

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

Minutes of the Planning Board Meeting –April 17, 2017

Chairman Jay Wilkinson called the meeting to order at 7:20 p.m. at the Charlton Town Hall.

Present: Jay Wilkinson, Chairman, Connie Wood, Dawn Szurek, Jack Kadlecek, Bruce Gardner, Marilyn Phillips, Bill Keniry, Esq., Planning Board Attorney, and Susan York, Planning Board Clerk. Chris Mitchell joined the meeting at 7:38 p.m.

AGENDA MEETING

Mr. Wilkinson stated that there is a quorum.

Minutes

Mr. Wilkinson stated that the draft of the March 20, 2017 meeting minutes needed to be approved. Mrs. York provided the Board with a draft with her comments at the meeting. Ms. Szurek and Ms. Phillips 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

None.

Town Board referral for a Site Plan Review

Stewart's Shops (224.-1-46.2)

Mr. Wilkinson stated that Chuck Marshall would be present. Mr. Wilkinson stated that new plans have been submitted. Mr. Wilkinson stated that Mr. Marshall was receptive to all of the plan suggestions from the Board. Mr. Wilkinson stated that a draft letter to the Town Board was sent to all members for review. Mr. Wilkinson stated that he would like feedback from the Board members.

Ms. Szurek inquired what would happen to the West Charlton Fire Department sign that is currently placed on the Stewart's Shops parcel when they advertise their events.

Stephanie Unrein, landowner immediately next to the project, stated that the sign could be placed on her property.

Mr. Marshall, Stewart's Shops Corp. representative, stated that the old Stewart's site may be an option.

Mr. Wilkinson stated that most of the concerns from Mr. McNamara's April 5, 2017 letter have been addressed. He also stated that he has drafted a letter to the Town Board and would appreciate comments.

Ms. Szurek stated that there is one type of plant missing from the plan and she has some questions about the handicapped parking area. Ms. Szurek stated that she would also like to know the hours of operation.

Mrs. Wood stated she has some concerns about how the plants will look especially after winter.

Zoning Report

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

Correspondence

Mr. Wilkinson stated the Board could have an informational discussion with those that attended the NYPF conference held on 3/27-3/28.

Town Board Liaison

Mr. Grasso was present.

Mr. Wilkinson made a motion to close the Agenda meeting, seconded by Ms. Szurek. All were in favor. Agenda meeting closed at 7:38 p.m.

BUSINESS MEETING

Opened at 7:38 p.m. with the Pledge of Allegiance.

Minutes

Mr. Wilkinson made a motion to approve the draft of the March 20, 2017 meeting minutes with changes incorporated. Ms. Szurek seconded the motion. All were in favor.

PUBLIC HEARING

None.

SUBDIVISION APPLICATIONS

None.

TOWN BOARD REFERRAL

Stewart's Shops (224.-1-46.2)

Charles Marshall of Stewart's Shops Corp. appeared before the Board. Mr. Marshall provided new maps for the Board.

Mr. Wilkinson stated that Mr. McNamara has issued a comment letter of 4/5/17.

Mr. Wilkinson stated that comment one pertains to the landscaping plan. Mr. Wilkinson stated that the Board and Mr. Marshall have worked together to achieve an acceptable plan. The Board provided some feedback for the locations of some of the plantings to prevent dying off during the winter months.

The Board asked for clarification of the handicapped parking spot locations and questioned the hours of operation missing from the plans.

Len, member of the West Charlton Fire Department made a request to put out their event sign.

Mr. Marshall stated that when construction begins in June the Fire Department sign may block their signage. Mr. Marshall suggested that the sign be placed at the old Stewarts location. Mr. Marshall stated that he is willing to work with the Fire Department to determine placement while preserving the sight line at the new site.

Mr. Wilkinson stated that comment two pertains to the "Welcome to Charlton" sign. Mr. Wilkinson stated that the Town Board is handling this item with Mr. Marshall and is not a concern for the Planning Board.

Mr. Wilkinson stated that comment three pertains to the SWPPP. Mr. Wilkinson stated that this item will be followed up by the Zoning Officer, Bob Gizzi.

Mr. Marshall stated that the closing on the property is contingent upon Planning Board's determination tonight.

Mr. Wilkinson stated that comment four pertains to the curb cut permit which will also be followed up by the Zoning Officer.

Mr. Wilkinson stated that comment five pertains to the Historic District and a letter has been issued by the Parks, Recreation, and Historic Preservation dated April 12, 2017 stating that the plans as designed and presented will have no adverse impact on historic or cultural resources.

Mr. Wilkinson stated that comment six pertains to the septic system which will be followed up on by the Zoning Officer.

Mr. Wilkinson stated that the Planning Board's only concerns were with items one and five. Mr. Wilkinson stated that the letter from the Historic District satisfied number 5.

Mr. Wilkinson reviewed the mylar requirements with Mr. Marshall.

Mr. Wilkinson stated that the Board is ready to move forward with conditional approval.

Mr. Wilkinson reviewed the conditions of approval:

- missing plant type from S-4;
- evergreen plants are to be planted by the front doors;
- planters boxes installed at the sign.

Mr. Wilkinson made a motion to approve the Stewart's Shop's Corp. site plan contingent upon the addition of the missing plant on Sheet 4, low profile evergreen plants to be planted by the front doors and planters boxes to be installed at the sign as Resolution 2017-03 and authorize the chairman to sign the mylars. Mr. Mitchell seconded the motion. All were in favor.

Resolution 2017-03 was made.

The Board reviewed the draft letter to the Town Board and made revisions.

ZONING REPORT

The Board reviewed the report.

CORRESPONDENCE

Mr. Kadlec and Mrs. Wood provided the Board with feedback from the March NYPF conference.

TOWN BOARD LIAISON

Mr. Grasso stated that the Verizon representative came to the last Town Board meeting. Mr. Grasso stated that there was not much of an update.

Mr. Grasso stated that the Town Board has not heard from Charlton Oil.

Mr. Grasso stated that the Town Board has met with Spectrum to discuss the franchise agreement they have with the Town that is due to expire. Mr. Grasso stated that they are trying to get the rest of the Town wired. Mr. Grasso stated that the Board is striving to get wireless service for the whole Town.

Mr. Grasso recommended that the Planning Board stamp each sheet of the Stewart's Shops Corp. plans.

Mr. Keniry stated that the Town Board file will be the office file location for the plans. Mr. Keniry stated that since there have been issues elsewhere, the Board should request a signature block for each page of the plans.

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

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

Respectfully Submitted,

Kimberly A. Caron
Recording Secretary