

**TOWN OF NORTHAMPTON PLANNING BOARD  
OCTOBER 9, 2018  
7:00 P.M.  
TOWN HALL**

**MEETING NOTES**

**PRESENT:**

**ROBERT SMITH, CHAIRMAN  
JAMES CONKLING  
JACK GROFF**

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

**OTHERS:**

**I. CALL MEETING TO ORDER:**

The meeting is called to order at 7:12 P.M.

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

MOTION: To approve the minutes to the September 11, 2018 meeting.

MADE BY: Member Conkling  
SECONDED: Member Groff  
VOTE: 3 in favor, 0 opposed

**III. ABRAMS SUBDIVISION CONT'D**

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.

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.

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.

- During the August 14, 2018 meeting, the Planning Board determined that the Sketch Plan Requirements have been met and classified the subdivision to be a Minor Subdivision.

#### **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.

- During the August 14, 2018 meeting, the Planning Board determined that the standards within Subsection A(2) have been met.

###### 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.

- During the August 14, 2018 meeting, the Planning Board determined that the project would not require the preparation of a Resource Analysis.

### 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.
- During the August 14, 2018 meeting, the Planning Board determined that the project will be in compliance with the Town's Density requirements.

### 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.

- During the August 14, 2018 meeting, the Planning Board determined that the project complies with the minimum lot standards.

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

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

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

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

- During the August 14, 2018 meeting, the Planning Board determined the following:
  - (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)~~

**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:

- During the August 14, 2018 meeting, the Planning Board determined the following:
  - (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)~~
- (q) Information on all other County and State permits required for subdivision plat approval. ~~(PROVIDED)~~ **(TO BE PROVIDED)** ~~(N/A)~~ ~~(WAIVED)~~
- (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: During the August 14, 2018 meeting, Planning Board members determined that the APA JIF will need to be provided prior to making a final decision (p,q,s above).

- **See APA Project Permit 2003-0059A issued on September 28, 2018.**

DISCUSSION: Planning Board members reviewed the APA Project Permit 2003-0059A that was issued on September 28, 2018. ??? that the APA approves the amendment to the original self-storage permit. Matt Ginter stated that Mr. Abrahms was very impressed with how quick and efficient and easy it was to work with representatives of the APA on this project. Matt Ginter indicated that the APA representatives even included a proposed 10' x 15' office on the self-storage facility site in case Mr. Abrahms wished to add an office space.

**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:

- During the August 14, 2018 meeting, the Planning Board determined the following:
  - (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)
- (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)~~

➤ **During the August 14, 2018 meeting, 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.**

➤ **Status?**

DISCUSSION: Scott Henze stated that, during the August 14, 2018 meeting, Planning Board members asked Matt Ginter to verify the location of the existing septic, as well as the wells on the property. Matt Ginter stated that he did, in fact, verify that the existing septic and well are located on the business side of the property and not the self-storage side and will meet the required setbacks.

- (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)~~

➤ **During the August 14, 2018 meeting, The Planning Board requested that Matt Ginter, CEO verify the location of existing well and septic on the property.**

➤ **Status?**

DISCUSSION:

- (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:

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.

- During the August 14, 2018 meeting, the Planning Board classified the project as an Unlisted Action under SEQR, proposed that it act as the Lead Agency and coordinated the review with NYS APA.
  - To date (10/9/2018), the APA has not provided a response. The timeframe to do so has expired.

**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.

- During the August 14, 2018 meeting, the Planning Board set the required Public Hearing date for September 11, 2018.
- **During the September 11, 2018 meeting, the Planning Board opened the Public Hearing. No motion to close the Public Hearing was made.**

SPEAKERS:

Deloss Abrahms:

Mr. Abrahms provided Planning Board members with an overview of his project, as well as verifying the well and septic locations on his subdivision plat.

MOTION: To Close the Public Hearing at 7:21 P.M.

MADE BY: Member Conkling

SECONDED: Member Groff

VOTE: 3 in favor, 0 opposed

**h. Complete the State Environmental Quality Review**

- **During the September 11, 2018 meeting, the Planning Board issued a negative declaration based upon:**

- 1. All lots meet the Town's minimum lot area requirements.**
- 2. There is not development proposed for this project.**

**and authorized Chairman Smith to Sign Part III.**

**i. Approval**

Action on subdivision plat

- (1) The Planning Board shall, within 62 days from the date of the public hearing, act to conditionally approve, conditionally approve with modification, disapprove or grant final approval and authorize the signing of the subdivision plat. This time may be extended by mutual consent of the subdivider and the Planning Board. Failure of the Planning Board to act within such time shall constitute approval of the plat.
- (2) Upon granting conditional approval, with or without modification to the plat, the Planning Board shall empower a duly-authorized officer to sign the plat upon compliance with such conditions and requirements as may be stated in its resolution of conditional approval. Within 5 days of the resolution granting conditional approval, the plat shall be certified by the Clerk of the Planning Board as conditionally approved, and a copy filed in its office. Conditional approval of a plat shall expire 180 days after the date of the resolution granting such approval unless the requirements have been certified as completed within that time. The Planning Board may, however, extend the time within which a conditionally-approved plat may be submitted for signature, if in its opinion such extension is warranted in the circumstances, for not to exceed 2 additional periods of 90 days each.

(e) Plat void if revised after approval

No changes, erasures, modifications or revisions shall be made on any plat after approval has been given by the Planning Board. In the event that any plat, when recorded, contains any such changes, the plat shall be considered null and void; and the Planning Board shall institute proceedings to have said plat stricken from the records of the County Clerk.

(f) Filing of approved plat

Approval of the plat shall expire within 62 days from the date of such approval unless within such 62 day period such plat shall have been duly recorded by the owner in the office of the Fulton County Clerk. If the plat is not filed within this period, the approval shall expire as provided in Section 276 of New York State Town Law.

DISCUSSION:

MOTION: To approve the Abrahms' subdivision Project #P04-18 of parcel 31.4-5-3 at 862 State Highway 30 in the Town of Northampton as presented.

MADE BY: Member Conkling

SECONDED: Member Groff

VOTE: 3 in favor, 0 opposed

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END OF AGENDA ITEM

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**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. Community Facilities & Services - Draft 10/9/2018

DISCUSSION: Scott Henze reviewed the changes that were made based upon the Planning Board members' comments during the August meeting. Mr. Henze stated that he added significant background information under the fire services section to include the history in regards to the Northville Fire Department's initiative to expand the firehouse to include the relocation of the Stewart's Shop etc. Scott Henze stated that he added the distances to the two (2) primary healthcare facilities, Nathan Littauer Hospital, as well as St. Mary's Healthcare as was requested by the Planning Board, as well as adding the licensed chiropractor and physical therapist within the Village of Northville. Scott Henze stated that he added significant information within the Highway Department section of the plan to include the 2009 Shared Intermunicipal Services Grant and project that was undertaken by the Town, the Village and the Northville Central School District in regards to each of their respective facilities. Scott Henze stated that, under the Education section of the chapter, he included more information in regards to HFM-BOCES as well as FMCC and their programs. Scott Henze stated that, under the Northville Public Library, he added the gallery that is located on the second floor. Scott Henze stated that he also has included a list of cemeteries and their respective locations and identified those cemeteries that were both Town owned as well as privately owned. Scott Henze stated that he is waiting for confirmation on these from Historian Gail Cramer. Scott Henze stated that, under the Senior Services and Organizations, he included the Sacandaga Task Force for Senior Living, Senior Housing Unit Project that was approved by the Village of Northville Planning Board through a Site Plan review process in 2017, as well as identifying that the Sacandaga Task Force for Senior Living no longer utilizes the former bus, however, utilizes a small van. Scott Henze stated that he added three (3) additional community groups to the list.

#### 5. Environment and Natural Resources - Draft 10/9/2018

DISCUSSION: Scott Henze stated that he changed the goal to reflect the balance that the Town desires for protecting the environment while encouraging economic growth. Scott Henze stated that he added information in regards to the Adirondack Park, as well as the Adirondack Park Agency, to include information in regards to the breakdown of the APA's Land Use Classifications within the Town as a table. Scott Henze stated that he also included a significant amount of information in regards to the Great Sacandaga Lake and the Hudson River Black River Regulating District (HRBRRD), as well as information that he obtained through Town Historian Gail Cramer in regards to Woodward Lake, as well as identifying the proposed subdivision of said property. The Planning Board quickly reviewed the recommendations within the draft. It was noted that a recommendation should be included in

reference to the expansion of the APA's Hamlet Land Use Area in and around the Sacandaga Park to include along NYS Route 30. Scott Henze stated that he would draft such a recommendation that would also be included in the Economic Development and Water and Sewer Chapters. Chairman Smith stated he would like to see a map graphic of the previous Adirondack Park boundary in comparison to when the Adirondack Park Agency was created and the Adirondack Park blue line was expanded.

#### **V. CODE ENFORCEMENT REPORT:**

DISCUSSION: Matt Ginter stated that, to date, there are no new applications pending at this time. Matt Ginter updated the Planning Board indicating that he attended a meeting with New York Lands and Lakes, as well as representatives of the APA at the Woodward Lake Subdivision site and stated that all 37 sites that have been proposed received acceptable perc tests. Matt Ginter stated that he has had several complaints about Airbnb properties primarily located within the Village of Northville and questioned whether or not the Town should regulate Airbnb's. The Planning Board discussed how the Town of Mayfield was the only municipality in Fulton County to date that has passed a regulation for Airbnb's. Scott Henze stated that he would obtain a copy from Code Enforcement Officer Mike Stewart from the Town of Mayfield to provide said copy to Planning Board members.

#### **VI. CHAIRMANS REPORT:**

DISCUSSION: Chairman Smith stated that he would like to move forward with the various amendments that the Planning Board drafted for the Town Board to consider. Chairman Smith questioned where in the process those drafted amendments were at this time. Scott Henze stated that, to his knowledge, the proposed amendments have been identified and a list developed. Scott Henze stated he would e-mail the list to all Planning Board members. Chairman Smith stated that the next scheduled meeting date is on November 13<sup>th</sup>, however, he will be away and could be reached via face time. Planning Board members discussed moving the next scheduled meeting date to the following day on November 14, 2018.

#### **VII. CLOSE OF THE MEETING:**

MOTION: To adjourn at 8:17 p.m.

MADE BY: Member Conkling

SECONDED: Member Groff

VOTE: 3 in favor, 0 opposed