

**TOWN OF NORTHAMPTON PLANNING BOARD
FEBRUARY 16, 2018
2:00 P.M.
TOWN HALL**

MEETING NOTES

PRESENT:

**ROBERT SMITH, CHAIRMAN
STEVEN NAPLE
JAMES CONKLING**

**MATT GINTER, CODE ENFORCEMENT OFFICER
SCOTT D. HENZE, FULTON COUNTY PLANNING DIRECTOR**

OTHERS: Supervisor Groff, Skip Taylor

I. CALL MEETING TO ORDER:

The meeting was called to order at 2:00 p.m.

II. APPROVE MINUTES OF LAST REGULAR MEETING:

MOTION: To approve the minutes to the December 12, 2017 meeting.

MADE BY: Member Naple
SECONDED: Member Conkling
VOTE: 3-0

III. GEORGE NYREN - LOT LINE ADJUSTMENT REQUEST:

Application No. P01-18

A. Background:

The applicant is proposing a lot line adjustment of a portion of SBL#32.13-3-1 and SBL#32.13-4-8. A portion of parcel #32.13-4-8 containing a pool will be combined with SBL#32.13-3-1 and will total 1.2+/- acres. SBL#32.13-4-8 will be left with .51 acres remaining.

All properties are located within the Town's Hamlet Residential Zoning District.

All properties are located within the Adirondack Park Agency's Hamlet Land Use Area.

The applicant has provided the following:

1. Application for a Lot Line Adjustment
2. Subdivision Waiver
3. A copy of the APA Jurisdictional Determination J2017-0777.
4. A copy of a completed Part I Short Environmental Assessment Form.
5. A survey map prepared by Ferguson & Foss Professional Land Surveyors dated January 2, 2018.
6. Warranty Deed with Lien Covenant.

DISCUSSION: Planning Board members reviewed the background information as identified within the agenda.

B. Planning Department Review:

The Fulton County Planning Department has reviewed Article VIII (C): Lot Line Adjustments within the Town's Zoning Ordinance and Subdivision Regulations document. Below is a general outline of steps for the Planning Board to follow to review a Lot Line Adjustment.

START OF LOT LINE ADJUSTMENT PROCEDURE

1. An applicant may request that the subdivision review process be waived when a proposed subdivision is a lot line adjustment that meets the following criteria:

- (a) It would not create an additional lot.

(b) It is a minor modification of an existing lot line; or is the conveyance and merger of a portion of one parcel to an adjoining parcel.

(c) It would not create a nonconforming parcel or cause any other parcel to become nonconforming under this Law or the New York State Adirondack Park Agency Act and Adirondack Park Land Use and Development Plan.

(d) It would comply with all applicable zoning requirements of this Law and applicable New York State Department of Health regulations pertaining to well and septic system distances from parcel boundaries.

- Does the Planning Board feel that the existing Lot Line Adjustment request meets all of the criteria above?

DISCUSSION: Planning Board members agreed that the project is a Lot Line Adjustment.

2. Submission requirements

To request a lot line adjustment, the applicant shall submit:

- (a) A waiver application that shall be signed by the parcel owners, or their duly authorized agents, of both affected parcels.
- (b) A plat or map of the parcels affected by the proposed adjustment, showing all existing buildings, the location of existing utility or other easements or rights-of-way of wells and of septic systems. The map shall show the existing lot lines and the location of the proposed new lot line, and the existing and new setback distances to any existing buildings.

The map shall have the title “LOT LINE ADJUSTMENT between properties of (name) and (name)”, and shall include a restriction to the effect that the land added to the existing parcel, and the existing parcel are combined to form a single, undivided lot.

- (c) A fee as established by the Town Board in the Schedule of Fees.

- Does the Planning Board feel that the existing Lot Line Adjustment Map provided meets all of the submission requirements above?

DISCUSSION: Planning Board members had no further discussion.

3. State Environmental Quality Review

- Article II: Permits and Approvals Process Section E SEQRA (Page 4 In Ordinance):

"The Town shall comply with the provisions of the New York State Environmental Quality Review Act under Article 8 of the Environmental Conservation Law and its implementing regulations as codified in Title 6, Part 617 of the New York Codes, Rules and Regulations. Upon receipt of any complete application, the Town or any officer, department, board of the Town shall initiate the New York State Environmental Quality Review process by issuing a determination of significance".

- The Fulton County Planning Department has reviewed the proposed lot line adjustment in reference to 6NYCRR Part 617 SEQRA and is recommending that the Planning Board classify the action as an Unlisted Action under SEQRA, propose to act as the Lead Agency to perform an Uncoordinated Review of the proposed action and authorize the Fulton County Planning Department to prepare Part II and Part III on the Boards behalf.

MOTION: To classify the proposed lot line adjustment as an Unlisted action and to designate the Planning Board as the Lead Agency to perform an Uncoordinated Review and to authorize the Fulton County Planning Department to prepare Parts II and III on the Boards behalf.

MADE BY: Member Conkling

SECONDED: Member Naple

VOTE: 3-0

- MOTION: To issue a Negative Declaration for the George Nyren Lot Line Adjustment identifying that:
 1. The applicant has submitted a Jurisdictional Inquiry Form to the NYS Adirondack Park Agency (APA) and received a response dated January 8, 2018 (J2017-0777) indicating that the project does not require an Agency permit.
 2. All lots meet the Town's minimum lot area requirements.

and to authorize Member Conkling to sign Part III of the Short EAF on the boards behalf.

MADE BY: Member Naple
SECONDED: Member Conkling
VOTE: 3-0

4. Planning Board Review and Approval Procedure

- (a) Upon submission of a complete application, the Planning Board shall, within 62 days, review the application and shall either approve or deny the application. Approval may be granted when the Planning Board determines that the proposed adjustment meets all requirements for a Lot Line Adjustment and would not adversely affect the site's development or neighboring properties, would not alter the essential characteristics of the neighborhood or adversely affect the health, safety or welfare of Town residents.
- (b) No public hearing shall be required.
- (c) If the waiver is granted, the applicant shall file a map with the Fulton County Clerk within 30 days of the approval date. The map shall be signed by an empowered duly authorized officer of the Town of Northampton Planning Board. No person shall file plans for any lot line adjustment without first obtaining the Planning Board's signature on the plans.
- (d) If the Planning Board denies the request for waiver, the applicant may proceed with the minor subdivision review process as set forth in this Article.

DISCUSSION: Planning Board members had not further discussion or concerns regarding the proposed project.

MOTION: To approve the request for a waiver to the Town of Northampton Subdivision Regulations and to approve the application for the George Nyren Lot Line Adjustment as submitted and to authorize member Conkling to stamp and sign the Lot Line Adjustment maps.

MADE BY: Member Conkling
SECONDED: Member Naple
VOTE: 3-0

IV. REVIEW CEO PROPOSED ZONING AMENDMENTS:

A. Background:

During the October 2017 meeting, Matt Ginter, CEO discussed various proposed Zoning Amendments to include:

1. Minimum lot sizes when public water and sewer are present
2. Definition of Principle Buildings
3. Temporary Use Permits and a renewal process
4. Senior Housing as an allowable use in Schedule A
5. Resource Conservation District along NYS Rt. 30 being rezoned to Hamlet
6. Fence regulations

During the November 2017 meeting, the Planning Board discussed the various proposed Zoning Amendments and determined that the following proposed Zoning Amendments should be pursued:

1. Temporary Use Permits and a renewal process
2. Senior Housing as an allowable use in Schedule A
3. Fence regulations
4. Map Amendment - Golf Course District

* See Formatted Amendments document

DISCUSSION:

1. Temporary Use Permits and a renewal process

The Planning Board reviewed the Amendment to the Temporary Use Permits and renewal process and agreed that the amended language was acceptable.

2. Senior Housing as an allowable use in Schedule A

The Planning Board discussed the proposed Senior Housing definition. Member Naple questioned whether or not all occupants had to be the age 55 or older.

Planning Board members discussed the age requirement. Scott Henze stated that he came up with the definition through the existing Senior Planned Unit Development (PUD)

language in the Ordinance. He stated that the 55 or older age requirement is identified within the Senior PUD.

The Planning Board agreed to keep the 55 or old age requirement.

Planning Board members reviewed Schedule A: Use Regulations in relation as to where Senior Housing would be allowed. Based upon further discussion, the Planning Board determined that Senior Housing would be allowed in the same locations as the Planned Senior Housing Development (PUD) is allowed. Planning Board members discussed adding additional standards to the Use Table. (post meeting note: page 33 Under Additional Standards for Multiple Family Dwellings 5. reads "For congregate senior citizen housing and residential care facilities, each bedroom shall be counted as 1/2 of a dwelling unit".

3. Height of Fence

The Planning Board agreed with the revised language to measure a fence within Article VI: Additional Development Standards (C)(2)(b) Height to read "No fence or freestanding wall shall exceed 7 feet in height, as measured from the ground, in any side or rear yard"

4. Map Amendment - Golf Course District

The Planning Board agreed with amending the Zoning Map regarding three (3) properties currently within the Golf Course Zoning District as follows

SBL#	EXISTING ZONING	PROPOSED ZONE
31.4-4-5	Golf Course District	Hamlet Residential
31.4-4-7	Golf Course District	Hamlet Residential
31.4-7-18	Golf Course District	Medium Density Residential

V. COMPREHENSIVE (MASTER) PLAN UPDATE:

A. Background:

During the December 12, 2017 meeting, the Planning Board determined that the Town of Northampton Comprehensive (Master) Plan, that was adopted in 2007, was in need of an update.

During their December 20, 2017 meeting, the Town Board passed Resolution 2017-05 appointing the Planning Board as the Comprehensive Plan Committee to update the Town's Master Plan. * See Resolution.

B. Section 272-A of Town Law:

- Section 272-a of Town Law governs how towns prepare Comprehensive Plans.
- Key components include:

C. Content of Town Comprehensive Plan:

1. Town Comprehensive Plan may include the following topics at the level of detail:
 - (a) General statements of goals, objectives, principles, policies, and standards upon which proposals for the immediate and long-range enhancement, growth and development of the town are based.
 - (b) Consideration of regional needs and the official plans of other government units and agencies within the region.
 - (c) The existing and proposed location and intensity of land uses.
 - (d) Consideration of agricultural uses, historic and cultural resources, coastal and natural resources and sensitive environmental areas.
 - (e) Consideration of population, demographic and socio-economic trends and future projections.
 - (f) The location and types of transportation facilities.
 - (g) Existing and proposed general location of public and private utilities and infrastructure.
 - (h) Existing housing resources and future housing needs, including affordable housing.
 - (i) The present and future general location of educational and cultural facilities, historic sites, health facilities and facilities for emergency services.
 - (j) Existing and proposed recreation facilities and parkland.

- (k) The present and potential future general location of commercial and industrial facilities.
- (l) Specific policies and strategies for improving the local economy in coordination with other plan topics.
- (m) Proposed measures, programs, devices and instruments to implement the goals and objectives of the various topics within the comprehensive plan.
- (n) All or part of the plan of another public agency.
- (o) Any and all other items which are consistent with the orderly growth and development of the town.

D. Process:

1. The Town Board may, by resolution, appoint the Planning Board or a Special Board to prepare a Comprehensive Plan or Amendment.
2. Once a Special Committee completes a Comprehensive Plan, the Special Committee must hold its own public hearing.
3. Once a Special Committee completes its work on a Comprehensive Plan, it shall, by resolution recommend the plan to the Town Board.
4. The Town Board may refer a proposed Comprehensive Plan to the Town Planning Board for review and recommendation.
5. Prior to adopting a Comprehensive Plan, the Town Board must:
 - (a) Refer the Plan to the County Planning Board to conduct a 239-m review.
 - (b) Conduct SEQR Review.
 - (c) Conduct its own Public Hearing.

E. Table of Contents:

Current Comprehensive Plan

Proposed Comprehensive Plan

1. Vision Statement
2. General Recommendations
3. Demographic Analysis
4. History
5. Social services
6. Environment and Natural Resources
7. Water/Sewer
8. Transportation

9. Recreation
10. Economic Development
11. Appendix A Land Use Analysis
12. Appendix B APA Land Use Analysis
13. Appendix C Public Opinion Survey Report

ISSUE: Does the Committee want to keep the same Table of Contents for the updated Comprehensive Plan?

DISCUSSION:

F. Vision Statement:

- Review Current Vision Statement
- Review Village of Northville Vision Statement

DISCUSSION: Scott Henze passed around copies of the existing Vision Statement within the Town's Comprehensive Plan as well as the newly updated Village of Northville Comprehensive Plans' Vision Statement. Scott Henze asked the Planning Board what format was preferred?

Scott Henze stated that he would like to start reviewing the various chapters of the existing Comprehensive Plan and propose amendments to each. Scott Henze stated that since the Town is simply updating the existing plan, and that the Plan will not be a total re-write, then it would be much easier to simply go from chapter to chapter discussion additions and deletions.

Scott Henze stated that the first work task will be to update the Demographic Analysis since the existing analysis utilized 2000 Census figures. Scott Henze stated that the Demographic Analysis is an important piece of the plan as it may show us trends that have been occurring and issues that the Town may be faced with.

VI. CODE ENFORCEMENT REPORT:

VII. OTHER BUSINESS:

A. Planning and Zoning Trainings 2018:

1. Fulton County Planning Board Trainings scheduled for Wednesday February 7, 2018 was postponed due to the weather.
2. The re-scheduled training date is: **Wednesday March 14** 5:30PM to 8:45PM. The following topics will be presented:
 - a. Hot Button Land Uses - 2 hours
 - b. Walkable Communities - 1 hour

VIII. CLOSE OF THE MEETING:

MOTION: To close the meeting at 3:05 p.m.

MADE BY: Member Smith

SECONDED: Member Naple

VOTE: 3-0