Town of Oneonta Planning Board
Board Meeting
Monday, November 2, 2026 at 7pm

Present: Dan Baker; Breck Tarbell; Jenny Koehn; Tom Rowe; Reggie McGuinness (Chairperson)
Absent: Edward Dower; Rob Lishansky
Others Present: Corinne Cavanaugh (Town Attorney); Isaac Willard; Richard L Ploutz; Greg Harlem; Brianna Utter; Brian Utter; Dan Hooper; Rick & Michelle Eastman; Eric Santomauro-Stenzel

The meeting was called to order at 7:04 PM.

APPROVED
BY THE PLANNING BOARD
TOWN OF ONEONTA
November 16, 2026
CHAIRMAN

Minutes:
Minutes were reviewed by the board from October 19, 2026 board meeting.
Motion made by Jenny Koehn and seconded by Breck Tarbell to approve the minutes.
ALL IN FAVOR **MOTION PASSED**

Public Hearings:

PB000780 Brian & Cynthia Utter/Brianna Utter TMP#308.00-2-13.02; 179 Pony Farm Rd
Special Use Permit Application for short term rental

Motion made by Tom Rowe and seconded by Jenny Koehn to open the public hearing.
VOTING: Unanimous. **MOTION CARRIES**

Brianna Utter, authorized representative and local contact was present and the notifications were verified. Reggie McGuinness, Chair opened the public hearing for the Special Use Permit Application for short term rental of 179 Pony Farm Road and asked if anyone was present to speak for or against the application. No one appeared to speak for or against the application. Chair McGuinness stated for the record that it was a Type II action under SEQRA 617.5 and no further action necessary. The maximum occupancy is 7, with no guest access to basement or attic storage. Applicant has obtained the Certificate of Authority from the County and supplied. The board had no additional questions.

Motion made by Dan Baker and seconded by Breck Tarbell to close the public hearing.
VOTING: Unanimous. **MOTION CARRIES**

Motion made by Tom Rowe and seconded by Jenny Koehn to approve the Special Use Permit for Short Term Rental at 179 Pony Farm Road.
VOTING: Unanimous. **MOTION CARRIES**

PB000781 Richard L Ploutz TMP#289.00-1-88.01 & 289.00-1-95.02; 313 Co Hwy 58
Minor Subdivision Application

Motion made by Jenny Koehn and seconded by Tom Rowe to open the public hearing.
VOTING: Unanimous. **MOTION CARRIES**

Chair McGuinness opened the public hearing for the Minor Subdivision Application for 313 Co Hwy 58 and asked if there was anyone here to speak for or against the application. No one came forward.

Motion made by Breck Tarbell and seconded by Jenny Koehn to close the public hearing.
VOTING: Unanimous. **MOTION CARRIES**

Richard L Ploutz was present and the notifications were verified. Chair McGuinness turned the meeting over to Counsel Cavanaugh to walk the Board thru Part 2 and 3 of the SEAF. Counsel advised that normally a subdivision is a Type II

action, but because it creates a non-conforming lot it is processed as an Unlisted Action and requires the Board to complete the SEQRA form. Counsel brought to the Boards attention that the Zoning Board of Appeals had approved an Area Variance for the road frontage to be reduced to 34'13" in order to create an additional residential lot. Counsel Cavanaugh went thru the SEAF form with the Board and the Board found that the subdivision would have a small or no impact on the environment.

Motion made by Breck Tarbell and seconded by Tom Rowe to approve the Short Environmental Assessment Form Part 2 and 3 as a negative declaration.

Chair McGuinness advised the subdivision application was exempt from referral per the Town's 239 agreement with the County. The action is for 3 proposed lots totaling 8.292 acres, with no interior roads, and is not a realty subdivision under Public Health Law. The Zoning Board of Appeals had submitted a 239 for the Area Variance and it was returned for local action: No significant county-wide or inter-community impacts. TL277-6 requires a written recommendation for the road frontage variance. Counsel Cavanaugh went over the criteria and the board agreed that Parcel A (on survey map provided) has direct access without creating an interior road, the access was adequate for future residential use including emergency vehicles, was compatible with surrounding properties and the board supported a written recommendation in support of the 34.13ft frontage for Parcel A.

Motion made by Jenny Koehn and seconded by Tom Rowe to adopt a written recommendation of approval for road frontage variance, incorporating findings and forward to the ZBA and include with both applications files.

Motion made by Jenny Koehn and seconded by Dan Baker to approve the Minor Subdivision Application, per survey map prepared by Lawson Surveying and Mapping, dated 7/30/2026, to be filed with the Otsego County Clerk within 30 days of approval.
VOTING: Unanimous. **MOTION CARRIES**

New Application:

PB000782 Richard & Michelle Eastman TMP#288.00-2-9.15; 130 Meadowbrook Ln
Minor Subdivision Application

Reggie McGuinness, Chair recused herself due to her employment with the Oneonta City School District and turned the Chair over to Jenny Koehn for this application. Jenny Koehn, Acting Chair advised that this is a Minor Subdivision Application at 130 Meadowbrook Lane, to divide it into 2 parcels. Parcel "A" .507acres contains a Town maintained stormwater infiltration basin, easement noted on survey. Parcel "B" .735 acres contains their personal residence. Mr. Eastman stated that they would like to subdivide the section of the property that contains a highly used path used by students forever and donate it to the Oneonta City School District. The school district would then maintain themselves and have the liability. Acting Chair Koehn stated it was an unlisted action, creating a non-conforming lot and that the Planning Board declare Lead Agency, as the ZBA was already okay with that. The action was referred by the ZBA as a precaution and the County recommendation received September 16, 2026, stated recommendation for approval. The minor subdivision is exempt from 239 referral from the Planning Board, per the Town agreement with the County. Applicants were advised to have their attorney preserve the existing rights in the final plat and conveyance documents of the Town permanent access and maintenance documents.

Motion made by Tom Rowe and seconded by Breck Tarbell to set a public hearing for November 16, 2026 at or about 7:10 PM.
Abstain: Reggie McGuinness
VOTING: Unanimous. **MOTION CARRIES**

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Continuing Business:

Acting Chair Koehn turned the meeting back over Chair McGuinness. The Chair announced next on the agenda was the continued review of the CASV Consolidated PDD Application (TB000028, PB000751 and PB000762). She advised that the County Planning Department's recommendation dated October 28, 2026 was returned: approval with modification. The modifications noted have been addressed. Written confirmation from emergency personnel was received 8/17/26, stating that they agreed with the drawings with the addition of a couple more fire hydrants, as discussed. The Board received a copy of a letter addressed to Dan Hooper from the City of Oneonta dated November 2, 2026 that stated the municipal water system has sufficient capacity to supply CASV and that the wastewater treatment plant has sufficient capacity to treat wastewater accepted from CASV, both to include the anticipated demand of the currently proposed full build out. CASV is working with NYSDOT regarding the requirements for site design, rights-of-way, vehicular and pedestrian access.

Chair McGuinness advised that Counsel will now walk the Board through the Long Form SEQRA Parts 2 and 3 for the determination of significance for the entire consolidated project. During the review, Chair McGuinness questioned the area where the bedrock is currently being excavated. Dan Hopper advised that the excavation was not part of this project. They are stabilizing that area (addressing comments/feedback), by creating a bench to stop any rock from falling on cars. He advised the new parking area proposed will not be as steep. After completion of the FEAF, the Board was in agreement that the Consolidated CASV actions overall, will have small or no impact on the environment.

Motion made by Dan Baker and seconded by Tom Rowe to adopt the FEAF parts 2 & 3 and determine that the Consolidated CASV actions will not result in any significant adverse environmental impact and issue a negative declaration and determination than an environmental impact statement is not required.
VOTING: Unanimous. **MOTION CARRIES**

Counsel Cavanaugh advised the Board that under TC103-41, it requires that they go thru the criteria, which will be supplemented in the Planning Board recommendation to the Town Board. The Board agreed that the Consolidated PDD application would not be a detriment, compatible in use, is consistent with the master plan, improvements will be suitable, utilities adequate, and is a desirable stable development. Under TC103-41 the board agreed that the Consolidated PDD application satisfies the criteria and that these findings should be supplemented into the Boards prior recommendation of approval to the Town Board.

Motion made by Tom Rowe and seconded by Jenny Koehn to adopt findings discussed tonight under TC103-41.

PB000774 Cooperstown All Star Village TMP#287.00-1-54.00 & 287.00-1-53.00; St Hwy 23
Lot Line Change Application

Dan Hooper presented the survey map for approval to merge TMP#287.00-1-54.00 into 287.00-1-53.00. This action was included in the SEQRA completed for the Consolidated PDD Application.

Motion made by Dan Baker and seconded by Breck Tarbell to approve the lot line change per survey map prepared by Civil Tec Engineering & Surveying PC, Dated 10/30/2026 to be filed within 30 days of approval.

PB000775 Cooperstown All Star Village TMP#287.00-1-55.00 & 287.00-1-84.00 & 287.00-1-33.00; 4158 St Hwy 23
Lot Line Change Application

Dan Hooper presented the survey map for approval to merge TMP#287.00-1-55.00 and 287.00-1-84.00 into 287.00-1-33.00. This action was included in the SEQRA completed for the Consolidated PDD Application.

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Motion made by Dan Baker and seconded by Tom Rowe to approve the lot line change per survey map prepared by Civil Tec Engineering & Surveying PC, Dated 10/30/2026 to be filed within 30 days of approval.

Counsel Cavanaugh stated for the record for clarification, that because CASV was applying for a PDD, that there was no zoning variance required for the parking spaces, as it can be rolled into the Town Board submission.

Motion made by Jenny Koehn and seconded by Tom Rowe to supplement the Planning Board prior recommendation of approval to the Town Board by incorporating the TC103-41 findings adopted tonight, the completed SEQRA review and negative declaration, the County Planning recommendation modifications and recommending that if any final Town Board approval be conditioned upon the applicant submitting an Operations and Maintenance Plan to the Town Board for review and approval with the approved plan incorporated as Schedule A to the Final PDD approval.

Discussions:

Chair McGuinness asked if anyone had any questions and Dan Hooper questioned when they should expect Site Plan Approval. Counsel Cavanaugh advised that they would be on the November 12, 2026 Town Board agenda and that the Site Plan had been rolled into the Consolidated PDD Application, therefore the Town Board will have final approval.

Adjournment:
Motion made by Tom Rowe and seconded by Jenny Koehn to adjourn at 8:21 PM, with the next scheduled meeting November 16, 2026 at 7:00 PM.
ALL IN FAVOR **MOTION PASSED**

Respectfully Submitted,

Wendy Cleaveland
Planning Board Clerk

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