DRIVE

Made by Gerry Rogers and seconded by Michael Ferguson Roll call vote all in favor

Ms. Snyder: We had another application that was on.

Chairman: It is off right now you have to go to the Building Department.

## APPLICATION OFF AGENDA

- 3. Verizon Wireless Public Utility Wireless Telecommunications Facility at 146 South Liberty Drive, Stony Point, New York SBL 20.11-3-1 located on the east side of 9W at Colonial Plaza.
  - Site Plan
  - New Application

Ms. Snyder: I understand that I just want it for the record we were not aware that there was any open permits it has nothing to do with Verizon Wireless application we never received any notice of the violations so the landlord went to the Building Department today to try and close them out. He wasn't aware of them otherwise he would have taken care of them before hand.

Chairman: When you get them straighten out you can come back.

Ms. Snyder: You next meeting is not till December? We are trying to improve our service here so that is going to hold us back I don't know if you are going to have any meeting in November could I get on then.

Chairman: No December is our next meeting. Tom you had a question.

Mr. Larkin: You also have to review the original Site Plan of 146 South Liberty Drive for emergency access it isn't there anymore.

Chairman: When we have a TAC Meeting you can be on then the next one is December.

Ms. Snyder: There is no way to have a meeting in November?

Chairman: No. December 3 is the TAC Meeting so just have them ready for December 3.

Ms. Snyder: Ok your meeting is the following week.

Chairman: Yes December 10<sup>th</sup>. Next on the agenda is item number 4 The Breakers, Mr. Zigler.

The Breakers – SBL 15.04-6-3, 4 & 6 Site Plan Conditional Use located on the north End of Hudson Drive 600 feet north of Tomkins Avenue

• New Application

Mr. Zigler: Dave Zigler from Atzl, Nasher and Zigler I am just going to explain what we have been working on we will tell you about the buildings and some of the other things. Basically we are just trying to get the outline of the site and make everybody happy with the traffic flow and traffic access and building locations and site lines and a very rough shape so we can move to the Environmental Impact Study that is where we are heading we are trying to get a plan that makes most people happy to study that and that will start public input and everything the normal procedure for Environmental Impact Statement. The first plan we had we had a discussion about access in the access was (inaudible) like we are showing here we had a single road and it was a road with parking on both sides and the Board didn't like that so we changed that so now we have a Boulevard so what we have is one way in parking on the right side as you go in and you will have an island in the middle with landscaping that will go all the way out to the north end turn around and come back and that would be a one way out with the same thing parking on the side. We are showing perpendicular parking I am not too sure if we are going to do perpendicular angle. It could become perpendicular angle parking so it would be like a New England type of Town situation. The buildings will have garages with access parking underneath them that is why you have cuts in the islands so that you could pull through. So if you have a unit in that building you could make a right go underneath the building and park. We discussed parking between the buildings and for right now you see that it is a big promenade for and part of the public access off of Hunter Place into the site through the buildings right out the promenade along the river. What brought the discussion up was because by this code that this code that you have and our amount of units which is now 200 which was 220 it went down to 200 by the amount of units we need about 550 spaces we currently have on the map about 470 roughly so we are like 70 or 80 short but we are not really short we are going to show them on the plan and ask for some of them to be in reserve so if they are needed they will be built and the other ones we are think about being grass creek type of application so what looks like grass now could be actually parked on if there was a large public affair down there. The other thing that we discussed at the workshop is at the south end of the property where you come in to it we had at the right the commercial development area and we opened that up a little more for parking for boats and trailers which because this is a active marina it has to have that parking we also have more parking at the dock and then the first building at the right as you come in that is a restaurant and marina shops it is going to be a commercial unit and a restaurant. The buildings as you first enter the site straight ahead that is going to be starting the apartments but that first wing that is going to be a small commercial user too. What we did is we eliminated some units like I said we were up around 220 so she went in an sliced the building s taking one unite out so it will be 2 on each floor or 3 on each floor and that made the units smaller from east to west and that making it smaller allowed us to do the Boulevard you see there and reduced the unite count to 200. Up at the north end of the site we kind of redid the Townhouses completely our first layout had an L shaped Townhouse this is more appropriate for access to the right into the promenade we have a loop system for emergency access and that is what we are trying to show on that promenade that we are going to have a walkway/emergency access so that we will have a loop around the site. So not only it will be for walking it is going to be for emergency access. Sort of like in Ginsberg site down in Haverstraw that is what they have. So basically that is what we have done since the workshop we have the elevation of the buildings which we are going to start moving on to we have changed the access in changed the entrance from the cul-de-sac to now we have a roundabout it is extra wide 30 foot wide roundabout. It is wide enough for the fire trucks and everything. That

brings you into the site so when you come in that roundabout is directly in front you that is what we are prosing to do. Julie can speak about the buildings and the items on the buildings. Really we are just kind of making a etch a sketch so everybody can be on the same page we have to me with Tom hopefully we will meet with him next week we have emergency access points throughout the site maybe possible hydrant locations these are things we would like to get set before we get into the EIS we are studying the plan we want to build not just making a study to back into the plan.

Chairman: I just want to make one comment since I see a lot of public here this is the first time this application is before us first time we are looking at it as a Board when the application goes further there will be time for public input and comments but this is the first time in front of this tonight and the new map we just got it the other day. So I just wanted the public to know that tonight is the first time in front of us and first time we are looking at it you know you will have the time later on when we open it up to the public but for tonight we are just going to go through.

Ms. Khomut: (inaudible)

Mr. Zigler: We made some changes it was discussion about public access and the buildings were changed around and we put grass creek parking in there if we want for public parking and we also lined up the fishing pier so we did the boat slip area because now you could walk straight out to the fishing pier if you look at it as far as the boat slips we eliminated some of them because Wayne says you can't utilize that area. So we really did most of the changes on reshaping the buildings and the access for both vehicles and the public.

Mr. O'Rourke: We will be meeting with them shortly on the emergency access.

Ms. Khomut: The makeup will be one bedroom two bedroom and Townhouses (inaudible)

Chairman: Guess we will see you at our next meeting December 3 is our TAC Meeting and December 10<sup>th</sup> is our Planning Board Meeting.

MOTOION: ACCEPT MINUTES OF SEPTEMBER 24, 2015 Made by Gene Kraese and seconded by Michael Ferguson

MOTION: CLOSE PLANNING BOARD MEETING Made by Gene Kraese and seconded by Michael Ferguson

Respectfully submitted,

Mary Pagano, Clerk to the Board