

**TOWN OF NORTHAMPTON PLANNING BOARD
JUNE 11, 2019
7:00 P.M.
TOWN HALL**

MINUTES

PRESENT:

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

MATT GINTER, CODE ENFORCEMENT OFFICER

I. CALL MEETING TO ORDER:

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

II. APPROVE MINUTES OF LAST REGULAR MEETING:

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

MADE BY: Member Naple
SECONDED: Member Anderson
VOTE: 5-0

III. WENDY HOTALING - LOT LINE ADJUSTMENT REQUEST:

Application No. P01-19

A. Background:

The applicant are proposing a lot line adjustment to property they own having SBL# 46.5-5-6 and affecting adjacent properties having SBL#'s 46.5-5-1 and 46.5-5-7 within an existing subdivision.

Properties are owned by Wendy Hotaling and Leslie Schultiz.

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

All properties are located within the Adirondack Park Agency's Moderate Intensity Use 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 J2019-0219.
4. A copy of the APA Project Notice May 23, 2019.
5. Deed Copy.
6. A copy of a completed Part I Short Environmental Assessment Form.
7. A letter of explanation.
8. A survey map prepared by Ferguson & Foss Professional Land Surveyors dated April 5, 2019 and revised April 10, 2019.

DISCUSSION: Planning Board members reviewed the background information provided above and had no further comments.

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 reviewed the procedural requirements identified and determined that all of the criteria have been met.

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 reviewed the submission requirements identified above and

determined that the requirements have been provided.

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 Wendy Hotaling lot line adjustment having Application No. P01-19 as a Type II action.

MADE BY: Member Anderson

SECONDED: Member Conkling

VOTE: 5-0

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: None

MOTION: To approve the request for a waiver to the Town of Northampton Subdivision Regulations and to approve the application for the Wendy Hotaling lot line adjustment having Application No. P01-19 as submitted and to Member Anderson to stamp and sign the Lot Line Adjustment maps.

MADE BY: Member Groff
SECONDED: Member Conkling
VOTE: 5-0

IV. COMPREHENSIVE (MASTER) PLAN UPDATE:

1. 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.

2. Section 272-A of Town Law:

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

3. Content of Town Comprehensive Plan:

- A. 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.

4. Process:

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

5. Table of Contents:

<u>Current Comprehensive Plan</u>	<u>Proposed Comprehensive Plan</u>
a. Vision Statement	Draft Complete
b. General Recommendations	
c. Demographic Analysis (Town Profile)	Draft Complete
d. History	Draft Complete
e. Social Services (Community Facilities)	Draft Complete
f. Environment and Natural Resources	Draft 12/11/18
g. Water/Sewer	Draft 8/14/18
h. Transportation	
i. Recreation	
j. Economic Development	
k. Appendix A Land Use Analysis	
l. Appendix B APA Land Use Analysis	
m. Appendix C Public Opinion Survey Report	

6. Draft Chapters:

- a. Vision Statement - Draft Complete
- b. Demographic Analysis (Now Town Profile) - Draft Complete

- c. History - Draft Complete
- d. Community Facilities & Services - Draft Complete
- e. Environment and Natural Resources - Draft 12/11/2018
 - During the October 9, 2018 meeting, Planning Board members recommended various changes to the Environment and Natural Resources draft to include the following:
 1. Add a map illustrating the 1892 Adirondack Park Boundary in comparison to the existing boundary of 1972.
 2. Add a map illustrating the APA Land Use Classifications within the Town.
 3. Add a recommendation in reference to expanding the Town's existing Hamlet area.
 - During the December 11, 2018 meeting, Planning Board members reviewed changes made by Scott Henze to the draft. Planning Board members requested additional time to review the draft on their own time prior to making a decision on the draft being final.

PLANNING BOARD DISCUSSION: The Planning Board reviewed the final changes to the Environment and Natural Resources chapter and determined that the chapter can be deemed complete at this time.

- Review existing Water and Sewer chapter.

PLANNING BOARD DISCUSSION: Planning Board members reviewed the existing Water/Sewer chapter and discussed various Fulton County initiatives to include an extension of municipal sewer from the City of Gloversville on NYS 30A to the Village of Northville. The Planning Board determined that that initiative should be identified within the Water/Sewer Chapter as a recommendation.

V. CODE ENFORCEMENT REPORT:

None

VI. OTHER BUSINESS:

None

VII. CLOSE OF THE MEETING:

MOTION: To close the meeting at 7:45 p.m.

MADE BY: Member Groff

SECONDED: Member Naple

VOTE: 5-0