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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. |  |

**Next Board Meeting January 27, 2025 6:30 pm**