APPROVED

Town of Cambia Planning Board Meeting Minutes

Date: September 28, 2026
Time: 6:00 PM
Location: Town Hall Meeting Room, 4160 Upper Mountain Road, Sanborn, New York

Attendees included:
William Amacher, Chairman
Roger Schreader, Member
Michael Sieczkowski, Member
Garret Meal, Member
Chad Brachmann, Alternate Member
Michael Haseley, Alternate Member
Abe Platt, Attorney
Justin Kroening, Building Inspector/Code Enforcement
Melissa Germann, Board Clerk
Randy Roberts, Town Board Liaison

Members not in attendance: Gerald Kroening, Member

Call to Order

The meeting was called to order by Chairman Amacher at 6pm.

Items discussed:

1. Beginning with the October 19, 2026, meeting, Board members must pick up their packets at Town Hall at least 10 days in advance of the meeting, rather than receiving the packets by mail.
2. The Town has been working on a proposed new law in which Special Use Permit applications will become the duty of the Planning Board (currently it is a job for the ZBA). If the Town Board approves this proposed law on October 8, 2026, then these applications will be on the Planning Board agenda starting with their October meeting.
    a. Special Permit – land use that is valid (permitted with a special use permit) in the zoning district
    b. There are ten criteria to be utilized
    c. The Board will need to balance the neighbors' interest with the applicants.
    d. Currently, a Special Use Permit is approved for one year and then the renewals are granted at five-year intervals. The applicant comes back to the Board if issues arise. This part of the process will not change.
3. Another possible proposed law that enacts a new Site Plan Review process. This proposal was discussed extensively.
    a. The Board wants the applications to have more than a hand drawn plan.

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   b. If stamped plans are needed for a building permit, then stamped plans are needed for Site Plan review.
   c. Applicants will visit with the Building Inspector first, then submit a sketch plan to the Planning Board
   d. Stamped plan will be required
   e. This is front loading the work, through the Building Department, less with the Planning Board.
4. Some discussion occurred – what is a farm? What does this mean? NYS Ag & Markets determines a farm: have seven acres or less than seven acres with generating $50,000 from farming. More discussion to occur.
5. Recommendation as to moving forward should the proposed law be approved:
   a. Include in the Spring Newsletter – the changes that have occurred, when a permit is required, what is needed to apply for a permit; offer the top 10 issues the Building Department deals with every week.
   b. Offer the steps within the application – applicants should know what to expect in the process.
6. The plan for the proposed Site Plan law is to attempt to get it approved by the Town Board in November or December, to start on January 1st.

ADJOURNMENT

- **Motion:** M. Sieczkowski
- **Second:** G. Meal
- **Vote:** All in favor — Meeting adjourned @ approximately 6:40pm

Melissa Germann
Board Clerk