

**VILLAGE OF VICTORY
PLANNING BOARD
Meeting Minutes
May 16, 2017**

Call Regular Meeting to Order 6:30pm with Pledge of Allegiance

1. Roll Call: Present at the meeting: Chairman Corey Helwig, Members Bill Lloyd, Tim Fort, Jake Fort and Pete Healy. Absent: Secretary JoAnn Bielkiewicz.

2. Announcements – None at this time

3. Approval of Minutes – Amended Monthly Meeting Minutes of February 21, 2017 and the minutes from the regular meeting of April 18, 2017 (copies attached). **A motion was made by Member Lloyd and seconded by Member T. Fort to approve the amended minutes of the February 21, 2017 monthly meeting. A motion was made by Member Lloyd and seconded by Member J. Fort to approve the regular monthly meeting of April 18, 2017 as submitted. All in favor of approval of motions – aye. Motion passed.**

4. Returning Applicant: Saratoga Peanut Butter Company. Chairman Helwig stated it is his understanding that Saratoga Peanut Butter met with the Zoning Board meeting to which they responded affirmative and that they are waiting on their public hearing meeting which will be next week. Chairman Helwig stated in the original packet they received states steps for Phase I and Phase II in which are stated in Article 8 which is on page 62 of the Zoning Law. Actually on page 57 is the stages of submission to be followed. The Chairman stated if they do not have the Zoning Law, that the entire law is on the village website and the specific area to check is page 57. The board has received their sketch, but we cannot get to Phase III until Phase I and Phase II have been met. The Board went over the areas that are required for Phase II. Asked what questions they had for the Board. The Department of Health and Code Enforcement need to get involved. They asked for clarification of what the Board requires - do we need the Dept. of Health or Dept. of Agriculture and Markets. Chairman Helwig stated as long as the Board has something showing that this meets our standards. They documentation will be emailed to the Board. Also required is approval for proposed signage. SPBCO asked why they needed this as they are not a retail business. The Board will check into whether this is actually required. She may eventually put up a type of signing with her logo and manufacturing information. Parking information and a drawing of the parking area is required in Section 5(h) on page 42 as well as where the loading on and off area will be. Chairman Helwig feels they only need one each. Check Section E of the requirements. Hours of operation, lighting, etc. and landscaping plans need to be submitted. Member Healy asked how they will be accessing the parking and loading areas. They responded by Pratt Street. The Board noted their garbage container needs to be screened in as stated on page 47. Chairman Helwig again stated to check Article 8 on Special Use Permit. Six copies will need to be provided. Clarified that June 20, 2017 will be the next meeting for Phase II. We cannot proceed until you have your public meeting next Monday. We need to check to see how long it takes to advertise our public hearing. Code Enforcement will provide the final CO. They should call the CEO to talk about this before final approval. After

5. New Applicant: None

6. Old Business: Chairman Helwig had stated at last month's meeting that the board had received a sketch of 41 Gates Avenue. It was also noted by the board that Phase 2 and additional steps need to be done before the board can proceed with the application process. (For your information, a copy of steps for this process that was sent to them is attached.) This has already been covered above on Returning Applicant section.

7. New Business: A discussion of the Annual Review of the Planning Board By-Laws. **After preliminary review of the Planning Board By-Laws, Chairman Helwig made a motion which was seconded by Member Jake Fort to appoint Member Tim Fort as Vice Chairman of the Planning Board. All in favor – aye. Motion passed. Also, Chairman Helwig made a motion which was seconded by Member Lloyd to change the By-Laws in Section IV - Meetings to state: the meetings will be held on the 3rd Tuesday of each month at 6:30pm instead of the previous stated 3rd Wednesday at 7:00pm. All in favor – aye. Motion passed.**

8. Other Business:

9. Next Meeting: June 20, 2017 at 6:30pm

10 Adjournment: A motion was made by Member Healy and seconded by Member Lloyd to adjourn the meeting.