

**Town of Charlton  
Planning Board Minutes  
758 Charlton Road  
Charlton, New York 12019**

Minutes of the Planning Board Meeting –June 20, 2016

Chairman Jay Wilkinson called the meeting to order at 7:15 p.m. at the Charlton Town Hall.

Present: Jay Wilkinson, Chairman, Connie Wood, Jack Kadlecek, Marilyn Phillips, Dawn Szurek, Jonathan Riedinger, Bill Keniry, Esq., Planning Board Attorney, Susan York, Planning Board Clerk and Kim Caron, Recording Secretary.

**AGENDA MEETING**

Mr. Wilkinson stated that there is a quorum.

Minutes

Mr. Wilkinson stated that the draft of the May 16, 2016 meeting minutes needed to be approved. Mrs. York has previously provided comments. No other comments were provided. Mr. Wilkinson stated that the Board could vote on the minutes during the Business Meeting.

Public Hearings

None.

Subdivision Applications

Marra/Carnevali (223.-1-23)

Mr. Wilkinson stated that this is an application for a subdivision of a 72± acre lot on the east side of Jolly Road. Mr. Wilkinson stated that the applicant would like to subdivide three lots with the existing house and improvements on 61 acres, and create two new building lots of 5± acres each for future sale. Mr. Wilkinson stated that new drawings have been provided. Mr. Wilkinson stated that he is pleased that the new drawings have everything that the Board has requested. Mr. Wilkinson stated that the additional notes and the additional setback for the septic system have been added to the drawings. Mr. Wilkinson stated that at the March meeting the Board took lead agency status and declared a negative declaration relative to SEQRA. Mr. Wilkinson stated that the Public Hearing was held on April 18, 2016. Mr. Wilkinson stated that the application has been forwarded to the County Planning Board and Mike McNamara, Town Engineer. Mr. Wilkinson stated that comments have been received from both Mr. McNamara and the County Planning Board. Mr.

Wilkinson stated that the May 19, 2016 comment letter from the County agreed with the 160 foot septic setback requirement suggested by Mr. McNamara from the center line of Jolly Road and a 200 linear foot setback from the southerly bound property line of Lot 2, to which the applicant also agreed. Mr. Wilkinson stated that at the last meeting the Board asked the applicant to add an additional setback to the septic system making it 200 feet. Mr. Wilkinson reviewed the additional notes that had been added to the drawings. Mr. Wilkinson stated that the Board is in a position to deliberate.

Mr. Wilkinson stated that he has drafted a letter to Highway Superintendent, Mike Emerich regarding the sight distance information for the proposed driveway for the two new lots. Mr. Wilkinson read the letter aloud.

Mr. Wilkinson stated that he has also drafted a letter to Zoning Administrator, Bob Gizzi. Mr. Wilkinson read the letter aloud.

Mrs. Wood suggested sending copies of both letters to Mr. McNamara.

The Board agreed.

Mr. Keniry suggested adding additional language to the letters and to also copy the applicant on both letters.

Mr. Wilkinson gave the letters to Mr. Keniry to add the additional language.

Mr. Kadlecsek suggested moving the proposed location for the well on Lot 2.

#### Pre-application Conferences

None.

#### Zoning Report

Mr. Wilkinson stated that the Board has received the report for review.

#### Correspondence.

Mr. Wilkinson stated that the Board has received a letter from the FCC for informational purposes regarding the proposed Verizon cell tower location on the water tower.

Mr. Keniry explained the letter to the Board.

#### Town Board Liaison

Mr. Grasso was present.

Mr. Wilkinson made a motion to close the Agenda meeting, seconded by Mrs. Wood. All were in favor. Agenda meeting closed at 7:30 p.m.

### **BUSINESS MEETING**

Opened at 7:30 p.m. with the Pledge of Allegiance.

### **Minutes**

Mr. Wilkinson made a motion to approve the draft of the May 16, 2016 meeting minutes with changes incorporated. Mrs. Wood seconded the motion. All were in favor. Ms. Phillips abstained from the vote.

### **PUBLIC HEARINGS**

None.

### **SUBDIVISION APPLICATIONS and LOT LINE CHANGES**

#### **Marra/Carnevali (223.-1-23)**

Frank Marra appeared before the Board.

Mr. Wilkinson stated that this is an application for a subdivision of a 72± acre lot on the east side of Jolly Road. Mr. Wilkinson stated that the applicant would like to subdivide three lots with the existing house and improvements on 61 acres, and create two new building lots of 5± acres each for future sale. Mr. Wilkinson stated that at the March meeting the Board took lead agency status and declared a negative declaration relative to SEQRA. Mr. Wilkinson stated that the Public Hearing was held on April 18, 2016. Mr. Wilkinson stated that the application has been forwarded to the County Planning Board and Mike McNamara, Town Engineer. Mr. Wilkinson stated that comments have been received from both Mr. McNamara and the County Planning Board. Mr. Wilkinson stated that the Board is in a position to move forward.

The Board discussed the changes to the drawings and acknowledged that the requested information has been added.

Mr. Marra provided the Board with a revised EAF form and AG Data Statement.

Mr. Wilkinson stated that the additional notes have been added to the drawing, the septic setback has been added to the drawings and there is now one drawing.

Mr. Wilkinson inquired if there were any additional questions from the Board.

Mr. Kadlecek inquired if the proposed well location on Lot 2 was the best place for it.

Mr. Marra showed Mr. Kadlecek the location on the drawing and stated that the elevation level is 6 feet higher where he has it proposed.

Ms. Phillips inquired if all of the perk tests have been repeated.

Mr. Marra stated the oldest one was redone.

Mr. Wilkinson stated that the exact septic location is not known until a building permit application is filed.

Ms. Philips stated that there are no dates for the perk tests.

Mr. Riedinger inquired where the existing well was located.

Mr. Marra showed the location on the drawing.

Mr. Wilkinson stated that note 8 on the drawing addresses the existing power lines.

The Board completed part II of the short EAF form.

Mr. Wilkinson stated that the Board has a complete application.

Mr. Wilkinson made the motion to approve the Marra/Carnevali subdivision on Jolly Road as Resolution 2016-02 and authorize the chairman to sign the mylars. Mrs. Wood seconded the motion. All were in favor.

**Resolution 2016-02 was made.**

Mrs. York provided Mr. Marra with the filing instructions.

Mr. Marra stated that he will pay the park fee when he drops off the drawings for signature.

## **PRE-APPLICATION CONFERENCE**

### **Palmer/Wood**

Mrs. Wood recused herself and exited the building.

Mr. Wood appeared before the Board with questions about farmland he was purchasing on Charlton Road.

Mr. Wood provided the Board with drawings of his proposal. Mr. Wood stated that there would be a 20 foot easement around the existing pond which would stay in the possession of Mrs. Palmer and he would retain the land to the east. Mr. Wood stated that he is purchasing the land he has been farming the last 20 years.

Mr. Wilkinson showed Mr. Wood an example of the required drawings that need to be submitted with the application.

Mr. Wood stated that Duane Rabideau would be preparing the drawings.

Mr. Wilkinson stated that Mr. Rabideau could contact him with any questions.

Mr. Keniry stated that he would notify the neighboring town of the pending application once one has been filed.

Mr. Wilkinson stated that July 5<sup>th</sup> is the last day for submittal to be on the July agenda. Mr. Wilkinson stated that 15 copies of the drawing, application and supporting documents would be required. Mr. Wilkinson stated that affidavits would also be required for Duane to act on behalf of everyone.

Mrs. York provided Mr. Wood with an application package.

### **ZONING REPORT**

The Board reviewed the report.

### **CORRESPONDENCE**

None.

### **TOWN BOARD LIAISON**

Mr. Grasso has no report.

Mr. Wilkinson made a motion to adjourn the meeting. Mr. Kadlecek seconded the motion. All were in favor.

The meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

Kimberly A. Caron  
Recording Secretary