

**TOWN OF NORTHAMPTON PLANNING BOARD  
AUGUST 14, 2018  
2:00 P.M.  
TOWN HALL**

**MEETING NOTES**

**PRESENT:**

**ROBERT SMITH, CHAIRMAN  
STEVEN NAPLE  
JAMES CONKLING  
ROBERT ANDERSON  
JACK GROFF**

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

**OTHERS:**

**I. CALL MEETING TO ORDER:**

The meeting was called to order at 7:00 p.m.

**II. APPROVE MINUTES OF LAST REGULAR MEETING:**

The July 10, 2018 meeting was a Comprehensive Plan work session.

**III. ABRAMS SUBDIVISION**

A. Background:

Mr. Abrams owns a 13.39+/- acre parcel at 862 StHwy 30 having SBL#: 31.4-5-3.

Tax Parcel 31.4-5-3 currently contains two (2) commercial businesses to include an outdoor equipment sales and service and a self storage facility on the same lot.

The entire property is located within the Town of Northampton's Business Development Zoning District.

The property is located within the APA Low Intensity Land Use Area requiring 2.75 acres per principal building.

The applicant has submitted the following materials/information:

- Completed Application for Subdivision Form.
- Completed Part 1 of a Short Environmental Assessment Form.
- Subdivision map prepared by Ferguson & Foss Professional Land Surveyors dated April 3, 2018.
- Copy of Deeds.
- The applicant has not provided an APA JIF.

DISCUSSION: Member Naple stated that the location of the proposed subdivision as identified on the application for subdivision is incorrect as the physical location of the subdivision is located in Mayfield, NY 12117. Scott Henze stated that the applicant has not provided a Jurisdictional Inquiry Form from the APA to date. Matt Ginter stated that he informed Mr. Abrams that he would need to submit a Jurisdictional Inquiry Form to the APA based upon the previous APA Permit that Mr. Abrams received for the installation of the storage units. Matt Ginter stated that he recommended to Mr. Abrams that he submit two (2) Jurisdictional Inquiry Forms, one specific to the proposed subdivision and a second pursuant to Mr. Abrams' future project to extend one of the storage units an additional 30'. Matt Ginter stated that Mr. Abrams' plan all along has been to subdivide and keep the lot that includes the outdoor storage units for future income purposes and sell the property with the outdoor recreation business at some point in time.

**B. Subdivision Proposal:**

The applicant is seeking to subdivide the 13.39+/- acre parcel into two (2) lots as follows:

**Lot 1** - 3.325+/- acre lot that will contain the existing rental storage units.

**Lot 2** - 11.046+/- acre lot that will contain the existing outdoor equipment sales and service business.

DISCUSSION: Scott Henze stated that there is one discrepancy between the paperwork provided. Scott Henze stated that the subdivision plat provided by Christopher Foss includes the two (2) lots, one being 3.325 acres and the second being 11.046 acres as identified within the Agenda. Scott Henze stated

that, however, when researching the lots through the County's Real Property Tax Services' parcels, there seems to be one (1) acre missing from the total original lot size. Scott Henze stated that he contacted Mr. Foss to clarify that his subdivision plat is accurate and will report what he finds during the next Planning Board meeting.

### C. Subdivision Approval Procedure

#### a. **Sketch Plan Submission**

- For applicant and Board to review and discuss the proposal and reach an agreement on requirements of Article VIII and to classify the subdivision as either Minor or Major.
- The required information to be included on a Sketch Plan is as follows:
  1. A vicinity map sketched at a scale of 2,000 feet to the inch, showing the relationship of the proposed subdivision to existing community facilities that serve it, such as roads, commercial areas, schools, etc. Such a sketch may be superimposed upon a United States Geological Survey Map of the area.
  2. A density calculation as outlined in Subsection F.3. Density Calculation.
  3. Sketch plan on a topographic survey of the proposed area to be subdivided showing, in simple sketch form, the proposed layout of streets, lots and other features.
  4. General subdivision information necessary to explain and/or supplement the vicinity map and sketch plan.
- Does the Planning Board feel that the Sketch Plan requirements have been satisfactorily met?

DISCUSSION: The Planning Board determined that the Sketch Plan requirements have been satisfactorily met.

- If the Planning Board determines that the Sketch Plan requirements have been satisfactorily met (or can be met through conditional approval) then the Planning Board should classify the subdivision.

MOTION: The Planning Board classifies the proposed Abrams Subdivision to be a Minor Subdivision under Article VIII.

MADE BY: Member Naple  
SECONDED: Member Anderson  
VOTE: 5 in favor, 0 opposed

**b. Minor Subdivision**

- At this time, the Planning Board should discuss the items that the Planning Board will require under the following:

Subsection F - General Requirements and Design Standards for Subdivisions (1-9).

1. Compliance required

The Planning Board, in considering an application for the subdivision of land, shall be guided by the policy considerations specified in Subsection A (2), Policy, of these regulations and the following standards.

DISCUSSION: The Planning Board determined that standards identified within Subsection A(2), Policy, be followed and will be met to the satisfaction of the Planning Board.

2. Preservation of existing features

Existing features identified as part of the Resource Analysis which would add value to residential development, such as scenic views from roadways and public trails, ridgelines, water resources, steep slopes, active farmland, rock outcrops, forested areas, stone walls, hedgerows, wildlife nesting or migration areas and similar irreplaceable assets, shall be preserved, insofar as possible, through harmonious design of the subdivision.

DISCUSSION: The Planning Board determined that they were not going to require a Resource Analysis for this Minor Subdivision.

3. Density Calculation

- (a) Whenever a parcel of land is subdivided, the proposed subdivision shall comply with both maximum density and minimum lot size requirements of the land use district as established in Article IV, Schedule B unless Conservation Subdivision is used pursuant to Subsection E of this Article in which case the minimum lot size requirements may be reduced.

- (b) The maximum number of lots into which a parcel may be subdivided shall be determined by dividing the parcel size by the required minimum acreage per principal building provided in Schedule B. If no minimum acreage per principal building is required, the maximum number of lots into which a parcel may be subdivided shall be determined using the minimum lot size.
- (c) The Planning Board shall establish, and the applicant shall show on the plat, the number of lots, the number of dwellings and dwelling units and the number of permissible resubdivisions that may be created on the entire parcel to be subdivided.

DISCUSSION: Chairman Smith asked Matt Ginter whether or not the density of the proposed 2-lot subdivision meets the requirements within the Town of Northampton Subdivision Regulations? Matt Ginter stated that this project is located within the Business Development District which requires 1.3 acres per principle building and there are no minimum lot areas required under the Town of Northampton Dimensional Standards.

#### 4. Minimum Lot Standards

- (a) Lots shall be arranged in a manner that protects land of conservation value and protects the scenic resources of the Town. Compact development is encouraged if it advances the protection of significant resources.
- (b) The minimum lot size, lot width and other dimensional standards of Article IV, Schedule B shall apply.
- (c) Side lot lines shall be substantially at right angles or radial to street lines.
- (d) Through Lots or reverse-frontage lots shall be avoided except where essential to provide separation of residential development from traffic arteries or to overcome specific disadvantages of topography and orientation. An easement of suitable width, across which there shall be no right of access, may be required along the line of lots abutting such traffic artery or other disadvantageous use. As an alternate, where driveway access from a major street may be necessary for several adjoining lots, the Planning Board may require that such lots be served by a combined access driveway in order to limit possible traffic hazard on such street.
- (e) The plat shall provide each lot with satisfactory access to an existing public street or to a subdivision street that will be ceded to public use at the time of final plat approval. Private streets may be permitted only by resolution of the Town Board.
- (f) Radius corners shall be provided on the property line substantially concentric with the curb radius corners.

DISCUSSION: The Planning Board determined that the minimum lot standards have been met.

- 5. Streets - N/A
- 6. Blocks - N/A

- 7. Driveways - N/A
- 8. Preservation of Open Space - N/A
- 9. Reservations and dedications - N/A

➤ At this time, the Planning Board should discuss the items that the Planning Board will require under the following:

**c. Subsection G(2) - General Requirements**

The following general requirements are applicable to the sketch plan, preliminary layout and the subdivision plat submittal.

- (a) A New York State licensed land surveyor shall be required for all subdivision plats. **(PROVIDED)** ~~(TO BE PROVIDED)~~ ~~(N/A)~~ ~~(WAIVED)~~
- (b) A New York State licensed engineer shall be required for all Major Subdivision plats. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ **(N/A)** ~~(WAIVED)~~
- (c) Sketch plans and plats shall be clearly and legibly drawn at an adequate scale to show detail from 1" = 50' to 1" = 200' for parcels under 100 acres; and 1" = 200' for parcels of 100 acres or more. **(PROVIDED)** ~~(TO BE PROVIDED)~~ ~~(N/A)~~ ~~(WAIVED)~~
- (d) Drawings shall be submitted on uniform size sheets not larger than 36 x 48 inches. When more than one (1) sheet is required to show the plat, an index map of the same size shall be submitted. **(PROVIDED)** ~~(TO BE PROVIDED)~~ ~~(N/A)~~ ~~(WAIVED)~~
- (e) All submissions shall indicate the proposed subdivision name or identifying title; the words "Town of Northampton, Fulton County, New York"; the name and address and seal of the NYS licensed engineer and land surveyor responsible for the plat; and the date, approximate true North point and graphic scale. **(PROVIDED)** ~~(TO BE PROVIDED)~~ ~~(N/A)~~ ~~(WAIVED)~~

At this time, the Planning Board should discuss the items that the Planning Board will require under the following:

**d. Subsection G(7) - Preliminary Plat (b-s)**

The preliminary plat submitted to the Planning Board shall be at an adequate scale to show detail from 1" = 50' to 1" = 200' for parcels under 100 acres; and 1" = 200' for parcels of 100 acres or more and shall extend 500 feet past the parcel boundary and shall show or be accompanied by the following information, except where the Planning Board has determined to waive such requirements:

- (b) The name of the property owner(s) and the authorized applicant, if different from the property owner(s). **(PROVIDED)** ~~(TO BE PROVIDED)~~ ~~(N/A)~~ ~~(WAIVED)~~
- (c) Tax number of all parcels to be subdivided. **(PROVIDED)** ~~(TO BE PROVIDED)~~ ~~(N/A)~~ ~~(WAIVED)~~
- (d) Location, bearings and distances of trace boundary including georeferencing information or latitude and longitude coordinates of the plat as available. **(PROVIDED)** ~~(TO BE PROVIDED)~~ ~~(N/A)~~ ~~(WAIVED)~~
- (e) A vicinity map sketched at a scale of 2,000 feet to the inch, showing the relationship of the proposed subdivision to existing community facilities that serve it, such as roads, commercial areas, schools, etc. Such a sketch may be superimposed upon a United States Geological Survey Map of the area. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ ~~(N/A)~~ **(WAIVED)**
- (f) Topography at a contour interval of not more than 10 feet, unless waived by the Planning Board and referred to a datum satisfactory to the Board. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ ~~(N/A)~~ **(WAIVED)**
- (g) The names of property owners within 200 feet of the property boundary, including those adjoining and those across roads fronting the proposed development. If the proposed development property is within an agricultural district containing a farm operation or within 500 feet of a farm operation located in an agricultural district, the applicant shall complete an Agricultural Data statement, in accordance with NYS Agriculture District Law, which shall contain the name and address of the applicant, a description of the proposed project and its location, and the name and address of all property owners within 500 feet of the property boundary. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ ~~(N/A)~~ **(WAIVED)**
- (h) Location, name and dimensions of existing streets, easements, deed restrictions, zoning district boundaries, property lines, buildings, parks and public properties. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ ~~(N/A)~~ **(WAIVED)**
- (i) Location of existing sewers, water mains, culverts and storm drains, if any, including pipe sizes, grades and direction of flow. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ ~~(N/A)~~ **(WAIVED)**
- (j) Location of pertinent natural and other features such as watercourses, wetlands, floodplains, rock outcrops, stone walls, agricultural district lands, contiguous forest, and single trees 15” or more in diameter (dbh) as measured 4 feet above the base of the trunk. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ ~~(N/A)~~ **(WAIVED)**

- (k) Location, width and approximate grade of all proposed streets with approximate elevations shown at the beginning and end of each street, at street intersections and at all points where there is a decided change in the slope or direction. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ (N/A) **(WAIVED)**
- (l) Proposed provision of sanitary waste disposal, water supply, fire protection, stormwater drainage, street trees, streetlight fixtures, street signs and sidewalks. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ (N/A) **(WAIVED)**
- (m) Lot lines of all proposed or existing lots, and suggested building envelopes. **(PROVIDED)** ~~(TO BE PROVIDED)~~ (N/A) ~~(WAIVED)~~
- (n) Conceptual future plans for the parcel, if any. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ (N/A) **(WAIVED)**
- (o) Location and approximate dimensions of all property proposed to be reserved for park or public uses. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ (N/A) ~~(WAIVED)~~
- (p) A copy of the Adirondack Park Agency response to either a Jurisdiction Inquiry Form or permit application (as applicable). ~~(PROVIDED)~~ **(TO BE PROVIDED)** (N/A) ~~(WAIVED)~~

DISCUSSION: The Planning Board determined that a copy of the Jurisdictional Inquiry Form returned from the Adirondack Park Agency will need to be provided as this is the past practice of the Planning Board.

- (q) Information on all other County and State permits required for subdivision plat approval. ~~(PROVIDED)~~ **(TO BE PROVIDED)** (N/A) ~~(WAIVED)~~

DISCUSSION: The Planning Board determined that a copy of the Jurisdictional Inquiry Form returned from the Adirondack Park Agency will need to be provided as this is the past practice of the Planning Board.

- (r) A written statement of any requests for specific waivers of requirements by the Planning Board. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ (N/A) ~~(WAIVED)~~
- (s) Other data which must be available for consideration of the subdivision at this stage. ~~(PROVIDED)~~ **(TO BE PROVIDED)** (N/A) ~~(WAIVED)~~

DISCUSSION: The Planning Board determined that a copy of the Jurisdictional Inquiry Form returned from the Adirondack Park Agency will need to be provided as this is the past practice of the Planning Board. Member Naple questioned whether or not there are any other changes being made to the two (2) lots other than

the subdivision. Matt Ginter stated that, at this time, it does not appear that Mr. Abrams is proposing any other changes to the properties.

At this time, the Planning Board should discuss the items that the Planning Board will require under the following:

**e. Subsection G(8) - Final Plat (a-n)**

Final plat

The plat submitted to the Board shall show or be accompanied by the following information:

- (a) Data required by Subsection G.2., General Requirements and Subsection G.7., Preliminary Plat, subsections (b) through (s).
- (b) Location, width and name of each proposed street and typical cross sections showing street pavement and, where required, curbs, gutters and sidewalks. ~~(PROVIDED) (TO BE PROVIDED)~~ (N/A) ~~(WAIVED)~~
- (c) Lengths and deflection angles of all straight lines and radii: length, central angles, chords and tangent distances of all curves for each street proposed. ~~(PROVIDED) (TO BE PROVIDED)~~ (N/A) ~~(WAIVED)~~
- (d) Profiles showing existing and proposed elevations along the center line of all proposed streets and the elevations of existing streets for a distance of 100 feet either side of their intersection with a proposed street. ~~(PROVIDED) (TO BE PROVIDED)~~ (N/A) ~~(WAIVED)~~
- (e) Present elevations of all proposed streets shown every 100 feet at 5 points on a line at right angles to the center line of the street, said elevation points being indicated at the center line of the street, each property line and points 30 feet inside each property line (only when required by the Board because of the existence of steep slopes). ~~(PROVIDED) (TO BE PROVIDED)~~ (N/A) ~~(WAIVED)~~
- (f) Setback lines. ~~(PROVIDED) (TO BE PROVIDED)~~ ~~(N/A)~~ (WAIVED)

DISCUSSION: The Planning Board discussed whether or not they would require that the setback lines be added to the map. Matt Ginter identified that the side setbacks in the Business Development District are 20'. The Planning Board determined that, based upon the scale of the map, it appears that all of these setbacks would be easily met. Scott Henze stated that, if the subdivision were drawn up where the side lot line was encroaching on the storage units, it would be a good idea to have the applicant request that the 20' setback line be added to the

map. However, it appears as though there is significant separation between the proposed lot line and the storage units.

- (g) Location, size and invert elevations of existing and proposed stormwater drains and sanitary sewers; the exact location of utilities and fire hydrants. ~~(PROVIDED)~~ **(TO BE PROVIDED)** (N/A) ~~(WAIVED)~~

DISCUSSION: The Planning Board identified that the location of the sanitary sewer or septic is not identified on the subdivision plat for the outdoor storage business. Scott Henze recommended that it would be a good idea to investigate as to the location of the sanitary sewer on the lot that includes the outdoor storage business. Scott Henze stated that the Planning Board should make sure that the sanitary sewer is not located on the lot that contains the outdoor storage facility given the fact that Mr. Abrams does intend to sell at some point in time the outdoor storage facility. The Planning Board asked Matt Ginter to contact Mr. Abrams and go verify and field locate the location of the sanitary sewer on the property that includes the outdoor equipment facility. The Planning Board asked Matt Ginter to use his judgment and if he feels as though the sanitary sewer is close to the proposed subdivision lot line, then he should request that Mr. Abrams have the sanitary sewer field located by Mr. Abrams' surveyor and added to the subdivision map.

- (h) Location of any existing wells onsite and other proposed lot wells and individual water supply system details such as pumps, storage, treatment, controls, etc. ~~(PROVIDED)~~ **(TO BE PROVIDED)** (N/A) ~~(WAIVED)~~

DISCUSSION: The Planning Board identified that a CMP well is identified on the outdoor equipment lot. The Planning Board questioned what a CMP well is. The Planning Board asked Matt Ginter to field verify the location of this as well and any other well or septic locations on either parcel.

- (i) Location of street trees, street lighting standards and street signs. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ **(N/A)** ~~(WAIVED)~~
- (j) Areas of all lots in hundredths of an acre; lots numbers as directed by the Town Assessor; and location, material and size of all permanent monuments. **(PROVIDED)** ~~(TO BE PROVIDED)~~ ~~(N/A)~~ ~~(WAIVED)~~
- (k) Accurate location of all property to be offered for dedication for public use, with the purpose indicated thereon, and of all property to be reserved by deed covenant for the common use of the property owners of the subdivision. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ **(N/A)** ~~(WAIVED)~~
- (l) Sufficient data, acceptable to the Highway Superintendent, to readily determine the location, bearing and length of all street, lot and boundary lines

and to reproduce such lines upon the ground. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ (N/A) ~~(WAIVED)~~

- (m) Necessary agreements in connection with required easements or releases. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ ~~(N/A)~~ (WAIVED)
- (n) Formal offers of cession to the Town of all streets and public parks. ~~(PROVIDED)~~ ~~(TO BE PROVIDED)~~ (N/A) ~~(WAIVED)~~

**f. State Environmental Quality Review**

Section 617.1 of 6 NYCRR states that, the basic purpose of SEQR is to incorporate the consideration of environmental factors into the existing planning, review and decision making processes of State, regional and local government agencies at the earliest possible time. To accomplish this goal, SEQR requires that all agencies determine whether the actions they directly undertake, fund or approve may have a significant effect on the environment, and if it is determined that the actions may have a significant effect, prepare or request an environmental impact statement. Under these terms, the review of a Subdivision application is subject to SEQR. Therefore, the following issues must be addressed:

1. Does the Planning Board feel that the Short Environmental Assessment Form, provided by the applicant, has been completed adequately?

DISCUSSION: The Planning Board agreed that the Short Environmental Assessment Form has been completed appropriately.

2. Does the Planning Board feel that any additional information should be provided as part of the SEQR process?

DISCUSSION: The Planning Board did not identify any additional information that should be provided.

3. Section 617.6 (b)(3) of 6 NYCRR states that, when an agency proposes to directly undertake, fund or approve a Type 1 or Unlisted Action undergoing a Coordinated Review with other Involved Agencies, it must, as soon as possible, transmit Part 1 of the Environmental Assessment Form completed by the Project Sponsor or a Draft Environmental Impact Statement (DEIS) and a copy of any application that has been received to all Involved Agencies and notify them that a Lead Agency must be agreed upon within thirty (30) calendar days of the date the Environmental Assessment Form or DEIS was transmitted to them.

The following involved agencies have been identified:

1. NYS APA
2. Other?

DISCUSSION: Scott Henze stated that the only Involved Agency that he would recommend coordinating this subdivision with was the APA. Scott Henze stated that, at this time, the applicant is not proposing any additional curb cuts along the NYSDOT right-of-way. Member Naple questioned whether or not the County Planning Board would need to be coordinated with for this particular project. Scott Henze stated that the Fulton County Planning Board does not review subdivisions.

MOTION: To classify the proposed project as an Unlisted Action and to propose that the Town of Northampton Planning Board act as the Lead Agency for the purpose of issuing a determination of significance under SEQR and to offer other Involved Agencies twenty-five (25) calendar days to comment on the proposed action or the Town Planning Board's proposal to act as Lead Agency

MADE BY: Member Conkling  
SECONDED: Member Anderson  
VOTE: 5 in favor, 0 opposed

**g. Public Hearing:**

In accordance with Article VIII (D)(3)(c) of the Town of Northampton Subdivision Regulations, the Planning Board shall hold a Public Hearing within 62 days from the time of submission of the subdivision plat for approval. Said hearing shall be advertised in a newspaper of general circulation in the Town at least 10 days before such hearing. **Property owners located within 100 feet of the land proposed to be subdivided shall be sent a copy of the Public Hearing Notice via Certified mail.**

DISCUSSION: Matt Ginter stated that he has already compiled the list of properties located within 100' of the proposed subdivision lands and provided that mailing list to Planning Board members.

MOTION: To schedule a public hearing on the Abrams Minor Subdivision application for 7:00 p.m., September, 11 2018.

MADE BY: Member Anderson  
SECONDED: Member Conkling  
VOTE: 5 in favor, 0 opposed

**FUTURE STEPS:**

1. If the applicant satisfactorily complies with all of the items determined to be required by the Planning Board during the August 14, 2018 meeting, the next steps will be as follows:

September 11, 2018 Meeting:

- Hold Public Hearing
- Complete SEQR
- Take action on subdivision plat.

DISCUSSION: Planning Board members identified that, prior to making a final determination during the September 11, 2018 meeting, that the applicant would need to provide a ??? of the returned Jurisdictional Inquiry Form from the APA, as well as the coordinated response from the APA within the SEQR. Planning Board members discussed the process if Mr. Abrams does not provide the returned Jurisdictional Inquiry Form prior to the September 11, 2018 meeting. Scott Henze stated that, if this were to happen, the Planning Board could simply open the public hearing and leave the public hearing open until their October meeting. Planning Board members agreed that that would be the process that they would follow.

\_\_\_\_\_END OF AGENDA ITEM\_\_\_\_\_

**IV. 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:

<u>Current Comprehensive Plan</u>	<u>Proposed Comprehensive Plan</u>
1. Vision Statement	Draft Complete
2. General Recommendations	
3. Demographic Analysis (Town Profile)	Draft Complete
4. History	Draft Complete
5. Social Services (Community Facilities)	Draft 10/9/18
6. Environment and Natural Resources	Draft 10/9/18
7. Water/Sewer	Draft 8/14/18
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	

F. Draft Chapters:

1. Vision Statement - Draft Complete
2. Demographic Analysis (Now Town Profile) - Draft Complete

3. History
  - Draft complete
4. Social Services (Community Facilities and Services)
  - Draft pending
5. Environment and Natural Resources
  - Draft pending
6. Water and Sewer
  - Draft pending

DISCUSSION: Scott Henze passed out to Planning Board members the current chapter of the Water and Sewer that is within the current Town of Northampton Comprehensive Plan. Planning Board members reviewed the recommendations within said chapter. Planning Board members discussed the desire to coordinate efforts with the NYSDEC in regards to the public sanitary sewer system that is located at the Northampton Beach State Campground. Planning Board members also discussed including Fulton County's "SMART Waters" initiative.

**V. CLOSE OF THE MEETING:**

MOTION: To close the meeting at 8:20 p.m.

MADE BY: Member Conkling

SECONDED: Member Naple

VOTE: 5 in favor, 0 opposed