

TOWN OF MINA  
**PLANNING BOARD MINUTES**

**January 12, 2022**

**Planning Board Members Present:** Kris Gleason (Chair), Pat Cuneo, John Shifler, Jo-Ann Travis

**Planning Board Members Absent:** None

**Others Present:** Christine Craffey, Ed Mulkearn; Ellen Shifler, Mina Code Secretary

**Call to Order:** The meeting was called to order at 6:09 PM by Kris Gleason, Chair.

**Pledge of Allegiance**

**Legal Notice** of the meeting was acknowledged.

**Minutes** of the meeting of **12/1/21** were approved as presented upon motion by Pat Cuneo and second by Jo-Ann Travis.

**PUBLIC INPUT:**

Christine Craffey raised questions regarding Short Term Rental permitting and enforcement. She was referred to Code Enforcement Officer Melanie Eddy.

Ed Mulkearn asked about zoning laws governing cannabis dispensary permitted locations. The Planning Board has given its recommendations to the Mina Town Board for their approval. Modification of the zoning law requires multiple steps of review and approval from Chautauqua County and the State of New York.

The Planning Board has expressed a desire to communicate with the community via email. Christine Craffey suggested that the Town of Mina provide citizens with an opportunity to opt in for emails and texts as part of its disaster preparedness planning.

**PLANNING BOARD DISCUSSION ITEMS:**

1. COMPREHENSIVE PLAN

- Consultant Don McCord was unable to attend the meeting.
- An early step in the development of the Comprehensive Plan is a survey of residents and property owners. The Planning Board reviewed a list of topic considerations for the Comprehensive Plan survey as compiled by John Shifler (adapted from the Town of Lyme, NY Comprehensive Plan):

- Alternative energy sources (including solar)
  - Marinas and boating facilities, boat launches
  - Septic sustainability and municipal sewer service
  - Lake water resources
  - Tourism and recreation
- Extensive discussion on survey question development, methodology, delivery and analysis ensued. The Board plans to write survey questions and submit to consultant Don McCord for feedback and guidance. Board members expressed differing opinions on the best place from which to start the drafting of survey questions.
  - An effective survey should give respondents an opportunity for identifying priorities and should avoid phraseology that yields simple yes/no responses.
  - The Board also reviewed its July 2020 S.W.O.T. (Strengths, Weaknesses, Opportunities, and Threats) analysis and agreed on building a survey based on the S.W.O.T. list, with addition of other topics /considerations, including those gleaned from the Lyme, NY model.
  - **Chair Kris Gleason will contact Don McCord to report on the Board's discussion and to seek advice for the next phase of building the survey.**
  - **Chair Gleason directed the Board to review all its prior work on the Comprehensive Plan, dating from 2020, and the minutes of the 10/6/21 meeting in preparation for the February meeting.**

## 2. REVIEW OF COMMERCIAL SOLAR, RESIDENTIAL SOLAR, AND CANNABIS DISPENSARIES

- The Mina Town Board will meet on January 13, 2022. Chair Gleason anticipates questions for the Planning Board on its solar and cannabis recommendations and asked for any proposed revisions to the Planning Board's recommendations on these topics.
- A six-month solar moratorium is currently in effect. The Planning Board may make more detailed recommendations, especially on Tier 3 (solar farms), before the expiration of the moratorium.
- The Town Board has received a binder (*Town of Mina Solar Energy, Updated 12/21/21*) with the Planning Board's recommendations on solar installations, including supporting documentation. The Planning Board recommends no modifications or additions to its recommendations at this time.
- Zoning Board of Appeals Chair John Shifler updated the Board on the outcome of Buffalo Solar's Special Use Permit application, heard by the Town Board on 12/30/21. The

Town Board approved the permit for a solar farm installation with ten specific conditions. Mr. Shifler read these conditions and recommended that the Planning Board consider adoption of some or all into its Tier 3 recommendations, after an opportunity for review and discussion. **The Secretary will email the conditions list to the Board.**

3. NEXT MEETING: **Wednesday, February 9, 2022.** Two Board members and the secretary are unable to attend on this date. A proposed alternate date is Thursday, February 17. **Kris Gleason will check with Don McCord for his availability and communicate a new date to the Board. The secretary will send an amended Legal Notice as necessary.**
4. Meeting was adjourned at 8:10 PM upon motion by John Shifler and second by Pat Cuneo.

Recorded by: Ellen Shifler, Code Secretary, Town of Mina