

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

Minutes of the Planning Board Meeting –January 15, 2018

Chairman Jay Wilkinson called the meeting to order at 7:07 p.m. at the Charlton Town Hall.

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

**AGENDA MEETING**

Mr. Wilkinson stated that there is a quorum.

Minutes

Mr. Wilkinson stated that the draft of the November 20, 2017 meeting minutes needed to be approved. Mrs. York has previously provided comments. Ms. Szurek provided a comment. No other comments were provided. Mr. Wilkinson stated that the Board could vote on the minutes during the Business Meeting.

Public Hearings

None.

Pre-Application Conference

Smith (226.-1-72)

Mr. Wilkinson stated that the applicant is proposing a two lot subdivision on the north end of Peaceable Street to create a new building lot for his son to build a single family home on. Mr. Wilkinson stated that they are looking for feedback from the Board.

Subdivision Applications

Vincent and Van Guilder (226.-1-82)

Mr. Wilkinson stated that this is a proposal for a 2 lot subdivision on the west side of Sweetman Road. Mr. Wilkinson stated that the parcel is 39 ± acres. Mr. Wilkinson stated

that Lot 1 will be on 36.5 acres and will contain the existing house and outbuildings and Lot 2 will be 2.94 acres and will be sold as a building lot for a single family home.

Rossdeutscher/James and VanGuilder (246.-3-108, 107)

Mr. Wilkinson stated that this application has been withdrawn from the January agenda.

#### Town Board Referral

##### Stewarts Shop at the corner of 147 and 67 – revised Site Plan review

Mr. Wilkinson stated that the Board had a site visit in November to address concerns with the lighting and the dumpster enclosure. Mr. Wilkinson stated that the Board has additional concerns pertaining to the Route 67 entranceway. Mr. Wilkinson stated that the entrance is difficult to define at night especially since it is a 3 lane entrance/exit. Mr. Wilkinson stated that the Board wanted to see additional reflectors in that area. Mr. Wilkinson stated that Stewarts received approval for the reflectors and they have been added and the striping has been done. Mr. Wilkinson stated that the dumpster enclosure is built and the 2 dumpsters will now face Route 67. Mr. Wilkinson stated that additional screening for the neighbors has been addressed. Mr. Wilkinson stated that the new site plan contains all of the information that was agreed upon. Mr. Wilkinson stated that since the Planning Board was not the lead agency he is unsure how to proceed.

Mr. Keniry stated that he has researched the Planning Board's role in this matter. Mr. Keniry stated that the Planning Board's role is to review the site plan submitted and provide a letter to the Town Board of the findings. Mr. Keniry stated that the letter should contain the adequacy of the site plan for the intended use with any comments. Mr. Keniry stated that he could help co-author the letter.

#### Zoning Report

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

#### Correspondence

January 31, 2017 is the annual County Planning and Zoning Conference.

#### Town Board Liaison

Mr. Grasso was present.

Mr. Wilkinson made a motion to close the Agenda meeting, seconded by Mr. Mitchell. All were in favor. Agenda meeting closed at 7:23 p.m.

## **BUSINESS MEETING**

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

### **Minutes**

Mr. Wilkinson made a motion to approve the draft of the November 20, 2017 meeting minutes with changes incorporated. Mr. Riedinger seconded the motion. All were in favor. Mrs. Wood and Ms. Phillips abstained from the vote.

## **PRE-APPLICATION CONFERENCE**

### **Smith (226.-1-72)**

Gordon Smith and his son Justin Smith appeared before the Board.

Mr. Wilkinson stated that this is a pretty straight forward proposal. Mr. Wilkinson stated that there is adequate frontage for the subdivision.

Mr. Smith stated that the house will sit around 300 feet back. Mr. Smith stated that he has picked up the subdivision instruction package. Mr. Smith stated that there are no wetlands on the property. Mr. Smith stated that the land is old farm land.

Ms. Szurek inquired as to the locations of the existing houses.

Justin Smith showed the location of Bill Smith's house.

Ms. Wood stated that the locations of the existing wells need to be on the drawing.

Mr. Wilkinson stated that the Board will need a survey completed by a surveyor. Mr. Wilkinson stated that the whole parcel does not need to be shown. Mr. Wilkinson stated that the proposed house location and the proposed locations of the well and septic system need to be shown on the drawing. Mr. Wilkinson stated that perk test locations and results also need to be shown. Mr. Wilkinson stated that the subdivision package also contains the Town of Charlton's standard notes that also need to be on the drawing. Mr. Wilkinson stated that the package also contains an AG Data Statement that needs to be completed listing the active farms in the area and the first part of the Environmental Assessment Form needs to be completed.

Mr. Mitchell inquired when the applicant planned to build.

Justin Smith stated that he would like to build as soon as he can. Mr. Smith stated that he would have to wait for the snow to melt to get the perk tests done. Mr. Smith stated that he plans to build a 28 x 40 Center Hall Colonial home.

Mr. Wilkinson stated that the EAF can be completed online, however, be aware that it will pre-populate some of the answers to the questions. Mr. Wilkinson stated that if they need assistance in completing the form they or their surveyor could contact him. Mr. Wilkinson stated that once they have a completed subdivision package they can contact Mrs. York to review and make sure all of the required information is there. Mr. Wilkinson stated that an escrow account will have to be set up with the Town Engineer. Mr. Wilkinson stated that this is usually a 3 month process.

Ms. Phillips stated that any additional outbuildings, especially if they are located by a property line, should be shown.

Mr. Wilkinson stated that Gordon's well and septic locations should also be shown to ensure that everything meets the setback requirements.

### **SUBDIVISION APPLICATIONS**

#### **Vincent/Van Guilder (226.-1-82)**

Mr. Rabideau appeared before the Board.

Mr. Rabideau stated that this is a proposal for a 2 lot subdivision at 441 Sweetman Road. Mr. Rabideau stated that the parcel is located on the west side of Sweetman Road about 1000 feet south of Packer Road. Mr. Rabideau stated that the proposal is to subdivide a 2.94 acre parcel out of the 39 acres leaving the remaining 36.5 acres with the existing house and outbuildings. Mr. Rabideau stated that Lot 1 will be the 36.5 acre parcel containing the existing house and outbuildings and the new 2.94 acre lot will be a building lot for a single family residence. Mr. Rabideau stated that both lots meet all of the requirements.

Mr. Wilkinson stated that the driveways could be stand alone or paired.

Mr. Mitchell stated that a standalone driveway would be easier to see from Lasher Road to the end of the hill.

Mr. Wilkinson stated that the Board likes to see paired driveways on busy roads.

Mr. Mitchell stated that the site line is very good there. Mr. Mitchell stated that it would be up to the placement of the house.

Mr. Rabideau stated that the area they have proposed is flat but the highest point. Mr. Rabideau stated that the pine trees there are indicative of better soils.

Mrs. Wood stated that the acreage would not allow for horses on the parcel.

Mr. Rabideau stated that the parcel is all woods and he does not believe that to be an issue.

Ms. Phillips inquired if there was a house on the Eskin parcel.

Mr. Wilkinson stated no.

Mr. Mitchell stated that the lot was purchased so that a house would not be built next to his house.

Mr. Wilkinson asked Mrs. York to provide the application to the County Planning Board and Mike McNamara.

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

Ms. Phillips made the motion to schedule the Public Hearing on February 19, 2018 at 7:30 p.m. Mr. Mitchell seconded the motion. All were in favor.

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

### **TOWN BOARD REFERRAL**

Mr. Wilkinson stated that this was discussed during the agenda meeting and that he would be drafting a letter with Mr. Keniry to the Town Board for everyone to review.

### **ZONING REPORT**

The Board reviewed the report.

### **CORRESPONDENCE**

Addressed in agenda meeting.

### **TOWN BOARD LIAISON**

Mr. Grasso was present.

Mr. Grasso advised the Board that Highway Superintendent, Mike Emerich, resigned unexpectedly. Mr. Grasso stated that Mr. Emerich served the town well during his time as highway superintendent. Mr. Grasso stated that the Board has opened up the search for his replacement to the rest of the town residents. Mr. Grasso stated that the Board would make a decision after the interviewing process. Mr. Grasso stated that it is an elected position. Mr. Grasso stated that the Board would appoint someone who would have to run for election in the fall. Mr. Grasso stated that the guys are working hard now and are in great spirits. Mr. Grasso stated that Alan touches base with them on a daily basis. Mr. Grasso stated that Dave Armitage is the foreman and is running things until a replacement is found.

Mr. Grasso stated that the Town Board passed the 2018 budget and there is still no town tax.

Mr. Grasso stated that the town received a \$100,000.00 Tedisco grant for a new highway truck. Mr. Grasso stated that the cost of the truck is \$160,000.00. Mr. Grasso stated that it is great that the town was given a grant and can upgrade town equipment.

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

The meeting was adjourned at 8:05 p.m.

Respectfully Submitted,

Kimberly A. Caron  
Recording Secretary