

Town of Otsego Planning Board

Minutes, February 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**, noting that there were no scheduled public hearings.

Chairman Huntsman led the Pledge of Allegiance.

Clerk Braden Lourido-Erickson took the roll call. Board members present were Huntsman, Elizabeth Horvath, Sharon Kroker, Matt Glynn. Alexander Nirenberg, Mike Hodgman and May Leinhart were absent. It was noted that four members were present, constituting a quorum.

Planning Board Attorney Jill Poulson and Zoning Enforcement Officer Wylie Phillips were also present.

Town Supervisor Ted Feury was not present.

MINUTES

The Board reviewed the minutes of **January 13, 2026**. Because several members present had not attended that meeting, and due to the absence of additional members who had been present in January, the Board determined that the minutes could not be approved at this time.

Upon consensus of the Board, the January 13, 2026 minutes were **reviewed and deemed unapproved**, and will be brought back for approval at a future meeting.

CORRESPONDENCE

Clerk Lourido-Erickson reported that original State Environmental Quality Review (SEQR) documents related to the Town's Comprehensive Plan update had been delivered by **Deb Dalton** for Board review. Chairman Huntsman stated that this matter would be addressed under member and employee discussion.

No other correspondence was reported.

POTENTIAL CONFLICT DISCLOSURES

Chairman Huntsman asked if anyone had a legal or ethical conflict with any matter on the agenda. No conflicts were reported.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

No public comments were offered.

APPLICATIONS

Back Family Trust (Jeff & Kim Back) – Site Plan Review, Repair/Expansion of Existing Residence Within 100 Feet of Otsego Lake

6820 State Highway 80 (#69.52-1-5.00)

Chairman Huntsman reviewed the history of the Back application, including prior Zoning Board of Appeals approvals and Planning Board discussions from 2025. The Board reviewed the December 2, 2025 minutes and determined that, due to lack of quorum at that meeting, final action had not been taken.

The Board reviewed the submitted plans and confirmed that the application was complete.

Elizabeth Horvath made a motion to approve the site plan as submitted; the motion was seconded by **Sharon Kroker**. The motion carried unanimously.

Chairman Huntsman stated that the approved plan must be submitted to Zoning Enforcement Officer Phillips, who will forward it to Otsego County for review.

Gary Wehner – Major Subdivision in RA-2 District

225 Bristol Road (#112.00-1-12.01)

The applicant was not present. Chairman Huntsman noted that no action could be taken. The matter was deferred.

Oak River Park LLC – Minor Subdivision in RA-2 District

(#146.00-2-17.01)

Representatives of Oak River Park LLC, Mr. and Mrs. Johanson, appeared before the Board and described their property near Route 28 South, including the former stone mill, Cape Cod residence, and former trailer park property.

They proposed subdividing approximately 32 acres into three parcels. Chairman Huntsman noted that the submitted map did not clearly show proposed boundary lines and that the configuration did not meet road frontage

requirements. It was also noted that Old Mill Road is not a Town road, and that the property currently contains multiple nonconforming residential uses.

Board members discussed zoning requirements, private road access, setbacks, easements, and minimum frontage standards in the GB1 district. Zoning Enforcement Officer Phillips stated that certain special permits could be obtained if necessary.

Chairman Huntsman explained that the proposal, as submitted, was not workable, and suggested an alternative configuration dividing the property into two parcels. He further stated that, if the property had not been subdivided since 1987, the owners might qualify for a first lot split, which would simplify the process and require no fee.

Sharon Kroker and Elizabeth Horvath agreed with this recommendation.

The applicants were instructed to return with a revised drawing reflecting the suggested changes.

Kilty & Kramer – Boundary Line Adjustment in RA-1 District

242 Johnston Road (#114.00-18.01)

Attorney **Anthony Birch** appeared on behalf of the applicants. He reviewed the proposed boundary line adjustment and related deeds.

Planning Board Attorney Poulson discussed prior quitclaim deeds, restrictive covenants, and land trust restrictions affecting the property. Birch requested that the Board waive the survey requirement, noting that surrounding parcels had been previously surveyed and that no neighboring boundaries would be affected.

Chairman Huntsman stated that a survey could be waived provided neighboring property owners did not object. It was noted that the applicants declined to obtain a new survey.

Upon motion by **Sharon Kroker** and seconded by **Matt Glynn**, the Board voted unanimously to approve the boundary line adjustment and waive the survey requirement, subject to incorporation of existing covenants into the new deed.

Paul Collis (Olivia Phillips) – Area Variances / Site Plan Review, Repair/Expansion of Existing Residence Within 100 Feet of Canadarago Lake

157 Marble Road (#52.11-1-2.00)

Chairman Huntsman read aloud relevant Zoning Board of Appeals minutes from December 16, 2025 and January 20, 2026.

Olivia Phillips, of Phillips Construction, appeared as the applicant's representative. She reviewed the proposed renovations, including conversion of a three-season residence to four-season use, addition of living space, and septic system replacement.

The Board reviewed the site plan requirements, including:

- Property survey
- Description of current use
- Building and engineering plans
- Drainage and runoff control
- Septic system design
- Landscaping
- Lighting
- Construction sequence
- Permits and regulatory approvals

Phillips described erosion controls, drainage improvements, and plans for septic replacement. Zoning Enforcement Officer Phillips explained recent DEC permitting procedures related to wetlands determinations.

SEQR Determination

Sharon Kroker made a motion to declare the Planning Board lead agency and classify the project as a Type II action pursuant to 6 NYCRR §617.5(c)(11); the motion was seconded by **Elizabeth Horvath**. The motion carried unanimously.

Application Completeness

Sharon Kroker made a motion to deem the application complete, waive the survey requirement, and approve the application contingent upon receipt of written verification of authorized representation by February 4, 2026; the motion was seconded by **Matt Glynn**. The motion carried unanimously.

Public Hearing

Sharon Kroker made a motion to waive the public hearing based on the prior ZBA hearing and lack of public opposition; the motion was seconded by **Elizabeth Horvath**. The motion carried unanimously.

Site Plan Approval

Sharon Kroker made a motion to approve the site plan as submitted, subject to receipt of authorization documentation; the motion was seconded by **Matt Glynn**. The motion carried unanimously.

Chairman Huntsman stated that the plans would be stamped upon satisfaction of the stated conditions.

OTHER BUSINESS

Zoning Enforcement Officer Report

Zoning Enforcement Officer Phillips reported no additional matters requiring Board action.

Town Board Liaison Report

No liaison report was presented.

Planning Board Liaison Assignments

The Board discussed liaison scheduling for upcoming Town Board meetings. It was noted that future assignments would continue alphabetically.

Member & Employee Discussion

Sharon Kroker formally declined the Vice-Chairwoman position to which she had previously been nominated.

Kroker reported that updated Comprehensive Plan materials had been delivered by Deb Dalton. Attorney Poulson explained that adoption of a Comprehensive Plan is generally classified as a Type I action under SEQR and would require Town Board review and environmental assessment.

Chairman Huntsman announced that **Ann Cannon** had submitted her resignation, citing increased professional responsibilities. Members expressed appreciation for her service.

The Board discussed maintaining an updated directory of Board members and staff.

March 3 Agenda

Clerk Lourido-Erickson reviewed anticipated agenda items for March 3, including possible return of Oak River Park, Snyder, and Wehner applications, and continued review of prior minutes from November and December 2025, and January 2026.

ADJOURNMENT

With no further business, Chairman Huntsman adjourned the meeting at **9:19 PM**.

Respectfully submitted,

Braden Lourido-Erickson
Planning Board Clerk