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| **Attendees** | **Present:** C Ptacek-Chair, E. Petrillo, A-M Sheehan, J Long, D Clark | **Public:** NONE |
|  | **Discussion** | **Next Steps** |
| 1. Call to order, Pledge/Roll Call/Quorum | * Quorum present.
* Meeting called to order 6:35 pm.
 |  |
| 2. Minutes Review  | * Motion to approve by J Long ; second by A-M Sheehan.
 | Minutes approved with corrections. |
| 3. Public Hearing | NONE |  |
| 4. Application Sketch Plans | NONE |  |
| 5. Subdivisions | NONE |  |
| 6. Chairman’s Report | * Submitted Site Plan Review to Town Board at November meeting. Unsure at this time if review was completed
* No Norbut updates at this time
 | * I Bonin to place ad if not completed by Town Clerk.
 |
| 7. Secretary Report | * End of year report will be prepared for both Planning Board and Town Board.
* Last meeting for clerk will be December 30th.
* Notebooks will be delivered 2-3rd week of January.
* 2025 Planning Board Retreat Feb 5th, 2025
 | * Include reference sheet for resources in Planning Board member packets.
 |
| 8. Old Business | * Site Plan Review Application
 | * Create check list/timeline for HPB to complete for each application. Include dates completed, fees received. Exempt/NOT Exempt (put at top)
* File Number with SPR #01-2025
 |
| 9. New Business | * Prepare HBP report for Town Board
 | * Report and PDF of minutes will be emailed to HPB.
 |
| Adjournment | * Motion to adjourn by J Long second by E Petrillo. Approved 5-0.
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**Next Board Meeting January 27, 2025 6:30 pm**