

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

Minutes of the Planning Board Meeting – May 18, 2020

The Town of Charlton Planning Board meeting was held via Zoom Meet. Chairman Jay Wilkinson called the meeting to order at 7:02 p.m.

The audio recording of the Zoom Meeting was corrupted and unavailable for verbatim minutes. The minutes represent a summary of the May 18, 2020 Planning Board meeting.

Present: Jay Wilkinson, Chairman, Connie Wood, Dawn Szurek, Bruce Gardner, Dave Crudele, Jonathan Riedinger, Bill Keniry, Planning Board Attorney, Susan York, Planning Board Clerk and Kim Caron, Planning Board Secretary. Joe Grasso, Town Board Liaison, was also present. Chris Mitchell 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 April 20, 2020 meeting minutes needed to be approved. Mrs. York has previously provided comments. Ms. Szurek and Mr. Crudele provided comments. No other comments were made. Mr. Wilkinson stated that the Board could vote on the minutes during the Business Meeting.

Public Hearings

None.

Subdivision Applications

None.

Pre-Application Conference

Heflin/Santos Associates (225.-1-35, 36.1, 36.2, 36.3)

Mr. Wilkinson stated that this is a proposal for a major subdivision on Cook Road. Mr. Wilkinson stated that since this is a major subdivision, the applicant is required to submit a

conventional plan and a cluster plan per the Subdivision Regulations Design and Construction Standards. Mr. Wilkinson stated that the applicant, Garry Heflin, owns 4 continuous parcels of land totaling approximately 75 acres with 2,475 feet of road frontage on the east side of Cook Rd. Mr. Wilkinson stated that Mr. Heflin's residence is located at 2158 Cook Rd. and is situated on 36.6 acres. Mr. Wilkinson stated that except for the Heflin house, barn and improvements, the remaining parcels that comprise the 75 acres being subdivided is open land. Mr. Wilkinson stated that it is the applicant's intention to subdivide his lands into residential lots for single family homes and offer them for sale.

#### Ball/Stone

Mr. Wilkinson informed the Board that he had received a call from Eileen Stone asking about the process of a lot line change for the property she and her husband Kevin are purchasing from the Ball's. Mr. Wilkinson stated that the Stone's are purchasing the 6 acres that received subdivision approval by the Board at the January 2020 meeting. Mr. Wilkinson stated that the Stone's are also purchasing an additional 1.4 acres from the Ball's and wanted some feedback from the Board on the best way to proceed.

#### ZBA Referral

None.

#### Zoning Report

There was no Zoning Report

#### Correspondence

There was no correspondence.

#### Town Board Liaison

Mr. Grasso will give his report during the Business Meeting.

Mr. Wilkinson made a motion to close the Agenda meeting, seconded by Mrs. Wood. All were in favor. Agenda meeting closed at 7:24 p.m.

#### **BUSINESS MEETING**

Opened at 7:30 p.m.

Eileen and Ethan Stone joined the meeting. Drew Schauffert, representative for Gary Heflin, joined the meeting.

Minutes

Mrs. Wood made a motion to approve the draft of the April 20, 2020 meeting minutes with changes incorporated. Ms. Szurek seconded the motion. All were in favor.

**PRE-APPLICATION CONFERENCE****Heflin/Santos Associates** (225.-1-35, 36.1, 36.2, 36.3)

The Board discussed the plans provided by the applicant. There are two maps, with one map showing a conventional plan and the other map showing a cluster plan. The conventional plan has fewer homes with 7 proposed houses. The cluster plan shows 13 proposed homes. The cluster plan will have less impact on the land creating more open space, which is a goal of the Town's Comprehensive Plan. There will be more impact on the environment, with more septic systems and storm water runoff from 6 additional homes in the cluster plan.

Mr. Wilkinson stated that he feels the conventional plan is a better fit for the Cook Rd. community.

Mrs. Wood stated that it was hard to make comments without the topography on the drawings.

Ms. Szurek inquired where the wetlands were located.

Mr. Schauffert stated that the plans submitted are for a pre-application conference and in order to keep costs and time down the maps only show the minimum. Mr. Schauffert stated that the wetlands are located in the southeast corner of Lot 3 and up along the northern boundary of Lot 6 was a water course. Mr. Schauffert stated that there was nothing else of any significance.

The Board discussed moving the houses farther back on the lots. The Board also discussed the impact to the water shed and screening from the road.

Mr. Schauffert stated that moving the houses further back may impact the wetlands located at the back of the parcel.

Mr. Wilkinson polled the Board on their preference for plan. All were in favor of proceeding with the conventional plan.

At this time the allotted time for a Zoom meeting (40 minutes) has run out and the meeting was cut off.

**TOWN BOARD LIAISON**

Mr. Grasso was unable to give a report due to the abrupt ending of the meeting.

The Board was not able to adjourn.  
The meeting ended at 8:10 p.m.

Respectfully Submitted,

Kimberly A. Caron  
Recording Secretary

Some of the Board members were able to log back on to the meeting but a quorum was not present. An informal conversation between Mr. and Mrs. Stone and the remaining Board members was had about the process of a lot line change.

Mr. Grasso was also present and informed the remaining Board members that he has made edits to the Subdivision and Application and Review Guide and has sent it on to the Town Attorney to draft a Resolution to adopt.

Mr. Grasso stated that Town Hall is currently closed due to Covid-19.

The informal session ended at 8:50 p.m.

Respectfully submitted,

Kimberly A. Caron  
Recording Secretary