

TOWN OF MINA  
**PLANNING BOARD MINUTES**

**March 9, 2022**

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

**Planning Board Members Absent:** None

**Others Present:** Don McCord; Ellen Shifler, Mina Code Secretary (via Zoom)

**Call to Order:** The meeting was called to order at 6:26 PM by Kris Gleason, Chair.

**Pledge of Allegiance**

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

**Minutes** of the meeting of **2/17/22** were approved as **amended\*** upon motion by Pat Cuneo and second by John Shifler. (\* Section 3: "Update - Cannabis" – Word missing from first bullet point)

**PUBLIC INPUT:** None

**PLANNING BOARD DISCUSSION ITEMS:**

1. CANNABIS – The Planning Board's matrix of allowable and prohibited zoning districts is needed for the 3/10/22 Mina Town Board meeting. Pat Cuneo will prepare the matrix and submit to Rebecca Brumagin.
2. COMPREHENSIVE PLAN
  - Consultant Don McCord (Small Town Planning) led an extensive discussion on the make-up of Focus Groups.
    - Proposed Focus Groups would consist of representatives of the following:
      - 1) Local non-profits (Ex. library, watershed foundation, Findley Lake Community Foundation)
      - 2) Business community
      - 3) "Community leader" citizens at large, representing the hamlet, lake community (seasonal and permanent), and rural residents
      - 4) Town of Mina employees, including Town Clerk
      - 5) Town Board, Zoning Board, County Legislator

- **Planning Board members will prepare lists of non-profits, businesses, and private citizens and email those lists to other Board members prior to the April meeting.**
- Focus Groups should begin in early- to mid-April and should consist of 10-15 invited participants.
- In order to arrive at 10-15 participants, the Board must issue at least 25-30 invitations per session.
- May Focus Groups be conducted via Zoom? Is it possible to conduct all Focus Groups in a single day?
- Mr. McCord will adjust the Comprehensive Plan timeline proposed at the February 17 meeting. He will send a modified schedule / timeline via email.
- The Planning Board needs to compose a letter to accompany Focus Group invitations.

### 3. UPDATES: SOLAR ENERGY

- Buffalo Solar has not as yet completed their response to the conditions outlined by the Mina Town Board in December 2021. The solar farm project on Tanner Road is on hold at present.
- Planning Board recommendations for a Solar Law are still in legal review, per Town Attorney Tad Wright.

### 4. UPDATES: CANNABIS

- The Planning Board had raised questions at it 2/17/22 meeting: *1) May the Town restrict hours of operation for any business? 2) Are all businesses within the Commercial district (B-2) required to observe the same hours?* Per Town Attorney Tad Wright, the Town may not restrict the time and manner of operation. The Town governs only the allowed place / district of operation.

### 5. NEXT MEETINGS: **Wednesday, April 13, 2022** and **May 11, 2022** at 6:00 PM.

### 6. Meeting was adjourned at 7:31 PM upon motion by John Shifler and second Pat Cuneo.

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