

Town of Burlington Planning Board  
Otsego County, NY  
Minutes of March 13, 2024

Present: Gary Czerkies, Cliff Fitch, Jo Salo

Absent: Pete Smith, Sara Tasiar

Attendee(s): Lisa Baulch, Patrick Kelly

Minutes of February 14, 2024 approved

Old Business –

- Town Board meeting (3/12/24) -
  - Subdivision Amendment - Board members brought up a few questions regarding triangular pieces of property, property split by a road and one side is already “long and skinny”. Planning Board decided to table the proposal giving us time to investigate. Jo has had contact with Trevor Fuller, Assistant Director of Otsego County Planning Department, as far as concerns with wording or issues with irregular lots.
  - The Town Board needs to hold the public hearing, they are willing to do so when we are ready.
  - The Town Board has no issue with us putting the Subdivision Regulations on the website. Will do after amendment has been approved.
  - Vote on By-Laws amendment. All in favor.
    - “Town Planning Board Members will not conduct field visits on any property within (contained in) a subdivision application”

New Business –

- New Subdivision application - Tax map # 111.00-1-3.00, Patrick Kelly, 186 Deminco Rd. The application was accepted and classified as a Minor Split. Now Patrick Kelly needs to complete an Agricultural Assessment Application, an Environmental Assessment Form, have the property surveyed, and send a letter of intent to all bordering property owners. Once all this is done a Public Hearing will be held
- Minor changes to Subdivision Application -
  - Signature section has been deleted of Planning Board members names, now just Chairperson, Vice Chair, Secretary, and Members.
  - In “Describe property to be subdivided” section added (*give acreage if possible, name of stream/creek etc*)
  - Completed a Minor Subdivision Checklist to be given to an applicant with necessary paperwork (Agricultural Data Statement form, Environmental Assessment Form)
- Next meeting April 10, 2024
- Adjourned –7:45 pm

Submitted by Jo Salo