

**TOWN OF CLAVERACK
PLANNING BOARD
Meeting: November 4, 2013
7:00 p.m.**

APPROVED 12/2/13

Chairman Stephen Hook called the November 4, 2013 meeting of the Town of Claverack Board to order at 7:00 p.m.

**Members in attendance were: Chairman Stephen Hook, Brian Goodrich, Gretchen Stearns, Judy Zink, Nathan Chess, attorney Rob Fitzsimmons, engineer Paul McCreary, and secretary Jodi Keyser
Absent with regrets: Virginia Ambrose and Scott Cole**

Correspondence

Board members reviewed the minutes of the October 7, 2013 meeting. Motion to approve the minutes of the October 7, 2013 meeting with minor corrections was made by Brian Goodrich with a second from Gretchen Stearns. All members were in favor. Motion carried.

Brian Goodrich asked the Planning Board members to finish up some old business and make a motion to approve the September 30, 2013 minutes for the Big Up Post Review meeting and to scratch the pledge of allegiance from the minutes.

Motion to approve the September 30, 2013 minutes of the Big Up Post Review Meeting was made by Brian Goodrich with a second from Gretchen Stearns. All members were in favor. Motion carried.

CONTINUING APPLICATIONS FOR 10/7/13:

Skelley, John M. Subdivision: Tax Map #(SBL) 123 – 02 – 37, 38, 39 Located at 206 Prach Rd. Subdivision of 8.044 acres into two parcels of 5.279 acres and 2.765 acres respectively.

Mrs. Skelley and her son were present for the application. Chairman Stephen Hook informed the Skelleys that their surveyor Jeff Plass informed him that they had not yet completed the perk testing or the driveway cut approval so he would not be appearing for the application. Mrs. Skelley stated that she had not heard from Mr. Plass since the last meeting so she did not know what they needed to do. Mrs. Skelley was instructed to seek a contractor to perform the perk testing and to call Louis LaMont for the driveway cuts. Chairman Hook opened the meeting to the public hearing at 7:10 p.m. Kim Keil asked Mrs. Skelley if she was confused after the last Planning Board meeting and if the required items were not clear. Mrs. Skelley stated not really. Planning Board secretary Jodi Keyser informed Mrs. Keil that the Skelleys did not appear at the October meeting but were represented by their surveyor Jeff Plass and he was informed of the requirements but he neglected to contact his clients. Secretary Jodi Keyser continued that this is not the applicant's fault of the Planning Board's fault but it was lack of communication between the client and the surveyor. Continued to December 2, 2013.

Ihlenburgh, Robert Family Trust: Tax Map # (SBL) 101 . 00 – 02 – 18 Located at 203 Gahbauer Rd. Subdivision of 48.6 acres into two parcels of 41.088 acres and 5.083 acres respectively.

Robert Ihlenburgh was present for his application. Mr. Ihlenburgh submitted new maps. Jodi Keyser informed the Board that the Ag Data addresses were received and mailed to the properties named on the Ag Data sheet. Rob Fitzsimmons informed the Board that he received and reviewed the deed descriptions for the Boundary Line Adjustment and they were acceptable. Mr. Ihlenburgh submitted a new SEQRA form. Nathan Chess asked if the northeastern portion of the property is within the Town of Ghent and if the Town of Ghent Planning Board has received notification of the proposal. Rob Fitzsimmons informed the Board members that there is a small portion of the property within the Town of Ghent but that area is not affected by the subdivision. Mr. Ihlenburgh informed the Board that nothing within the Town of Ghent is changing. Rob Fitzsimmons stated that it is the Planning Board's discretion whether to notify the Town of Ghent or not.

Motion to notify the Town of Ghent Planning Board of the proposed subdivision was made by Gretchen Stearns with a second from Brian Goodrich. All members were in favor. Motion carried.

Chairman Stephen Hook continued the open public hearing at 7:18 p.m. No comments were received. Chairman Hook closed the public hearing at 7:19 p.m. Paul McCreary reviewed the new short form SEQRA for the Board members.

Motion to classify as an unlisted action with regard to SEQRA was made by Nathan Chess with a second from Brian Goodrich. All members were in favor. Motion carried.

Paul McCreary read the SEQRA questions for the Board.

Motion to find no significant environmental impacts and to declare a negative declaration with regard to SEQRA was made by Nathan Chess with a second from Brian Goodrich. All members were in favor. Motion carried.

Motion to approve the 2 lot minor subdivision and Boundary Line Adjustment was made by Gretchen Stearns with a second from Nathan Chess. All members were in favor. Motion carried.

Mr. Ihlenburgh paid application and final fees totaling \$450.00. Maps were stamped and signed.

Wright, Samuel Boundary Line Adjustment: Tax Map #(SBL) 123 . – 2 – 01 . 120 Located at 2177 County Rte. 11 Hillsdale. Boundary Line Adjustments of 9+/- acres to be conveyed to Thomas Decker and Deborah Barber Tax Map #(SBL) 123.-2-52 and 1.16 acres to be conveyed to Frank E. Wright Tax Map #(SBL) 123.-2-1.2 from existing parcel of 33.17 acres.

Sam Wright was present for his application. Mr. Wright explained to the Board that he is seeking two Boundary Line Adjustments to add 1.16 acres of his property to Frank Wright and 8+/- acres to Tom Decker and Deborah Barber which includes a house and barns. Gretchen Stearns stated that in her opinion the application appears to be a subdivision. Mr. Wright disagreed stating that he is not creating any new parcels only moving property lines with two of his neighbors giving them portions of the current parcel and adding to their parcels. Nathan Chess stated that the application is for a subdivision and not a boundary line adjustment. Mr. Wright stated that he met with TOC Building Inspector Stan Koloski and he agreed that this was a boundary line adjustment because he was only merging portions of his property with his neighbor's properties and not creating any new lots. Mr. Wright informed the Board that he can move his property lines anywhere he wants to and that does not constitute a subdivision because he is not creating any new lots. Gretchen Stearns stated that this is a subdivision according to the language. Nathan Chess asked Mr. Wright if he is selling or giving the property to the neighbors. Mr. Wright asked what that has to do with anything. Brian Goodrich stated that in his opinion it is a Boundary Line Adjustment because no new parcels are created. Rob Fitzsimmons agreed stating that the deeds will show the merger of the property and that no new lots will be created from the merger. Mr. Wright stated that he was told last January that he could only do 3 new lots so he is now giving a portion of his property to his Uncle Frank and a couple of acres to Tom Decker. Tom Decker informed the Board that if he had the extra money last January he would have purchased the property from Mr. Wright. Mr. Decker continued that he wants the extra property to expand his farming operation. Mr. Decker stated that he has farmed his property for 23 years and Claverack wants everyone to think that it is a farm friendly town but he feels that it is anything but farm friendly. Rob Fitzsimmons stated that a Boundary Line Adjustment and a subdivision are basically the same and use the same application. Rob Fitzsimmons continued that the issue is how to classify the application whether it is of a level that qualifies for an expedited review. Rob Fitzsimmons stated that the Town of Claverack is supportive to farming and agriculture always. Gretchen Stearns informed Mr. Wright that the new subdivision laws adopted in December 2012 starts new subdivisions at the beginning so she is confused as to why Mr. Wright would think that he could not subdivide his property. Mr. Wright stated that he subdivided his property in January 2013 and that this is not a subdivision only merging portions of his existing parcel with his neighbors. Mr. Decker stated that the Planning Board is making this more difficult than needed.

Motion to classify as a minor Boundary Line Adjustment/Subdivision was made by Gretchen Stearns with a second from Brian Goodrich. All members were in favor. Motion carried.

Rob Fitzsimmons informed Mr. Wright that he will need to review the deed descriptions for the parcels prior to the December 2nd meeting. Mr. Wright supplied a Columbia County Highway driveway permit and an Ag Data sheet. Mr. Wright was informed that the tax map numbers on the application do not match the survey maps and that the agreement from the neighbors would need to be notarized. Rob Fitzsimmons informed Mr. Wright that Tom Decker is present so no need to have the agreement letter notarized on his part or Deborah Barber but would

be required for Frank Wright. Rob Fitzsimmons informed Mr. Wright that the new SEQRA form that he has supplied has a couple of the questions answered yes which might raise issues with the environmental impacts. Gretchen Stearns asked if there are existing wells and septic systems for each of the properties. Brian Goodrich stated that the existing wells and septic should be shown on the maps. Tom Decker asked the Board why then need to show existing wells and septic systems on the maps which have been there for many years. Nathan Chess informed Mr. Decker that it is standard operating procedures for the existing wells and septic systems to be shown on all maps. Rob Fitzsimmons informed Mr. Decker that the Planning Board needs to see the distances of the wells and the septic systems from the property lines to make sure that they conform to the setback regulations. Brian Goodrich asked if the proposed BLA impacts the existing farming operation. Mr. Wright stated no. Brian Goodrich asked about the proposed house shown on the maps in the upper parcel. Mr. Wright stated that he plans someday to build a house for himself and his girlfriend and he will use the existing driveway. Brian Goodrich stated that it appears the northern property line extends into the Village of Philmont. Mr. Wright stated that the Village of Philmont stops at the railroad bed and his property stops on the other side of the rail bed with the rail bed separating the parcels. Brian Goodrich asked Mr. Wright to check question #4 on the SEQRA form. Paul McCreary asked Mr. Wright if the mining operation in the northern most part of the property is still in effect. Mr. Wright stated that there is an existing gravel mine which he has signs to indicate and he also has a permit for 4 more years to operate the mining operation. Mr. Wright continued that he is not currently mining the area and the property is not within the mining overlay zone but he is not planning to give up his permit to mine the property. Paul McCreary stated that he remembers from previous applications that parcel C is within a flood plain and asked the Board members if they want the maps to indicate the flood plain. Sam Wright stated that the flood plain is for insurance purposes only. Nathan Chess stated that the flood plain is a baseline for insurance but should be indicated on the maps. Gretchen Stearns stated that the flood plain and the NYS DEC CTS stream should be indicated on the maps. Mr. Wright stated that he felt that the Board was getting a little picky with their requirements and that they don't act like this with every applicant. Gretchen Stearns stated that the Agawamuck is a protected stream and should be noted on the map at the very least. Gretchen Stearns continued that the Planning Board members are not picking on Mr. Wright and that these requirements are asked of every applicant. Gretchen Stearns informed Mr. Wright that the Planning Board required the same things of a previous application from Mr. Mokotoff on NYS Rte. 23-B because of a protected stream which adjoined his property. Sam Wright stated that the Planning Board is picking on him. Rob Fitzsimmons informed Mr. Wright that he needs to supply his office with the new deed descriptions for the merging properties, label the CTS stream on the maps, show the flood plain for parcel #3 on the maps, show the existing wells and septic systems and the distances from the new property lines, have Frank Wright's signature notarized, and to fix the tax map numbers on the application before the December 2nd meeting. Paul McCreary informed the Board that the new Zoning law lists the items required for final submission i.e. note #4 show water elevations on maps. Mr. McCreary asked the Board members that this is something they can require and do they want it on the maps. Motion to waive the required water elevation levels shown on the maps was made by Nathan Chess with a second from Brian Goodrich. All members were in favor. Motion carried.

Motion to set for public hearing on December 2, 2013 was made by Brian Goodrich with a second from Gretchen Stearns. All members were in favor. Motion carried. Continued to December 2, 2013.

Concra, Vincent Subdivision: Tax Map #(SBL) 121 . 03 – 03 – 16 Located at 634 Rte. 23-B and 6167 Rte. 9-H. Subdivision of 2.346 acres into two parcels of 1.472 acres and .874 acres respectively.

Mr. Tomaso was present to represent the applicant as their surveyor. Mr. Tomaso explained that his client owns the former Claverack Corners property at the intersection of NYS Rtes. 23 and 9-H and has a current approval from the Town of Claverack Zoning Board to operate a sandwich shop at the location. Mr. Tomaso continued that the property includes the building next to the sandwich shop which contains a business and apartments. Mr. Tomaso informed the Board that his client is seeking to subdivide the properties in order to separate the buildings. Mr. Tomaso informed the Board that both properties have existing wells and septic systems and his client is currently in the process of completing the NYS DOT curb cuts for the sandwich shop property. Paul McCreary informed the Board that as a point of interest they might want to indicate that the building on parcel #2 was existing and the setbacks are non-conforming to be noted somewhere. Gretchen Stearns stated that the setbacks for the building on parcel #2 do not conform because it was a pre-existing non-conforming property that is

grandfathered. Gretchen Stearns continued that the issues with this parcel should be noted in the motion to protect the Town of Claverack and explain why this subdivision and setbacks were allowed. Rob Fitzsimmons stated that this would be included in the motion to approve or the notations within the minutes would be adequate. Nathan Chess stated that parcel #1 was previously a gas station and asked if there is anything on file indicating that the NYS DEC have signed off on the test wells or that the site is clean. Mr. Tomaso stated that his client, Vincent Conera informed him that the test wells are sealed and that he has sign off from NYS DEC but he did not include it in the application. Nathan Chess stated that a copy of the NYS DEC sign off should be included in the file. Rob Fitzsimmons indicated that previous approvals for this property indicated the same so those files might include a copy of the sign off. Jodi Keyser checked a previous file which did not contain any sign off. Mr. Tomaso will have his client supply a copy of the sign off from NYS DEC. Ag Data statement is included in the file and will be sent out prior to the December meeting.

Motion to classify as an unlisted action with regard to SEQRA and classify as a 2-lot minor subdivision and schedule for public hearing for December 2, 2013 was made by Nathan Chess with a second from Gretchen Stearns All members were in favor. Motion carried.

Paul McCreary asked if there is anything about parcel #1 that would cause concern with regard to the SEQRA review as far as environmental impacts. Mr. Tomaso stated that he will have his client supply a copy of the NYS DEC sign off letter regarding the closure of the test wells and the Town of Claverack is aware that the existing parcel #2 is a pre-existing non-conforming parcel. Continued to December 2, 2013.

Rob Fitzsimmons recused himself for the Wright Hemlock Hollow Venues Special Exception application and for the Ginsberg's Informal Site Plan application because of conflict of interest. Rob Fitzsimmons informed the Board that the Town of Claverack has retained Jeff Baker as Special Counsel for both applications.

Wright, Samuel d/b/a Hemlock Hollow Venues: Tax Map #(SBL) 123 . - 2 - 01 . 120 and 123 . - 2 - 01 . 122 Located at 2177 County Route 11 Hillsdale. Site Plan Review/Special Exception Permit to hold three (3) temporary music, art, and camping festivals to be held June 19th – 22nd 2014, July 24th – 27th 2014 and August 7th – 10th 2014.

Sam Wright and Jackie Eaton were present for the application. Mr. Wright strongly objected to the special counsel and stated that he would not agree to pay for the special counsel. Jackie Eaton stated that she didn't understand the reason for the special counsel because it was not an application only trying to feel the Board out on the proposal. Jeff Baker informed the applicants that the Town of Claverack has the discretion to appoint Special Counsel and that an escrow account would be established for the review of the Special Exception. Jeff Baker stated that the applicant is seeking to establish a permanent outdoor facility under Sam Wright's name. Jackie Eaton stated that they are only on a fact finding mission. Jeff Baker stated that he has reviewed the application and it appears that Mr. Wright is seeking a shovel ready approval for his property to hold festivals. Jackie Eaton stated that this is an exploratory review to find out the opinions of the Planning Board to the proposed dates but it is not really an application. Jeff Baker informed Mr. Wright and Ms. Eaton that every Special Exception Use Review requires reviews from legal and engineering and that the applicant is required to pay into an escrow account an amount that is established by the Planning Board for these reviews. Nathan Chess informed the applicants that they have applied for a Special Exception previously and that this is not an informal consultation with the Planning Board and that in his opinion they have started the process and the Planning Board needs to go forward. Brian Goodrich informed the applicant that this is considered the sketch review which starts the process in motion. Nathan Chess informed the applicant that an escrow account for the review is part of the process and required to allow for the review to go forward. Sam Wright informed the Board that he is not paying for the special counsel and that he feels that the Planning Board is not treating him fairly and that he is pulling the application. Jackie Eaton asked the Planning Board members what the conflict of interest is with the application. Brian Goodrich informed the applicant that the Town of Claverack is in the process of adopting a new mass gathering/festival law into the Zoning laws and he suggested that they attend a meeting on November 14, 2013 that will explain the law for the public. Brian Goodrich continued that it would be a good idea for the applicants to attend this meeting so that they will understand what the new law will allow or not allow with regard to their application. Jeff Baker stated that the draft of the new Town of Claverack Mass Gathering/Festival law would

allow for two events per property per year and this application is seeking three so they might want to revise the application. Gretchen Stearns stated that this places festivals on the Use Tables in the Zoning laws. Jackie Eaton then stated that the application is already under review by the Town of Claverack Planning Board so it is grandfathered and therefore exempt of any new law. Jeff Baker informed Mr. Wright and Ms. Eaton that the new law includes current applications as well. Jeff Baker asked Mr. Wright and Ms. Eaton if they are withdrawing the application or if they want to hold until they review the new law. Mr. Wright stated that they want to put the application on hold for now. Jeff Baker asked if the applicant has paid the application fee. Jodi Keyser and Sam Wright both stated that the application was not paid.

Application on hold.

INFORMAL:

Ginsberg's Foods Site Plan Review/Special Exception: Tax Map #(SBL) 101 . 000 – 02 – 03 . 2 (Claverack) and 101 . 00 – 01 -04 (Ghent). Located at NYS Rte. 66 cross street of Wilber Circle. Site Plan Review for new construction of a wholesale food business/distribution/salesroom.

Brandee Nelson of Crawford and Associates, John Brusie of Ginsberg's Foods, Louise Kelly of CMC Design and David & Nancy Ginsberg were present for the informal presentation. Ms. Nelson informed the Board that Ginsberg Foods is submitting an application for a Site Plan Review/Special Exception Use and will submit to the TOC Zoning Board of Appeals for a height variance for the construction and relocation of the existing food distribution/warehouse/cash & carry business to a 33 acre parcel currently owned by the Columbia County Economic Development Corporation to the west of the Whittier Adult Home on NYS Rte. 66 which encompasses the towns of Claverack and Ghent. Mr. Brusie informed the Board that the operation has outgrown its current location on Ginsberg Lane in Claverack and have added on at least 11 times to the current building. Mr. Brusie continued that they need more space and have been working with the Columbia County Economic Development Agency to keep the business within the county. Mr. Brusie explained that the project will consist of two phases but they will be requesting a Full Site Plan Review for the entire build-out. Brandee Nelson informed the Board that the applicants are hoping to have a joint or combined review between the two towns to minimize the time and the amount of meetings for everyone involved. Ms. Nelson continued that the full build-out will consist of 300,000 square feet with a little over 97,000 square feet in the Town of Claverack in the Commercial Industrial Park zone. Ms. Nelson stated that the property is surrounded by the Columbia County Commerce Park but is not part of the commerce park complex. Ms. Nelson continued that the property has an existing NYS DOT entrance and that Columbia County will be supplying water and sewage to the site. Ms. Nelson stated that the property will also have natural gas and electricity supplies. Ms. Nelson continued that the site will also house a maintenance building for the delivery truck fleet. Ms. Nelson informed the Board that the operations at the new site will be the same as the current site just better with more room. Ms. Nelson informed the Board that they are currently in the process of a traffic study for the entrance. Steven Melnyk and Kim Keil from the Town of Claverack Zoning Board of Appeals were at the meeting for the informal presentation. Steven Melnyk asked for the percentages of the footprint for each town. Ms. Nelson stated that approximately 65,000 square feet will be within the Town of Ghent with approximately 40,000 square feet within the Town of Claverack. Ms. Nelson again requested a joint review between the two towns and a determination of lead agency status. Ms. Nelson informed the Board that they are on the agenda for a sketch plan review with the Town of Ghent Planning Board on 11/6/13. Ms. Nelson explained that at full build-out most of the building will be within the Town of Ghent but that does not diminish the Town of Claverack's input on the project. Ms. Nelson asked if the two towns could have joint special meetings to review at the same time. Town of Claverack Special Counsel Jeff Baker explained that he explored with the Town of Ghent Planning Board attorney Ted Gutterman if they could share one legal counsel which would make sense but there could also be conflicts. Gretchen Stearns asked if the project requires variances. Ms. Nelson stated that the project needs variances from both towns for heights. Brian Goodrich asked if the building is visible from NYS Rte. 66. Ms. Nelson stated yes to the north by the Almstead Mulch operation the west side of the building will be visible. Gretchen Stearns asked if there is a landscaping design. John Brusie informed the Board that it is against federal regulations for plantings/vegetation against the buildings because of food distribution and it is also the reason why the building containing the freezer must be white. Mr. Brusie informed the Board that they could add plantings of pine trees along Rte. 66 to minimize the view. Steven Melnyk

asked how high the buildings will be. Mr. Brusie informed the Board that the building will be approximately 50 feet high. Town of Claverack Board member Katy Cashen informed the Board that the closest neighbor the Runyon farm would be able to view the building from portions of their property. Mr. Brusie stated that the plan is to skim the elevation and that the building will be visible from the Runyon property but only a very little. Mr. Melnyk asked for the percentage of lot coverage. Brandee Nelson stated 66% of the parcel will be used for the building and parking. Jeff Baker asked where the excavated dirt will be taken. Mr. Brusie stated that the dirt will be taken off site by a contractor. Jeff Baker then stated that the plan does not require mining within the Town of Claverack area. Mr. Brusie stated that there will not be any mining in the Town of Claverack but the Town of Ghent has a law if a certain amount of dirt is moved. Gretchen Stearns informed the applicants that it is ok to remove the dirt but it cannot be sold because that would constitute mining. Brian Goodrich asked what kind of gravel is present on the property. Brandee Nelson stated that the property has terrible gravel because the remove dirt from the Commerce Park sites was dumped there. Brian Goodrich asked if they have a storm water runoff plan. Ms. Nelson stated that she is working on the storm water mitigation. Nathan Chess asked if the building would be constructed using green technology. Louise Kelly informed the Board that they will use energy efficient products when allowed i.e. LED lighting in the freezer, internal door on the loading dock to keep in the cold air, and an inside freezer controller. Gretchen Stearns asked if they have considered permeable asphalt for the area. Brandee Nelson stated that they researched permeable asphalt but the soil on the property does not make it a possibility. Brandee Nelson informed the Board that they have avoided the wetlands. Ms. Nelson informed the Board that the onsite fuel storage will need registration and also a spill pollution protections plan which is a federal requirement. Ms. Nelson continued that the maintenance garage discharge will require a SPEDES permit. Nathan Chess asked if the project is entirely within the West Ghent fire district. Ms. Nelson stated yes and that they have met with representatives from the fire department. Mr. Brusie informed the Board that he has spoken to the West Ghent Fire Co. representatives, held open houses and invited first responders into the current facility several times. Ms. Nelson informed the Board that the compressor room will be part of the Phase 1 portion. Louis Kelly informed the Board that the compressor will be insulated to keep the noise at a minimum and it will be far enough away from anyone to hear the noise created from the cooling tower. John Brusie stated that there will be less noise from the new building than there is from the current building. Brian Goodrich asked if there is a lighting design. Brandee Nelson informed the Board that lighting will be pole lights and building lights with a downward illumination. Steven Melnyk asked if there is a plan for a sign. Mr. Brusie informed the Board that they will have a sign at the end of the driveway along Rte. 66. John Brusie informed the Board that the Phase 1 operation will be trucks delivering frozen products to the freezer then products will be loaded and delivered to the current site to fill orders from the current site. Mr. Brusie continued that this process will be done between 7 – 8 PM for next day deliveries. Mr. Brusie stated that the new fleet of trucks will have carrier vectors that are electric not diesel when idling in the yard and that there will be no fumes or noise from the idling. Jeff Baker informed the Board that the Town of Ghent Planning Board will seek lead agency status and will make the determination for SEQRA and classification. Jeff Baker continued that the applicant should submit a new Long Form EAF and seek height variance from the TOC ZBA. Jeff Baker informed the Board that once the applicant has received the variance they will return to the Planning Board for the Site Plan/Special Exception. Mr. Baker continued that the Town of Ghent Planning Board will declare the Town of Claverack as an involved party in the action and the Town of Claverack Planning Board will agree to the Town of Ghent Planning Board to acting as Lead Agency. Nathan Chess stated that he would like to attend the Town of Ghent Planning Board meeting on 11/6/13 because he feels that Ginsberg's is a major economic benefit to the county and he would also like to see the process move as quick as possible.

Motion to accept the sketch plan as adequate and to begin the process of a Full Site Plan and Special Exception by the Town of Claverack Planning Board and to recommend applicant apply to the Town of Claverack Zoning Board of Appeals for a Height Variance for the buildings and to find no objections to the Town of Ghent Planning Board to act as Lead Agency was made by Gretchen Sterns with a second from Brian Goodrich. All members were in favor. Motion carried.

Paul McCreary reminded the Planning Board members to read page 122 of the Town of Claverack Zoning Laws regarding items needed for accuracy to make sure that everything required is submitted. Jeff Baker informed the Board that escrow should be established for Morris and Associates for engineering review and for his legal review.

Motion to establish initial escrow accounts as \$5,000.00 for engineering review and \$5,000.0 for legal review was made by Nathan Chess with a second from Gretchen Stearns. All members were in favor. Motion carried.
Continued to December 2, 2013.

Other Business:

Brian Goodrich informed the Board that he sent out the Big Up Post Review Report after he incorporated the received comments and hard copies of requested changes and now needs a motion to approve the report. Motion to approve the Big Up Post Review Report was made by Gretchen Stearns with a second from Nathan Chess. All members were in favor. Motion carried.

Gretchen Stearns asked members of the Planning Board to forward any comments and/or suggestions for possible Zoning Law revisions to her as soon as possible. Gretchen would like to have a report ready by the December 2, 2013 meeting.

Motion to adjourn the meeting was made by Gretchen Stearns with a second from Brian Goodrich. All members were in favor. Motion carried. Meeting adjourned at 10:15 p.m.

Respectfully submitted,
Jodi Keyser, Secretary