

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

Minutes of the Planning Board Meeting –July 21, 2014

Chairman Jay Wilkinson called the meeting to order at 7:00 p.m. at the Charlton Town Hall.

Present: Jay Wilkinson, Chairman, Connie Wood, Jack Kadlecek, Marilyn Phillips, Bill Keniry, Esq., Planning Board Attorney, Susan York, Planning Board Clerk and Kim Caron, Recording Secretary. Mike Armer joined the meeting at 7:30 p.m.

AGENDA MEETING

Mr. Wilkinson stated that there is a quorum.

Minutes

Mr. Wilkinson stated that the draft of the May 19, 2014 meeting minutes and the draft of the June 16, 2014 meeting minutes needed to be approved. Mr. Wilkinson stated that Mrs. York has previously provided comments. Ms. Phillips provided comments on both sets of minutes. No other comments were provided. Mr. Wilkinson stated that the Board could vote on the minutes during the Business Meeting.

Public Hearings

Mr. Wilkinson stated that there were no Public Hearings.

Lot Line Change

LaPatra (247.-2-20.22 and 20.211)

Mr. Wilkinson stated that the applicants are proposing a lot line adjustment between two parcels they own on Stage Road. Mr. Wilkinson stated that the purpose of the lot line change is to correct a current problem affecting access to the residence that they live in. Mr. Wilkinson stated that the driveway to the residence at 330 Stage Road is located in the adjoining parcel. Mr. Wilkinson stated that the proposed lot line change will correct this problem and equalize road frontages for both parcels. Mr. Wilkinson stated that the Planning Board took lead agency at the last meeting and declared the action as unlisted with a negative impact declaration for the purposes of SEQRA. Mr. Wilkinson stated that the Board also waived the engineering fees, park fees, application fees and the Public Hearing.

Mr. Wilkinson stated that the application has been sent to the County Planning Board and their approval has been received.

Mr. Wilkinson stated that at the last meeting there was some question about number 12B of the short EAF form. Mr. Wilkinson stated that the applicant has provided additional information to answer no to question 12B of the short EAF form. Mr. Wilkinson stated that the Board is in a position to move forward with the application.

Subdivision Applications

Clute (236.-1-130)

Mr. Wilkinson stated that this is a subdivision application for a 4.65 acre parcel on Packer Road. Mr. Wilkinson stated that the intent is to subdivide the parcel into two lots. Mr. Wilkinson stated that the Board originally looked at this parcel when the applicants subdivided the surrounding lands last year. Mr. Wilkinson stated that this parcel was removed from that subdivision request due to the proposed property line running through an existing barn on the parcel. Mr. Wilkinson stated that the barn has been removed and the applicants would like to subdivide the parcel. Mr. Wilkinson stated that the subdivision would create one new building lot for a single family residence and the remaining lot will contain the existing house and improvements. Mr. Wilkinson stated that the applicants are represented by Van Guilder & Associates. Mr. Wilkinson stated that the Board has the authorizations from all owners.

Pre-application Conferences

Mr. Wilkinson stated that there were no pre-application conferences.

Zoning Report

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

Correspondence

Mr. Wilkinson stated that the NY Planning Federation is holding summer school training sessions at 4 locations and dates. Mr. Wilkinson stated that Mrs. York has provided the information for anyone who is interested in attending.

Town Board Liaison

Mrs. Verola was present.

Mr. Wilkinson asked Mr. Keniry to contact the applicants on the Heflin/Durst subdivision regarding an extension of time to act on their application. Mr. Wilkinson stated that they

have exceeded the 62 day time clock to submit final plans for signature. (see the 11/18/13 final minutes for the conditional approval with resolution 2013-09).

Mr. Wilkinson made a motion to close the Agenda meeting, seconded by Mrs. Wood. All were in favor. Agenda meeting closed at 7:25 p.m.

BUSINESS MEETING

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

Minutes

Mr. Wilkinson stated that there were not enough Board members present that attended the May 19th meeting or the June 16th meeting to approve the meeting minutes. Mr. Wilkinson stated that the Board could approve the minutes next month

PUBLIC HEARING

None.

LOT LINE CHANGE

LaPatra (247.-2-20.22 and 20.211)

Mr. Wilkinson stated that this application is for a parcel located at 330 Stage Road.

Andy LaPatra appeared before the Board.

Mr. Wilkinson stated that at the June meeting the Board took lead agency and classified the action as unlisted with a negative impact declaration. Mr. Wilkinson stated that the Board also waived the Public Hearing, park fees, application fees and engineering fees. Mr. Wilkinson stated that the application was forwarded to the County Planning Board and their approval has been received. Mr. Wilkinson stated that the applicant provided a letter containing additional information supporting a “no” answer to question 12B of the EAF form.

The Board agreed that the information provided by the applicant was sufficient.

The Board completed part II of the short EAF form.

Mr. Wilkinson made the motion to approve the LaPatra lot line change at 330 Stage Road contingent upon contour lines being added to the drawing at 10 foot intervals as Resolution 2014-05 and authorize the chairman to sign the mylars. Mr. Kadlecek seconded the motion. All were in favor.

Resolution 2014-05 was made.

Mr. Wilkinson reviewed the requirements for the number of mylars and copies needed for signature.

Mrs. York provided the applicant with the filing instructions.

SUBDIVISION APPLICATIONS

Clute (236.-1-130)

Mr. Rabideau appeared before the Board.

Mr. Wilkinson stated that this is a subdivision request for a parcel located on Packer Road. Mr. Wilkinson stated that the applicants were before the Board in October of 2013 for a 4 lot subdivision. Mr. Wilkinson stated that the applicants would like to subdivide the remaining parcel with the existing house in half to create one new building lot.

Mr. Rabideau stated that this is a two lot subdivision at 1020 Packer Road on the north side of the road. Mr. Rabideau reviewed the drawings with the Board.

Mr. Rabideau stated that Lot 2A is the homestead parcel consisting of 2.27 acres and Lot 2B will be the newly created building lot consisting of 2.38 acres. Mr. Rabideau stated that the barn has been taken down. Mr. Rabideau stated that Lot 3 from the subdivision approved last year now has a house on it. Mr. Rabideau showed the driveway locations on Packer Road. Mr. Rabideau stated that the existing house has onsite septic and well and the new proposed lot will have the same.

Mr. Wilkinson inquired what the road frontage was for each lot.

Mr. Rabideau stated that Lot 2A is 200.22 and Lot 2B is 221.26.

Mr. Wilkinson stated that Lot 2A does not meet the mean lot width requirement.

Mr. Armer stated that it is short 1.31 feet.

Mr. Rabideau stated that he can fix that on the drawing.

Mr. Wilkinson stated that the tax ID numbers are missing from the drawing.

Mr. Rabideau stated that he would put them on the drawing.

Mr. Wilkinson inquired if perk tests had been done.

Mr. Rabideau stated yes, that the systems were designed during the first subdivision and have been witnessed by Lansing Engineering.

Mr. Wilkinson asked for the information to be added to the drawing and for a copy of Lansing Engineering's perk test report, from the first subdivision, be provided to the Board.

Mr. Wilkinson made the motion to declare the Planning Board as lead agency status for the purposes of SEQRA and that the action is classified as unlisted with a negative impact declaration relative to SEQRA. Mrs. Wood seconded the motion. All were in favor.

Mr. Wilkinson stated that the Board will refer the application to the town engineer with a note that a revised drawing will follow.

Mr. Rabideau stated that he could send Mr. McNamara a new drawing with the new line meeting the mean lot width requirement.

Mr. Wilkinson stated that once the Board receives a revised drawing it will be referred to the County Planning Board.

Mr. Wilkinson made the motion to schedule the Public Hearing for Monday, August 18, 2014 at 7:30 p.m. Mrs. Wood seconded the motion. All were in favor.

ZONING REPORT

The Board reviewed the report.

CORRESPONDENCE

Addressed in the Agenda meeting.

TOWN BOARD LIAISON

Mrs. Verola did not have a report.

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

The meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

Kimberly A. Caron
Recording Secretary