



# DELAWARE COUNTY DEPARTMENT OF PLANNING AND WATERSHED AFFAIRS

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## DELAWARE COUNTY PLANNING BOARD

**DATE:** December 6, 2023

**TIME:** 7:00 PM

**PLACE:** 111 Main Street, Delhi, NY

**CPB:** Art Edel  
Will Outsen  
Mark Lee  
Matthew Gray  
James Erwin  
Travis O'Dell  
Dale Downin

**STAFF:** Shelly Johnson-Bennett, Director  
Kent Manuel, Chief Planner  
Sean Leddy, Landscape Architect  
Ned Brower, Environmental Planner  
Audrey Benkenstein, Grants Manager II  
Theresa Ferrigno, Planner Trainee  
Jessica Ulmer, Admin. Asst.

**PUBLIC:** Vicki Lee  
Marsha Edel

Will Outsen opened the December meeting of the Delaware County Planning Board at approximately 7:00 PM.

### Minutes

Motion by Dale Downin to approve the November meeting minutes with amendments, seconded by Travis O'Dell. All in favor. Motion carried.

### General Municipal Law 239 Reviews

Referral from the Town of Franklin Planning Board, presented by Kent Manuel for a Solar Moratorium. The Moratorium will be in place for six months if approved. Motion by Travis O'Dell to approve, seconded by Dale Downin. All in favor. Motion carried.

Referral from the Town of Bovina Planning Board, presented by Kent Manuel for a Site Plan Review and Special Use Permit for Creamery Field, LLC. The property is located at 1457 Co. Hwy. 6. The applicant is proposing to use the existing baseball field for vintage baseball games as well as using the existing structure to house restrooms, a catering kitchen and a mechanical room. The area will also be used for the Bovina Farmers Market. The property is currently accessed through the driveway constructed to access the municipal sewage system. There will also be a parking lot with 65 parking spaces that is not paved. A floodplain permit has been obtained. James Erwin discussed with the Board how the access has been an issue in the past and that a use agreement was supposed to have been put into place and it is unclear if one was executed. The proposed use may violate the agreement. James will look into the matter. Motion by Will Outsen to approve pending the licensing agreement is in place, seconded by James Erwin. All in favor. Motion carried.

Referral from the Town of Colchester Planning Board, presented by Ned Brower for a Subdivision for Edward and Kathleen DeRosia. The property is located at 21655 Co. Hwy 17 in Roscoe. The applicant is proposing a two-lot subdivision. There is an existing home on one of the lots and the perk tests are shown on the map. There are existing accesses to both lots. James informed the Board that the applicant will have to go through DPW for an approved access permit for the new lot being created. Motion by James Erwin to approve pending an approved access permit for the new lot, seconded by Dale Downin. All in favor. Motion carried.

Referral from the Town of Sidney Town Board, presented by Shelly Johnson-Bennett for the Town to adopt a Common Plan of Development Overlay. The Overlay will include the following requirements for future subdivisions: 1) the subdivision of lands must be at least 10 acres. 2) the subdivision must be no more than 4 to 1 lot depth to width ratio. 3) the maximum lot coverage will be no more than 30% coverage of any lot. The Town supports the proposed Overlay. There have been three public hearings. One of the previously subdivided communities are opposed to this change. Shelly explained to the Board that the land of some of these previously subdivided communities cannot safely support further expansions. Motion by Mark Lee to approve, seconded by Travis O'Dell. All in favor. Motion carried.

## **Other Business**

Climate Smart: No update.

County Comp Plan RFP: Audrey went over the scoring sheets with the Board. The Board received one proposal for the County Comp Plan. The proposal met the scoring requirement set by the Board and it was approved. Motion by Travis O'Dell to negotiate a contract with Fisher Associates, seconded by Art Edel. All in favor. Motion carried. The proposal came in under budget so it was discussed that the remaining money could possibly be used for printing expenses as well as going into further evaluation of Open Space.

Housing RFP: The Board received three proposals. Audrey went over the scoring sheets with the Board. C.T. Male Associates scored the highest. Motion by Dale Downin to negotiate a contract with C.T. Male Associates, seconded by Art Edel. All in favor. Motion carried.

Contracts will be drafted for the County Attorney to review for approval.

In case the contract for C.T. Male Associates is unable to be agreed upon, the Board selected RKG as a second choice. Motion by Travis O'Dell to enter into contract with RKG as a second choice, seconded by James Erwin. All in favor. Motion carried.

Reappointments: Dale Downing nominated Will as Chair. Motion by Mark Lee for Will Outsen to be Chair and Travis O'Dell to be Vice Chair, seconded by Art Edel. All in favor. Motion carried.

Shelly updated the Board on the SAP and LAP negotiations as well as the Community Sustainability Plan.

Motion by Art Edel to adjourn the meeting, seconded by Dale Downin. All in favor. Motion carried. The meeting ended at 8:22pm.