

**Town of Otsego Planning Board  
Minutes, March 3, 2026  
(To be approved with any necessary amendments at the next meeting)**

**REGULAR MEETING**

The monthly meeting of the Town of Otsego Planning Board was held on this date at the Town Office Building in Fly Creek, New York. Chairman Tom Huntsman called the meeting to order at 7:30 PM, and led the Pledge of Allegiance.

Clerk Braden Lourido-Erickson took roll call. Board members present were Huntsman, Sharon Kroker, Elizabeth Horvath, May Leinhart, Mike Hodgman, and Alexander Nirenberg. Matt Glynn was absent. Alternate member Jeffrey Banner was also present. Zoning Enforcement Officer Wylie Phillips were present.

The Board reviewed the minutes of January 13, 2026, February 3, 2026, and December 2, 2025.

Regarding the January 13 minutes, Sharon Kroker noted a spelling correction in the public comments section, "Joe Hamburger.

Upon motion by Kroker and seconded by Horvath, the Board approved the January 13, 2026 minutes as corrected. All present voted in favor.

Regarding the February 3 minutes, Kroker noted several corrections, including the need to include separate motions relating to the Back Family Trust application, including the determination of completeness, waiver of survey, and State Environmental Quality Review (SEQR) action. After discussion, the Board agreed that the February 3, 2026 minutes should be revised and brought back at the next meeting. No motion to approve was made.

The Board then reviewed the December 2, 2025 minutes. Huntsman noted that the Board had previously discovered there were two different versions of the December minutes in circulation, and that the version before the Board correctly reflected that only three members had been present and that no formal action had been taken due to lack of quorum. Upon motion by Kroker and seconded by Hodgman, the Board approved the December 2, 2025 minutes as presented. All present voted in favor.

**CORRESPONDENCE**

Clerk Lourido-Erickson reported that correspondence received since the last meeting included one letter from the Zoning Board of Appeals and one letter from Attorney Anthony Birch. It was noted that the Birch correspondence related to a signature matter from a prior application. No further action was taken.

**POTENTIAL CONFLICT DISCLOSURES**

Chairman Huntsman asked if anyone had a legal or ethical conflict with either of tonight's applicants. No one reported any conflict.

## **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

No one spoke.

## **APPLICATIONS**

1. Gary Wehner – Major Subdivision, RA-2 District – 225 Bristol Road (#112.00-1-12.01)

No one appeared on behalf of the applicant.

Chairman Huntsman noted that the Wehner matter had previously been discussed as a first lot split or minor subdivision, not a major subdivision, and that the applicant still needed to appear in person to present the revised materials formally. Zoning Enforcement Officer Wylie Phillips said he had expected the applicant to attend, but no one appeared. No action was taken.

2. Oak River Park LLC – Minor Subdivision, RA-2 District – #146.00-2-17.01

Representatives of Oak River Park LLC returned to the Board with a revised map reflecting the changes discussed at the February meeting. Chairman Huntsman said the revised configuration was much improved and more workable than the prior proposal.

The applicant explained the revised parcel layout and clarified the history of the surrounding properties. Members reviewed the new drawing and discussed access, frontage, parcel configuration, and zoning classification. It was noted that the parcel is in the GB-2 district, not RA-2. Chairman Huntsman reviewed the applicable subdivision and zoning provisions, including minimum lot size, frontage requirements, setbacks, and the special-permit status of one- and two-family dwellings in the district. It was also noted that the existing residential uses are pre-existing nonconforming uses.

Chairman Huntsman said the revised proposal constitutes a minor subdivision and appears to conform to the recommendations made during the prior sketch plan conference.

The Board then conducted State Environmental Quality Review. Huntsman explained the SEQR process and said the proposal qualifies as a Type II action as a simple land division.

Huntsman made a motion to declare the Planning Board lead agency and classify the application as a Type II action pursuant to 6 NYCRR §617.5(c)(47); the motion was seconded by Leinhart. All present voted in favor.

The Board then reviewed the site plan application requirements, including survey, current and proposed uses, utilities, lighting, signs, roads, and permit implications. The Board found that the application materials were sufficient for this stage.

Huntsman made a motion to deem the Oak River Park LLC application complete; the motion was seconded by Kroker. All present voted in favor.

Chairman Huntsman explained that the next step would be a public hearing at the April 7, 2026 meeting. Clerk Lourido-Erickson was directed to prepare the required neighbor notification list for property owners within 200 feet.

No further action was taken.

### **OTHER BUSINESS**

Wylie Phillips – Zoning Enforcement Officer Report

Zoning Enforcement Officer Phillips said there were no major new applications pending, and that there was nothing new on the Zoning Board of Appeals agenda. He noted that his email had been disrupted for several days during migration to the new Town email domain, which may have delayed communication.

Phillips thanked the Board for its thorough application review process.

Town Board Meeting, Planning Board Liaison Report

Phillips noted that he had shared Town Board meeting information with Elizabeth Horvath, who is next in line to attend as Planning Board liaison.

### **Member & Employee Discussion**

Chairman Huntsman noted that business was relatively light at present, with few applications pending beyond Oak River Park and the possible return of Wehner. The Board briefly discussed agenda preparation timing and neighbor-notification procedures using the Town GIS system. Chairman Huntsman welcomed Jeffrey Banner, who was attending the meeting as alternate member. Huntsman briefly described the Board's general role in applying the Land Use Law, asking questions of applicants, and guiding projects toward compliance.

Braden Lourido-Erickson – April 7 Agenda

Clerk Lourido-Erickson noted that the April 7 agenda is expected to include the Oak River Park public hearing and possibly the return of the Wehner application.

With no further business, upon motion duly made and seconded, Chairman Huntsman adjourned the meeting at 8:13 PM.

Respectfully submitted,  
Braden Lourido-Erickson, Clerk