**VILLAGE OF VICTORY**

**PLANNING BOARD**

**Meeting Agenda**

**August 15, 2017**

**Public Hearing: Saratoga Peanut Butter Co., LLC, for Special Use Permit at 6:00pm**

**Roll Call:** Chairman Corey Helwig, Members William Lloyd, Jake Fort, and Tim Fort. Absent: Pete Healy. Also present: Secretary JoAnn Bielkiewicz and Jessica Arceri and Sean Carroll from Saratoga Peanut Butter Co.

**Call Public Hearing to Order with Pledge of Allegiance**

* All attendees are to sign the sign-up sheetand if they wish to speak are allowed 5 minutes**.** Ms. Arceri and Mr. Carroll were the only attendees.
* Proof that the property owners within 500 feet of the perimeter have been notified in writing of the nature of their request and show the hours of operation for the special use permit. Ms. Arceri provided the Board with a listing and receipt from the Post Office of all property owners her notice was sent to.
* Payment of $25.75 be made to the Village of Victory for advertisement of the Public Hearing placed in the Saratogian on August 4, 2017. Ms. Arceri wanted to pay for the ad via a credit card, but since the Village does not accept credit cards, she stated she would bring a check to the office tomorrow.

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**Regular Meeting Called to Order immediately following the public hearing**

**1. Roll Call:** Chairman Corey Helwig, Members William Lloyd, Jake Fort and Tim Fort. Absent: Pete Healy. Also present: Secretary JoAnn Bielkiewicz and Jessica Arceri and Sean Carroll from Saratoga Peanut Butter Co.

**2. Announcements –** None at this time

**3. Approval of Minutes –** Monthly Meeting –July 25, 2017. **A motion was made by Member Lloyd and seconded by Chairman Helwig to accept the minutes as submitted for the regular meeting held on July 25, 2017. All in favor – aye. Motion passed.**

**4. Returning Applicant:** Saratoga Peanut Butter Company, LLC. Chairman Helwig asked Ms. Arceri and Mr. Carroll if they had any further questions for the board. They responded no. The Chairman then asked the Board if they had any questions for the applicants. Member Lloyd asked about the parking and garbage barriers not being done as he feels the Special Use Permit cannot be approved on the “honor system.” Ms. Arceri stated that too much going on as of late and this just hasn’t been able to be accomplished. Mr. Carroll also stated they have busy working on production. Ms. Arceri stated another reason this was not done was due to unsure specifications. There was further discussion on the parking requirements that need to be met prior to the Special Use Permit being approved. Ms. Arceri asked if her original plan for parking could be amended. She showed the Board her present plans to move the parking area to another area. The Board agreed that they did not have a problem with the change as long as the minimum parking requirements can be met. Chairman Helwig referred her to the area of the Zoning Law area that explains the requirements. When asked how many employees she plans on working, Ms. Arceri stated there will not be more than 4 employees at this time. The Board explained to Ms. Arceri she has 62 days to accomplish the parking and garbage barrier issue. Also discussed was the labeling of exit/entrance signage required. Another item that was brought up was if the vegetation growth would be taken care of. Mr. Carroll responded affirmatively. **A motion was made by Chairman Helwig and seconded by Member Lloyd to table the approval of the Special Use Permit for the next official Board meeting, which is scheduled for September 19, 2017 at 6:30pm.**

**5. New Applicant:** None

**6. Old Business:**

**7. New Business:**

**8. Other Business:** None

**9. Next Meeting:** September 19, 2017 at 6:30pm

**10 Adjournment: A motion was made by Member Lloyd and seconded by Member Jake Fort to adjourn the meeting. All in favor – aye. Motion passed.**

**Respectfully Submitted,**

**JoAnn Bielkiewicz**

**Recording Secretary**