

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

Minutes of Planning Board Meeting – July 19, 2010

Chairman Jay Wilkinson called the meeting to order at 7:05 p.m. at the Charlton Town Hall.

Present: Jay Wilkinson, Chairman, John Kadlecsek, Connie Wood, Ray Black, Mark Hodgkins, Bill Keniry, Planning Board Attorney, Susan York, Planning Board Clerk and Kim Caron Recording Secretary. Chris Mitchell joined the meeting at 7:15 p.m. and Dawn Szurek joined the meeting at 7:20 p.m.

**AGENDA MEETING:**

Minutes

Mr. Wilkinson stated that the draft of the June 21, 2010 meeting minutes needed to be approved. Mr. Wilkinson stated that Mrs. York provided comments. Mr. Wilkinson stated that the Board could approve the minutes during the business meeting. Ms. Szurek provided a typo.

Public Hearings

Mr. Wilkinson stated that there would be no Public Hearings this evening.

Old Business

Mr. Wilkinson stated that there was no old business.

Subdivision Applications and Lot Line Changes

Heflin/Lansing (255-1-40.1, 41, 43.1, 43.2, 43.3)

Mr. Wilkinson stated that this application has been inactive since April, 2010. Mr. Wilkinson stated that there is information that the Board requested that has not been provided.

Grabo/Davidson (246-1-61)

Mr. Wilkinson stated that at the last meeting there were some outstanding questions. Mr. Wilkinson stated that Mr. McNamara has sent clarification answering the questions. Mr. Wilkinson stated that the line was moved on the remaining lands of Grabo so that variances would not be needed in the future.

Schroeder/Schroeder (246-1-2)

Mr. Wilkinson stated that Mr. and Mrs. Schroeder are subdividing a 2-acre parcel for their son to use as a building lot. Mr. Wilkinson stated that the Board received Mr. McNamara's comments. Mr. Wilkinson stated that most of the comments pertained to

pre-existing conditions. Mr. Wilkinson stated that the existing barn was built in the late 1700s. Mr. Wilkinson stated that it does not have anything to do with the subdivision. Mr. Wilkinson stated that the wetland boundary could be an issue. Mr. Wilkinson suggested adding a note to the drawing that the wetland would need to be delineated before the issuance of a building permit.

Mr. Wilkinson stated that the preference for the septic system location is in the back. Mr. Wilkinson stated that the applicant needs to reverse the well and the septic locations. Mr. Wilkinson stated that there needs to be a professional engineered system before the issuance of a building permit.

Mr. Wilkinson stated that the curb cut note was worded wrong.

#### Pre-application Conference

None.

#### ZBA Referrals

None.

#### Zoning Administrator Report

Mr. LaFountain was not present.

#### Town Board Liaison

Mrs. Verola was present.

#### Correspondence

Mr. Wilkinson stated that there is no correspondence to discuss.

Mr. Wilkinson made a motion to close the Agenda meeting seconded by Mr. Black. All were in favor.

### **BUSINESS MEETING**

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

#### **Minutes**

Mr. Wilkinson made the motion to approve the draft of the June 21, 2010 minutes with changes incorporated. Mrs. Wood seconded the motion. All were in favor.

## **Subdivision Applications and Lot Line Adjustments**

### **Grabo/Davidson (246-1-61)**

George and Jane Davidson appeared before the Board together with their attorney, Richard Wickerham.

Mrs. Davidson distributed copies of the revised survey maps that addressed Mr. McNamara's comments.

Mrs. Davidson stated that the lot line has been moved 5 degrees per Mr. McNamara's comments.

Mr. Wilkinson stated that he has verified that this change has been made.

Mr. Black asked for clarification on the moved lot line.

Mr. Wilkinson showed Mr. Black on the drawing.

Mrs. Wood stated that the revision dates need to be added to the drawing because all three drawings the Board has have the same dates.

Mr. Wilkinson stated that the Board has a complete application and is in a position to move forward.

Mr. Wilkinson made the motion to declare the Planning Board as lead agency for purposes of SEQRA review. Mr. Kadlecek seconded the motion. All were in favor.

Mr. Wilkinson stated that he contacted the Glenville Planner for their comments on this application. Mr. Wilkinson stated that their response was no concerns.

Mr. Wilkinson made the motion to schedule the Public Hearing for August 16, 2010 at 7:30 p.m. Mrs. Wood seconded the motion. All were in favor.

Mrs. Davidson stated that she revised the AG Data Statement and provided a copy to the Board.

Mrs. York provided the Public Hearing notification cards for Mrs. Davidson.

Mr. Wilkinson asked for permission for the Board members to walk the property.

Mrs. Davidson stated that the Board has permission to walk the 11-acre parcel that she is purchasing.

**Schroeder/Schroeder (246-1-2)**

Matt Schroeder and Raghad Schroeder appeared before the Board.

Mr. Black recused himself and joined the audience.

Mr. Wilkinson stated that the Board received comments from Mr. McNamara. Mr. Wilkinson stated that comment one pertained to the existing barn. Mr. Wilkinson stated that the non-conforming condition is already pre-existing and does not effect this subdivision. Mr. Wilkinson stated that comment two pertained to the wetlands. Mr. Wilkinson stated that this could be taken care of by adding a note to the drawing. Mr. Wilkinson stated that comment three pertained to the septic location. Mr. Wilkinson stated that the septic location and the well location should be switched to take care of this issue. Mr. Wilkinson stated that comment four pertained to the curb cut note. Mr. Wilkinson stated that the Board would provide the correct wording for the note.

Mr. Wilkinson stated that the Board received a letter from the Saratoga County Planning Board stating that it was determined that no impact would result from this subdivision.

Mr. Wilkinson proposed adding a note to the drawing that would read: “field delineation of the wetlands is required prior to the issuance of a building permit”. Mr. Wilkinson also proposed that the proposed house location and the proposed driveway location be removed from the drawing leaving the test hole information. Mr. Wilkinson stated that once the wetlands were delineated, the septic system could be located and designed. Mr. Wilkinson stated that once all of that was completed, then they would be in a position to apply for the building permit.

Matt Schroeder stated that was fine with him. Mrs. Schroeder also agreed.

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

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

Mr. Wilkinson made the motion to waive the Public Hearing. Mrs. Wood seconded the motion. All were in favor.

The Board completed the short Environmental Assessment form.

Mr. Wilkinson made the motion to approve the Schroeder application for a subdivision

located on Division Street as Resolution 2010-07 contingent upon:  
the addition of a note stating “field delineation of the wetlands will be required before the issuance of a building permit”  
revision to the curb cut note to reflect Charlton’s required wording  
remove proposed house location and proposed well and septic locations leaving the perk test information and  
authorize the chairman to sign the mylars. Mrs. Wood seconded the motion. All were in favor.

**Resolution 2010-07 was made.**

Mrs. York provided the filing instructions.

Mr. Wilkinson advised the applicants of the number of mylars and copies that are required.

Mrs. York suggested having the revisions completed and only having one copy made for Mr. Wilkinson to review to make sure all of the contingencies are there before printing originals.

Mr. Wilkinson provided the applicants with a copy of the list of contingencies he prepared.

Mr. Keniry advised that proof of taxes would be required to file the mylars.

**Zoning Administrator Report**

Mr. LaFountain was not in attendance.

**Correspondence**

Mr. Wilkinson stated that he had copies of the Farmland Protection Plan if anyone was interested.

**Town Board Liaison**

Mrs. Verola stated that nameplates would be coming.

Mr. Wilkinson made the motion to adjourn the meeting. Ms. Szurek seconded the motion. All were in favor.

The meeting was adjourned at 8:25 p.m.

Respectfully Submitted,

Kimberly A. Caron  
Recording Secretary