

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

Minutes of the Planning Board Meeting – August 15, 2011

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

Present: Jay Wilkinson, Chairman, John Kadlecek, Connie Wood, Mark Hodgkins, Chris Mitchell, Dawn Szurek, Marilyn Phillips, Bill Keniry, Planning Board Attorney, Susan York, Planning Board Clerk and Kim Caron, Recording Secretary.

AGENDA MEETING

Mr. Wilkinson stated that there is a quorum.

Mr. Wilkinson reminded the Board of the new sound system.

Minutes

Mr. Wilkinson stated that the draft of the July 18, 2011 meeting minutes needed to be approved. Mr. Wilkinson stated that Mrs. York provided comments. Ms. Phillips and Mr. Wilkinson provided comments. Mr. Wilkinson stated that the Board could vote on the minutes during the Business Meeting.

Subdivision Applications

Rossdeutscher (246.-3-46.111)

Mr. Wilkinson stated that this is a 29 acre property located on Vines Road. Mr. Wilkinson stated that the proposal is to subdivide the parcel in to two lots, with one lot consisting of 11.58 acres with the existing house and outbuildings to be sold and the other lot will be the remaining 17+ acres that the applicant will be building a house for herself on. Mr. Wilkinson stated that the Board walked the property on July 9th with the applicant. Mr. Wilkinson stated that the last subdivision was done in 2001.

Mr. Wilkinson stated that the Board requested some clarifications. Mr. Wilkinson stated that the Board requested a recorded Release of the current Deed Restriction. Mr. Wilkinson stated that this has been received. Mr. Wilkinson stated that the Board requested more details pertaining to the ingress/egress easement and the drawing provided on 7/29/11

clarifies what the Board requested. Mr. Wilkinson stated that the Board requested that the standard note for long driveways be added to the drawing and that has also been done.

Mr. Wilkinson stated that the Board is in a position to move forward.

Davis (246.-3-1.1)

Mr. Wilkinson stated that this is a subdivision on Charlton Road. Mr. Wilkinson stated that they are proposing subdividing a 2+ acre building lot for their granddaughter off of their 93 acre parcel.

Mr. Wilkinson stated that the Board has received a packet of information from the applicant including the application and drawings. Mr. Wilkinson stated that the Board is in a position to move forward.

Pre-Application Conference and Site Plan Review

Charlton School for Girls (256.-1-38)

Mr. Wilkinson stated that there will be a presentation from a representative of the school to get us up to speed as to where the school expansion project stands. Mr. Wilkinson stated that the Board is still lacking information.

ZBA Referral

Button (246.-3-106)

Mr. Wilkinson stated that this is a property located at 795 Swaggertown Road. Mr. Wilkinson stated that the applicant is requesting an area variance of 4 feet to put an addition on the front of his house. Mr. Wilkinson stated that this is an addition to the applicant's living room and front porch and requires a setback of 60 feet.

Mr. Wilkinson stated that the ZBA meets tomorrow night.

Correspondence

Mr. Wilkinson stated that the NYS Planning Federation of Albany is having a training opportunity on October 10th and 11th. Mr. Wilkinson stated that if anyone is interested we can speak to Mrs. Verola to get the Town Board's ok.

Zoning Report

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

Town Board Liaison

Mrs. Verola was present.

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

BUSINESS MEETING

Opened at 7:31 p.m. with the Pledge of Allegiance.

Minutes

Mr. Wilkinson made the motion to approve the draft of the July 18, 2011 minutes with changes incorporated. Mr. Hodgkins seconded the motion. All were in favor. Ms. Szurek abstained from the vote.

SUBDIVISION APPLICATIONS

Rossdeutscher (246.-3-46.111)

Duane Rabideau appeared before the Board.

Mr. Rabideau stated that that this is a proposed two lot subdivision on Vines Road. Mr. Rabideau stated that they have addressed all of the Board's issues. Mr. Rabideau stated that the Release has been provided and filed in the County Clerk's Office. Mr. Rabideau stated that he has received Mr. McNamara's comments and satisfied all of the comments. Mr. Rabideau stated that Mr., McNamara has sent a letter that his comments have been satisfied. Mr. Rabideau stated that they have included the driveway detail and the driveway note on the drawing has been revised to meet Charlton's requirements. Mr. Rabideau stated that the well has been moved 200 feet.

Mr. Wilkinson stated that in looking at the elevations, the well is located down gradient from the proposed septic field. Mr. Wilkinson stated that in conversation with Mr. Rabideau, it was requested that it be moved to 200 feet to meet the requirements.

Regarding the ingress/egress, Mr. Rabideau stated that it has also been clarified who is the grantor and who is the grantee per Mr. McNamara's request.

Mr. Wilkinson stated that the application has been forwarded to the County for their review and the Board is awaiting their response. Mr. Wilkinson stated that the Board needs the County's response in order to have a complete application.

Mr. Wilkinson made the motion to designate the Planning Board as lead agency for the purposes of SEQRA and that the proposed action is an unlisted action with a negative declaration relative to SEQRA. Mr. Mitchell seconded the motion. All were in favor.

Mr. Wilkinson made a motion to schedule the Public Hearing for September 19, 2011 at 7:30 p.m. Mr. Hodgkins seconded the motion. All were in favor.

Mrs. York provided the Public Hearing cards to Mr. Rabideau.

Davis (246.-3-1.1)

Donald Davis appeared before the Board.

Mr. Wilkinson stated that this is a proposal to subdivide a two acre building lot off of the 93 acre parcel for the applicant's granddaughter.

Mr. Davis showed the property on the drawing. Mr. Davis explained the drawing, showing where the Alplaus Creek was located, the proposed house location, the wetland boundary with the 100 foot buffer area and the proposed location for a garage to be built at a later date.

Mr. Davis stated that he has spoken to Ted Serbalik from NYSDOT and a map has also been mailed to him. Mr. Davis stated that Mr. Serbalik stated that he can approve the driveway location from looking at the drawing or he could do a site visit. Mr. Davis stated that there is one place that the driveway can come out. Mr. Davis stated that there is a culvert over the Alplaus and the barrier ends before the driveway. Mr. Davis stated that the proposed location is the best place to view the road on either side.

Mr. Wilkinson stated that the Board needs to forward the application to the County Planning Board for their review. Mr. Wilkinson stated that the Board should have a response in September. Mr. Wilkinson stated that the Board is concerned with the location of the driveway, however, if the County ok's the location then the Board will accept that. Mr. Wilkinson stated that the Board would also need to refer the application to the Town of Glenville since the property borders the Town and it is a requirement by law.

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

Mr. Wilkinson stated that the escrow fund for Mr. McNamara has been established. Mr. Wilkinson stated that in order for the Board to move forward on the application, the Board needs replies from the Town of Glenville, the County Planning Board, Highway approval and comments from Mr. McNamara.

Mr. Wilkinson proposed scheduling the Public Hearing for September 19, 2011 at 7:45 with the understanding that the Board may not be able to act if the Board has not received all replies back.

Mr. Hodgkins stated that he is ok with scheduling the Public Hearing.

Mrs. Wood stated that she is ok with scheduling the Public Hearing.

Mr. Wilkinson made a motion to schedule the Public Hearing for September 19, 2011 at 7:45 p.m. Mr. Hodgkins seconded the motion. All were in favor.

Mrs. York provided the Public Hearing cards to the applicant.

Mr. Wilkinson suggested locking down the driveway location after hearing back from the highway department.

Mr. Hodgkins inquired why the contour lines on the small insert were not the same.

Mr. Davis stated that the layer map was taken from the federal survey years ago and they do not agree but they are consistent.

Mr. Hodgkins inquired if shots were taken in developing this drawing.

Mr. Davis stated that it was taken from a later survey.

Charlton School for Girls (256.-1-38)

Mr. Gilmore, Architect, stated that the proposal is for an addition to the existing school of about 4000 square feet for three new classrooms that would be adequate for their needs.

Mr. Gilmore introduced Roger Keating, a senior associate with Chazen, and site engineer. Mr. Gilmore stated that Don Marshall and other Board members were also present.

Mr. Gilmore stated that they have organized the smaller addition to the back, or north of the existing building. Mr. Gilmore stated that the drawings show cascading roof scapes down which encompasses two new classrooms, music video and art. Mr. Gilmore showed the new home economic classroom, which will require the demolition of the existing one. Mr. Gilmore stated that originally the school came around the side which is now only a vestibule. Mr. Gilmore stated that area will be the prospect of a future plan of two more small classrooms but they are not in the construction document package currently, as they would come back before the Board if they decide they want to proceed with that.

Mr. Keating stated that he was the civil site engineer for the project. Mr. Keating stated that as part of the site plan, the components that they are primarily focused upon is the infrastructure that is required to help support the new building and the associated site

improvements that go along with that. Mr. Keating stated that the building addition is around 4000 square feet and as part of the project they are going to be bringing water, storm sewer and sanitary sewer improvements into the project to help support this. Mr. Keating stated that they will also be looking at doing some electrical upgrades out at the project site and also a geothermal area in the rear of the building as part of the heating ventilation systems. Mr. Keating stated that from a water standpoint, there is an existing hydrant that is located at the public right of way and they will be looking to extend a 6 inch water line to the new addition from Lake Hill Road. Mr. Keating stated that they will be extending the water line to support the existing building as well as the addition. Mr. Keating stated that the septic system is going to be relocated on the site because where the new addition is going is in the area of the existing septic system. Mr. Keating stated that the new septic location would be on the westerly side of the existing building. Mr. Keating stated that all of the improvements are going to disturb over one acre of land and as such they are required to conform to NYS DEC guidelines for stormwater management. Mr. Keating stated that they have prepared a stormwater pollution prevention plan for the project and will be capturing and treating the stormwater runoff from the new building addition via subsurface stormwater management system. Mr. Keating stated that their plan conforms with the new NYS DEC guidelines. Mr. Keating stated that most of the improvements to the building were going to be located in the rear of the building so that there is not a lot of visual from the roadway. Mr. Keating stated that from a utilities and grading standpoint, the site is relatively flat along the rear of the property which will result in positive drainage in those areas and they have expanded the existing conditions map to show the rear of the area of the proposed improvement to expand it all the way out to Lake Hill Road.

Mr. Gilmore stated that the front parking area will remain the same. Mr. Gilmore stated that the actual number of personal administration is static. Mr. Gilmore stated that the students do not have cars so there is no real traffic impact to the addition. Mr. Gilmore stated that there may be in the future a hiring or two but in general the entire faculty will stay the same.

Ms. Szurek inquired if there were going to be more students.

Mr. Keating stated that the original proposal was a much larger building addition than what is being proposed today.

Mr. Marshall stated that there are no plans to increase capacity. Mr. Marshall stated that the upgrade is for the day students and there will be no major increase in the number of students.

Mr. Wilkinson stated that the Board is still lacking a complete package.

Mr. Marshall stated that he has the application and narratives to accompany but it needs to be organized.

Mr. Wilkinson stated that once the Board has a complete package it can be referred to the Town engineer for review. Mr. Wilkinson stated that Mr. McNamara's comments pertained to the original plan in 2009.

Mr. Keating stated that they are using those comments as a guide for this plan.

Mr. Wilkinson stated that the Board would see them next month.

ZBA Referral

Button (246.-3-106)

Mr. Wilkinson stated that the property is located at 795 Swaggertown Road. Mr. Wilkinson stated that the application is for an area variance and the ZBA has requested the Board's opinion.

The Board reviewed the drawings and the maps.

Mr. Wilkinson polled the Board and everyone was in agreement to provide favorable opinion.

Zoning Report

The Board reviewed the Zoning Report.

Town Board Liaison

Mrs. Verola stated that a Resolution has been adopted to extend the exemption of park fees on subdivisions for estate purposes to include RA and AG parcels.

Mrs. Verola will ask the Town Board to allow funds for interested members to attend the October conference.

Correspondence

Mr. Wilkinson stated that the NYS Planning Federation of Albany is having a training opportunity on October 10th and 11th. Mr. Wilkinson stated that the Board would await Town Board approval of funds.

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

The meeting was adjourned at 8:32 p.m.

Respectfully Submitted,

Kimberly A. Caron
Recording Secretary