

BARRINGTON TOWN PLANNING BOARD
Meeting Minutes
January 16, 2024

Members Present (Alternates): T. Farnan, L. Serafine, T. Acomb, Ed Zimmerman, N. Misnick

Members Absent (Alternates): B. Yunis

Staff: Terrie Sautter

Guests: Sally Acomb

1. Meeting called to order 6:03 p.m. A quorum was present.

2. Approval of Minutes: Minutes of June and October 2023 meetings were approved online; no prior meeting minutes to address at this time.

3. Applications –

An application that was expected to be addressed at this meeting is not ready for review at this time. There is no applicant or the CEO present. T. Farnan has several questions that need to be answered and asked the Planning Board members to advise her if they have other questions.

1. Who are the nearest neighbors,
2. Has an evacuation plan been developed,
3. What is the anticipated occupancy, in particular as this relates to septic adequacy.

4. Business

4.1 – Planning Board Secretary Position – Terrie Sautter has indicated that she is ready to leave the secretary's position and asked T. Farnan to start the search process to replace her. She indicated that she isn't leaving immediately and will serve until a candidate is secured.

During this discussion it was noted that T Farnan will check with Clerk Joy Perry for updated board member terms.

4.2 – Approval of Special Use Checklist: as per Google Doc. T. Farnan made some notes from the group discussion. E. Zimmerman recommended inclusion of the mention that applicant provision of all requested items on an application does not guarantee the approval of the application – it will still require review of the Planning Board for potential approval. He also suggested separating sections of the application with regard to business/commercial and short-term rental to be sure the related specifics are provided. Many items will be the same for all applications, but making clear what specific items are required for a specialized application will help assure that the necessary points are covered.

Section 1 - Items that are included on all applications

Section 2 – Business requirements

2 B – Short Term Rental requirements

Section 3 – Hours of Operation

3 B – Stated Quiet Hours

Section 4 – Number of Employees

4 B – Occupancy specifics

4 C – Unit Identification (for Emergency Services purposes)

Others as suggested

4.3 – Changes to Town Law vis a vis Special Use permits: Town Board proposal to make Planning Board the approving agency for all Special Use Permits. Some discussion.
At this point L. Serafine inquired about the progress of e-Code. T. Farnan noted that the Town Board hasn't approved or disapproved proceeding with this. E-Code has completed their part and we are continuing to wait for the TB to decide.

5. Budget – 2024 Budget is \$750. Budget remaining as of last Town Board meeting:

Secretary	\$500.00
Contractual	\$250.00
Total	\$750.00

6. Correspondence- None

7. Guest Comments – none.

Generally agreed to adjourn at 7:32 p.m.

**Next Regular meeting:
Tuesday, February 20, 2024
6:00 p.m.**