

**TOWN OF NORTHAMPTON PLANNING BOARD  
AUGUST 11, 2020  
7:00 P.M.  
TOWN HALL**

**MEETING NOTES**

**PRESENT:**

**ROBERT SMITH, CHAIRMAN  
JAMES CONKLING, MEMBER  
JACK GROFF, MEMBER  
ROBERT ANDERSON, MEMBER  
ED ANKER, ALTERNATE MEMBER**

**SCOTT D. HENZE, FULTON COUNTY PLANNING DIRECTOR**

**OTHERS:**

**ALAN LORD, NEW YORK LAND AND LAKES  
BOBBI TRUDEAU, STEVEN SMITH ENGINEERING  
MIKE KEEREOJA, UPSTATE BOYS CLUB, LLC**

**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 July 14, 2020 meeting.

**MADE BY:** Member Anderson

**SECONDED:** Member Anker

**VOTE:** 5 in favor, 0 opposed

### **III. UPSTATE BOYS CLUB, LLC MAJOR SUBDIVISION CONT'D:**

#### **A. Background:**

- The Subdivider of this application is Upstate Boys Club, LLC.
- The previous owner/subdivider was Stephen A. Woodland.
- The Representative Agent of the project is Chris Foss of Ferguson & Foss Professional Land Surveyor's.
- The Subdivider owns parcel 59.2-1-11 being 47.35+/- acres along Bunker Hill Road.
- The Subdivider is proposing a 5-lot subdivision of the 47.35+/- acre property into the following:
  - Lot 1 - 4.64 acres
  - Lot 2 - 4.02 acres
  - Lot 3 - 4.02 acres
  - Lot 4 - 14.81 acres
  - Lot 5 - 19.87 acres
- The property is located within the Town's Rural Residential 2 Zoning District requiring a minimum lot area of 1 acre.
- The property is located within two (2) Adirondack Park Agency (APA) Land Use Classifications having the following lot size requirements:
  - Lot 1 - 4.64 acres - Low Intensity - 3.2 acre
  - Lot 2 - 4.02 acres - Low Intensity
  - Lot 3 - 4.02 acres - Low Intensity
  - Lot 4 - 14.81 acres - Low Intensity
  - Lot 5 - 19.87 acres - Rural Use - 8.5 acre
- The Subdivider is proposing the subdivision to accommodate five (5) small seasonal homes with individual onsite well and septic systems to be developed on the lots.
- The Subdivider is proposing a 60' wide right of way (ROW) to access the five lots.
- The Subdivider is proposing to create a Homeowners Association (HOA) to maintain the 60' wide right of way (ROW).

B. Documentation Submitted/Other:

The applicant submitted the following other materials:

1. Completed Town of Northampton Subdivision application dated 3/31/2020 having Application No.P02-20.
2. Subdivision Map of Stephen A. Woodland dated August 2, 2007 and last revised on November 16, 2011 drawn by Ferguson & Foss, Chris Foss, P.L.S.
3. Subdivision Map of Upstate Boys Club, LLC dated March 23, 2020 drawn by Ferguson & Foss, Chris Foss, P.L.S.
4. Warranty Deed dated October 9, 2019 between Stephen A. Woodland and Upstate Boys Club, LLC.
5. Jurisdictional Determination J2011-0445A from the NYS Adirondack Park Agency dated November 29, 2011.
6. Completed Part 1 of the Full State Environmental Quality Review (SEQR) form.
7. **New - Updated Subdivision Plat Map dated March 23, 2020 and revised July 21, 2020.**
8. **New - Revised SEQR Full Environmental Assessment Form Part 1.**
9. **New - Letter from Ken Cramer, Town of Northampton Highway Superintendent dated August 11, 2020.**
10. **New - Email copy of correspondence from Owen Jensen, Chief, Northville Volunteer Fire Department dated August 10, 2020.**

DISCUSSION: Planning Board members quickly reviewed the continuation of the background information and documentation submitted to include the four (4) new items as identified within the Agenda.

C. Subdivision Approval Procedure

1. Pre-Application Procedure

a. Pre-Application Meeting (Required for Major Subdivision)

- For applicant and Board to discuss a subdivision concept.
- Discuss SEQR.
- To determine if subdivision is major or minor.
- **During the June 9, 2020 meeting, the Planning Board determined that the information provided within the original application was substantial enough to deem the Resource Analysis to be complete.**

c. Sketch Plan

- 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.
- During the June 9, 2020 meeting, Member Anker indicated that the elevation contours provided are confusing. The Planning Board requested clarification as to why the surveyor did not provide true baseline elevations.
- **During the July 14, 2020 meeting, the Planning Board noted that Map Note #4 references “contour elevations are based on local benchmark.” Elevations are approximately 770’ below mean sea level elevation.**

**Status:**

- **Revised subdivision plat dated July 21, 2020 corrects Map Note #4 to read “contour elevations are based on local benchmark. Elevations are approximately 770’ above mean sea level elevation.**

**DISCUSSION:**

Planning Board members reviewed the subdivision application procedure, as well as Sketch Plan items as identified within the Agenda. Chairman Smith referenced that, during the July 14, 2020 meeting, there were concerns about the contour elevations as described in the Agenda. Planning Board members reviewed the revision of the July 21, 2020 map note and verified that the correct wording has been utilized.

2. SEQR - The Planning Board must initiate SEQR upon completion of the sketch plan phase of the Pre-Application process, and when a Preliminary Plat application is determined to be complete. SEQR shall be completed prior to approval of the Preliminary Plat.

- During the June 9, 2020 meeting, the Planning Board classified the Upstate Boys Club, LLC major subdivision application as an Unlisted Action under Section 617 of 6NYCRR and proposed that it act as the Lead Agency and to conduct a Coordinated Review of said action with the following agencies:
  - NYS APA
  - NYS DOH
- The NYS Department of Health responded via letter dated July 6, 2020 indicating that they do not object to the Planning Board request to act as the lead agency to conduct SEQR and provided the following comments:

1. The subdivision is not a NYS Realty Subdivision and therefore the NYS DOH has no jurisdiction.
2. That the EAF identifies that the total anticipated water/sewer demands for the proposed five (5) new residences is 80+/- gpd. The 2012 NYS DOH Residential Onsite Wastewater Treatment Systems Design Handbook establishes a minimum design flow of 110 GPD per bedroom for new construction of modern fixtures.

**STATUS:**

- **Applicant provided an updated Full Part I Environmental Assessment Form changing the proposed use of water and the generation of liquid wastes on page 5 to reflect 1,100 gpd.**

**DISCUSSION:**

Scott Henze stated that, as part of the Coordinated Review conducted by the Planning Board, the Planning Board received correspondence back from the NYSDOH, whereby NYSDOH agreed with the Planning Board acting as the SEQR Lead Agency. However, identified that within the applicant's Part I Full Environmental Assessment Form, it was identified that the five (5) new proposed new residences would utilize approximately 80+/- gpd. Scott Henze stated that the NYSDOH identified that the 2012 version of the NYSDOH Residential On-site Wastewater Treatment System Design Handbook establishes the minimum of 110 gpd per bedroom. Planning Board members identified that the Part I Full Environmental Assessment Form has been corrected to include the 2012 NYSDOH residential on-site calculations.

**End Sketch Plan Procedures**

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**Start of Major Subdivision Preliminary Plat Procedures**

**D. Major Subdivision - Preliminary Plat**

**1. Application Procedure**

Prior to filing an application for the approval of a plat, the applicant shall file an application for the approval of a preliminary plat. The application shall:

- a. Be made on forms available at the office of the Code Enforcement Officer.
- b. Include all land that the applicant proposes to subdivide.

- c. Be accompanied by an original and 7 copies of the preliminary plat and supplementary material described in Subsection G(7), Preliminary Plat of these regulations.
- d. Comply in all respects with the requirements specified in Subsection F, General Requirements and Design Standards of these regulations and with the provisions of Section 276 and Section 277 of New York State Town Law.
- e. Be submitted to the Clerk of the Planning Board.
- f. Be accompanied by fees as specified by the Town Fee schedule.

2. Required Data and Documents - Preliminary Plat

- *The Planning Board should review the Preliminary Plat requirements (page 110) with the applicant at this time. The Planning Board should indicate what requirements will be required (Comply), what requirements will be waived (Waive) or what requirements have been met (Accepted).*
- **During the June 9 and July 14, 2020 meetings, the Planning Board determined the following:**
  - (d) Location, bearings and distances of trace boundary including georeferencing information or latitude and longitude coordinates of the plat as available. **(Comply) (~~Waive~~) (~~Accepted~~)**

Comments:

- Planning Board members requested that the base elevation be included on the subdivision plat with the elevations contours that are currently used be updated to actual elevation contours.

**STATUS:**

- **Updated subdivision plat includes map note No. 4 that references "contour elevations are based on local benchmark. Elevations are approximately 770' above mean sea level elevation.**

**DISCUSSION:**

Chairman Smith reviewed the status to the comments made by the Planning Board in regards to the wording of the sea level elevations and determined that the correct wording has been utilized.

- (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. **(Comply)** ~~(Waive)~~ ~~(Accepted)~~

Comments:

- Planning Board identified that they would like a list as map note or other of all property owners to include the SBL and address in the map of all properties within 200 feet of the property boundary to include those on the opposite side of the road that currently are not identified.

**STATUS:**

- **Updated subdivision plat includes property information as requested.**

DISCUSSION: Planning Board members identified that the updated subdivision plat does include the list of the property owners to include Section, Block and Lot numbers within 200 feet of the property.

- (h) Location, name and dimensions of existing streets, easements, deed restrictions, zoning district boundaries, property lines, buildings, parks and public properties. **(Comply)** ~~(Waive)~~ ~~(Accepted)~~

Comments:

- Planning Board members identified that there is some confusion as to how the proposed 60 foot ROW crosses lots 1-4 and how that easement will be within the deeds of those particular parcels. Planning Board members would like further information on this.

**STATUS:**

- **Updated subdivision plat includes map note #2 "right of ways will be granted from existing roadway to access lots as shown".**

DISCUSSION: Planning Board members discussed the proposed 60' right-of-way that crosses Lots 1-4 and identified that the map note #2 has been included referencing that right-of-ways will be granted from existing roadway to access lots shown indicating 20' wide right-of-way easements.

- **See handout "Declaration of shared access easement and maintenance agreement".**

\*During the July 14, 2020 meeting, the Planning Board requested Scott Henze send a copy of the “Declaration of shared access easement and maintenance agreement” to the Town Attorney to request an estimate of fees associated with the Town Attorney’s legal review as identified under Article 2: Permits and Approval Process – seek professional assistance of the Town of Northampton Subdivision Regulations.

**STATUS:**

- **Scott Henze sent letter dated July 20, 2020 to Town Attorney. To date, no response has been provided.**

DISCUSSION: Chairman Smith reviewed the background information as identified within the Agenda and asked Scott Henze whether or not he had received a response from the Town Attorney to date. Scott Henze stated that he has not heard a response from the Town Attorney and has called and left messages on the Attorney’s phone. Scott Henze stated that Town Clerk Elaine Mihalik has also contacted the Town Attorney on the same matter and has also not received a response. Scott Henze stated that this issue is not the fault of the applicant and recommended that the Planning Board take that into consideration if the Planning Board acts on the subdivision at this time. Scott Henze stated that the Planning board could place a condition on an approval that the Town Attorney approves the Declaration of Shared Access Easement and Maintenance Agreement that would then become a part of the approved subdivision.

- (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. **(Comply)**  
~~(Waive)~~ ~~(Accepted)~~



Comments:

- Planning Board members identified that, per the Town of Northampton Zoning Regulations, proposed streets or roads also include private roads and would like a note of the proposed grade be identified on the subdivision plat.
- Updated subdivision plat includes an inset of the proposed road cross section and road profile.
- **During the July 14, 2020 meeting, the Planning Board identified that the applicant will be required to contact the following to discuss the proposed Private Road:**
  1. **Highway Superintendent to discuss the road specifications and access onto Bunker Hill Road (line of sight).**
  2. **Fire Chief of the Northville Volunteer Fire Department to discuss the road specifications and turn-around/fire access.**

**STATUS:**

- **By way of letter dated August 11, 2020, the Town of Northampton Highway Superintendant provided comments on the proposed location and culvert. \*See handout.**

DISCUSSION: Planning Board members reviewed the letter submitted from the Town of Northampton Highway Superintendent dated August 11, 2020 and found no exceptions.

- **By way of email dated August 10, 2020, the Northville Volunteer Fire Chief provided comments on the proposed road specifications and emergency access. \*See handout.**

DISCUSSION: Planning Board members reviewed the e-mail correspondence between Chris Foss and Northville Volunteer Fire Chief Owen Jensen in regards to the proposed road specifications and turnaround area being 120' in diameter for emergency vehicles to ingress and egress and turn around. Planning Board members noted that Mr. Jensen recommended that the road be a minimum of 20' wide so that emergency vehicles can pass side by side. Member Anker identified that Mr. Jensen is requesting roughly 6" to 8" of stone bedding and not the 4" as proposed. Scott Henze asked Michael Keereoja whether or not he was in agreement with the recommended

changes in regards to the road's specifications? Mr. Keereoja indicated that he would comply with all that is being proposed.

- (m) Lot lines of all proposed or existing lots, and suggested building envelopes. **(Comply)** (~~Waive~~) (~~Accepted~~)

Comments:

- Planning Board requested clarification as to whether or not there will be additional lots created on the larger lots in the future.

**STATUS:**

- **Updated subdivision plat includes map note No. 6 indicating that "no further subdivision of property is allowed".**

DISCUSSION: Planning Board members had no further comments.

- (p) A copy of the Adirondack Park Agency response to either a Jurisdiction Inquiry Form or permit application (as applicable). **(Comply)** (~~Waive~~) (~~Accepted~~)

**STATUS:**

- **Application included a copy of the Jurisdictional Determination J2011-0445A from the NYS Adirondack Park Agency dated November 29, 2011.**
- **The Planning Board coordinated the SEQR review with the APA. The APA responded via letter dated June 30, 2020 and did not reference any further action by the APA at this time.**

DISCUSSION: Scott Henze stated that he contacted Matthew Brown, Environmental Program Specialist at the APA, in reference to the November 29, 2011 non-jurisdictional determination that was submitted along with the application. Scott Henze stated that he and Mr. Brown reviewed the proposed subdivision layout as it stands today in reference to the subdivision layout that was submitted as part of the non-jurisdictional determination in 2011. Scott Henze stated that Mr. Brown indicated that as long as there is no disturbance to the wetlands on the property that the APA would continue to play a non-jurisdictional roll.

- (s) Other data which must be available for consideration of the subdivision at this stage.

Comments:

- Soils Perc Test on each Lot in location of proposed building site.

**STATUS:**

- **Updated subdivision plat includes Perc Test Results as performed on June 25, 2020.**

DISCUSSION: Planning Board members had no further comments.

E. Public Hearing - Preliminary Plat

- A Public Hearing shall be held by the Planning Board within 62-days from the time of the 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.
  - Does the Planning Board feels as though there is enough information to schedule a Public Hearing at this time?
  - Date, time, in-person or Zoom?
- **During the July 14, 2020 meeting, the Planning Board scheduled a Public Hearing for August 11, 2020.**

MOTION: To open the public hearing at 7:14 p.m.

MADE BY: Member Anderson

SECONDED: Member Conkling

VOTE: 5 in favor, 0 opposed

Speakers: None

MOTION: To close the public hearing at 7:15 p.m.

MADE BY: Member Conkling

SECONDED: Member Anderson

VOTE: 5 in favor, 0 opposed

F. Complete SEQR:

- Does the Planning Board feel that there has been enough information provided in order to complete SEQR?

DISCUSSION: Scott Henze stated that prior to the Planning Board taking an action on the preliminary plat that SEQR should be completed. Scott Henze stated that the majority of the work in approving a major subdivision application takes place during the preliminary plat process of the subdivision. Scott Henze stated that there should not be many changes, if any, between the preliminary plat and final plat of a subdivision.

MOTION: To declare that the Town of Northampton Planning Board act as the SEQR Lead Agency and to authorize the Fulton County Planning Department to complete Parts 2 and 3 of the Full Environmental Assessment Form on the board's behalf and to file a Negative Declaration under SEQR for the Upstate Boys Club, LLC Subdivision Application No. P03-20 in the Town of Northampton since:

1. The project meets the minimum area requirements of the Town of Northampton.
2. There will be no significant traffic impacts stemming from this proposed action.
3. The NYS Adirondack Park Agency issued an non-Jurisdictional Determination J2011-0445 dated November 29, 2011 and a Letter of Compliance dated March 3, 2020 reflecting the original Agency Permit 2019-0118.

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

G. Action on Preliminary Plat:

- Within sixty-two (62) days after the date of such hearing, the Planning Board shall approve, with or without modification or disapprove such preliminary plat and the ground for modification if any or the ground for dismissal or disapproval shall be stated upon the records of the Planning Board. The time in which the Planning Board must take action on such plat may be extended by mutual consent of the subdivider and the Planning Board. When so approving a preliminary plat, the Planning Board shall state, in writing, modifications, if any, as it deems necessary for submission of the plat in final form.

MOTION: To approve the Upstate Boys Club, LLC preliminary plat Project No. P03-20 with the following conditions:

1. That the Town of Northampton Attorney approve the submitted Declaration of Shared Access Easement and Maintenance Agreement.

MADE BY: Member Anderson

SECONDED: Member Anker

VOTE: 5 in favor, 0 opposed

### **End of Major Subdivision Preliminary Plat Procedures**

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### **Start of Major Subdivision Final Plat Procedures**

#### **6. Required Data and Documents - Final Plat**

- *The Planning Board should review the Final Plat requirements (page 112) with the applicant at this time. The Planning Board should indicate what requirements will be required (Comply), what requirements will be waived (Waive) or what requirements have been met (Accepted).*

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. (Comply) (Waive) **(Accepted)**
- (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. (Comply) (Waive) **(Accepted)**
- (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. (Comply) (Waive) **(Accepted)**
- (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). (Comply) (Waive) (**Accepted**)

- (f) Setback lines. (Comply) (Waive) (**Accepted**)
- (g) Location, size and invert elevations of existing and proposed stormwater drains and sanitary sewers; the exact location of utilities and fire hydrants. (Comply) (Waive) (**Accepted**)
- (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. (Comply) (Waive) (**Accepted**)
- (i) Location of street trees, street lighting standards and street signs. (Comply) (Waive) (**Accepted**)
- (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. (Comply) (Waive) (**Accepted**)
- (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. (Comply) (Waive) (**Accepted**)
- (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. (Comply) (Waive) (**Accepted**)
- (m) Necessary agreements in connection with required easements or releases. (Comply) (Waive) (**Accepted**)
- (n) Formal offers of cession to the Town of all streets and public parks. (Comply) (Waive) (**Accepted**)

DISCUSSION: Planning Board members quickly reviewed the Final Plat requirements and referenced that the Planning Board has determined that the preliminary plat as approved is sufficient to be deemed the Final Plat.

#### 7. Public Hearing on Final Plat:

- Within sixty-two (62) days of the submission of a plat in final form for approval, a hearing shall be advertised at least once in newspaper of general

circulation of the Town at least five (5) days before such hearing provided, however, that when the Planning Board deems the final plat to be in substantial agreement with the preliminary plat approved under Subsection D(4) preliminary plat of this article and modified in accordance with the requirements of such approval if such preliminary plat has been approved with modification, the Planning Board may waive the requirement for such public hearing.

➤ **Does the Planning Board wish to hold a second Public Hearing on the application for the Final Plat?**

DISCUSSION: Planning Board members discussed whether or not a second Public Hearing would be required for the Final Plat and determined that a second Public Hearing would be waived.

8. Final Plat Approval:

MOTION: To approve with conditions the Upstate Boys Club, LLC's major subdivision application Project No. P03-20 final plat and authorize the Chairman to stamp and sign said plat once the condition has been met and all associated application fees have been satisfied.

Condition 1: That the Town of Northampton Town Attorney approves the Declaration of Shared Access Easement and Maintenance Agreement.

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

-----End of Agenda Item-----

**IV. MICHAEL & CARMELA PASQUARELLA LOT LINE ADJUSTMENT REQUEST (PROJECT P02-2020) CONT'D:**

A. Background:

The applicants are proposing a lot line adjustment to property they own having SBL# 76.3-2-13 and affecting adjacent properties having SBL#'s 76.3-2-14 owned by Pasquarella, 76.3-2-15 owned by LA Forest and 76.3-2-9 owned by Viteritti.

Pasquarella - Original Acreage - 1.857ac - Proposed Acreage - 1.448ac  
LA Forest - Original Acreage - .254ac - Proposed Acreage - .565ac  
Viteritti - Original Acreage - 1.3ac+/- - Proposed Acreage - 1.3+/-

The Lot Line Adjustment request is to resolve inconsistencies in the deeds of record. Dimensions and area of the LA Forest Parcel as occupied, assume that the LA Forest parcel is the Vanderhoof exception (from the first parcel in the Pasquarella deed).

All properties are located within the Town's Rural Residential 2 Zoning District requiring a Minimum Lot Area of 1 acre.

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

The applicant has provided the following:

1. Completed application for Lot Line Adjustment dated 6.18.2020.
2. Subdivision of Lands Map of Pasquarella dated 5.12.2020 prepared by Azimuth Surveying & Cartography.
3. Subdivision of Lands Map of Pasquarella dated 5.12.2020 prepared by Azimuth Surveying & Cartography.
4. Letter dated July 27, 2020 from James White of Azimuth Surveying & Cartography with Map Note No. 1 explanation.
5. Letter dated July 26, 2020 concerning Pasquarella/ La Forest.
6. Letter dated July 25, 2020 concerning Pasquarella/Viteritti.
7. Legacy Title Services Title documentation.
8. **New - Description clarification of lot line adjustment request provided by James White, Azimuth Surveying & Cartography.**
9. **New - Copies of property deeds.**

- **During the August 11, 2020 meeting, the Planning Board requested additional clarification as to the nature of the Lot line adjustment request.**

**STATUS:**

- **See email copy of James White dated August 31, 2020.**

**DISCUSSION:**

- **During the August 11, 2020 meeting, the Planning Board requested copies of the deed descriptions for the project properties.**

**STATUS:**

- **See Copies of scanned deeds.**

**DISCUSSION:**



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:

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:

### 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 a Type II action under 6NYCRR Part 617.5(c)(19) requiring no further SEQR action.

DISCUSSION:

MOTION: To classify the proposed Michael & Carmela Pasquarella lot line adjustment having Application No. P02-2020 as a Type II action under 6NYCRR Part 617.5(c)(19) of the SEQR regulations.

MADE BY:  
SECONDED  
VOTE:

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:

MOTION: To \_\_\_\_\_ the request for a waiver to the Town of Northampton Subdivision Regulations and to approve the application for the Michael & Carmela Pasquarella lot line adjustment having Application No. P02-2020 as submitted and to authorize the Chairman to stamp and sign the Lot Line Adjustment map.

MADE BY:  
SECONDED:  
VOTE:

-----End of Agenda Item-----

**V. WOODWARD LAKE PROPERTIES, LLC – MAJOR SUBDIVISION APPLICATION:**

**A. Background:**

- The project sponsor is NY Land and Lakes Development, LLC
- The property owner is Woodward Lake Properties, LLC.
- The project sponsor's authorized representatives are:
  1. Alan M. Lord of NY Land and Lakes.
  2. Bobbi C. Trudel, P.E. of Steven E. Smith Civil & Architectural Engineering.
- The property consists of approximately 1,169 acres and is located within the Town of Northampton (1,158+/-ac) and Mayfield (10+/- ac) and is comprised of the following parcels:
  1. 31.-2-1
  2. 31.-1-2
  3. 17.-1-23
  4. 31.2-1-25
- The primary Town of Northampton Zoning District is Resource Conservation having a minimum lot area of 5 acres.
- The property is located within the following Adirondack Park Land Use Classification Areas:
  1. Rural Use - 580+/- acres requiring 8.5 acres per principal building that would allow for 68 building sites.
  2. Resource Management - 589+/- acres requiring 42.5 acres per principal building that would allow for 13 building sites.\*Under APA density regulations, a total of 81 building sites would be allowed.
- The project sponsor is proposing a 37-lot subdivision of the 1,169+/- acre property with lots ranging in size from 5 acres to 200 acres.
- The Adirondack Park Agency has classified the project as a Class A Regional project since the subdivision will create 20 or more lots in the Rural Use Land Classification area.
- The majority of the property/lots will be accessed via the Town-owned Collins-Gifford valley Road.
- The project will include the construction of a new 3,000 foot road along the east side of Woodward Lake to provide access to the Town-owned High Rock Road.

- The project sponsor is proposing to create the "Woodward Lake Property Owners' Association Inc." that will include the By-laws, Rules and Regulations, Protective Covenants & Annual Budget".
- The project sponsor has submitted a project application to the Adirondack Park Agency and as of August 5, 2020 continues to supply additional information to the agency in order for the application to be deemed complete.

**DISCUSSION:** Planning Board members reviewed the background information as identified within the Agenda. The Planning Board discussed past pre-application meetings with the applicant having a positive result to the formal application of Woodward Lake Properties, LLC. Scott Henze commended the Planning Board on taking a proactive approach to this major subdivision application. Scott Henze stated that it is not the purpose of a Planning Board to undermine or restrict an applicant's ability to propose a subdivision of their property in the Town and continued to state that it is the Planning Board's responsibility to make sure that the application can be the best that it can be and, at the same time, protect the Town as a whole with following the procedures and laws set forth within the Town's Zoning Ordinance and Subdivision Regulations.

**B. Documentation Submitted/Other:**

The applicant submitted the following other materials:

1. Completed Town of Northampton Subdivision application dated 7/28/2020 that is pending and official Town project No. P05-2020.
2. Copy of property deeds.
3. Copy of Preliminary Subdivision Plat prepared by Lawson Surveying & Mapping, Robert J. Lawson, L.S.
4. Copy of the Articles of Organization of Woodward Lake Properties, LLC.
5. Copy of a completed Part 1 Full Environmental Assessment Form.
6. Copy of Adirondack Park Agency project No. 2018-0123 Notice of Incomplete Application dated 3/5/20.
7. Copy of Adirondack Park Agency project No. 2018-0123 Notice of Incomplete Application dated 8/5/20.
8. Copy of Woodward Lake Large Scale Subdivision Application book dated February 1, 2020 referencing APA Project 2018-0123.
9. Copies of progress prints prepared by Steven E. Smith Civil & Architectural Engineering dated 6/17/20.
10. Copy of Stormwater Pollution Prevention Plan.
11. Copy of APA Wetland Delineation Report dated 7/2/20.
12. Copy of APA Biological Report dated 1/9/20.
13. Copy of U.S. Army Corps of Engineers Wetland Delineation Report dated 7/15/20.

14. Copy of a CD Containing all application materials.

DISCUSSION: Planning Board members reviewed the documentation and other materials as identified within the Agenda. Scott Henze stated that the Town of Northampton has recently hired a new Code Enforcement Officer and that he would be reviewing the Project Application with the Code Enforcement Officer to bring him up to speed. Scott Henze stated that the Code Enforcement Officer will be addressing the application fee, as well as identifying what the Project Number will be for the project moving forward. Scott Henze stated that a copy of all of the information submitted will also be located in the Town Clerk's Office for any one member of the public or Planning Board members to review. Scott Henze stated that, typically, the Code Enforcement Office would also have a copy for the public to review. However, since the Code Enforcement Officer only has office hours in the Town of Northampton on Wednesdays, that it would be more appropriate to keep the project application materials with the Town Clerk. Chairman Smith asked Mr. Henze how many copies of the CD he has. Scott Henze stated that he was provided with one (1) copy of the CD. However, he could make more if needed.

C. Subdivision Approval Procedure

1. Pre-Application Procedure

a. Pre-Application Meeting (Required for Major Subdivision)

- For applicant and Board to discuss a subdivision concept.
- Discuss SEQR.
- To determine if subdivision is major or minor.

b. Resource Analysis (Required for Major Subdivision)

- The required information to be included within the Resource Analysis is as follows:

a. The proposed subdivision name or identifying title, and the words "Town of Northampton, Fulton County, New York."

b. The name of the property owner(s) and the authorized applicant, if different from the property owner(s).

c. Aerial map at a scale of 1" = 400' or larger, showing the location of the proposed subdivision parcel with respect to all streets and property within 1,000 feet of the applicant's parcel and superimposed with 10'

contours, NYSDEC wetlands, NWI wetlands, floodplains, streams, water bodies, NYSDEC Natural Heritage Program data, and public trails.

- d. A list including general location of features known to exist on the parcel including but not limited to historic buildings, stone walls, rock outcrops, significant trees and stands of trees, potential wildlife habitats and view sheds. This list is a preliminary step in identifying existing features and is subject to modification and interpretation of the reviewing bodies.
- e. Provide an 8½ x 11 soils map indicating if Prime and/or Statewide important soils, as defined by the Soil Survey of Fulton County New York, exist on the property.
- f. General subdivision information necessary to explain and/or supplement the Aerial Map.

- Does the Planning Board agree that the above Resource Analysis items have been provided?

DISCUSSION: Planning Board members identified that, given the magnitude of this subdivision project in the Town of Northampton, and the extensive involvement with the APA, that the Resource Analysis requirements within the Town of Northampton's Zoning and Subdivision Regulations have been exceeded with the regulations of the APA. Planning Board members discussed the importance of maintaining a parallel path with the APA's extensive review of the subdivision. Scott Henze stated that although local Planning Boards try to do their best when identifying environmental constraints, as well as other potential environmental issues, it would be very difficult without local municipalities hiring outside professionals to perform an extensive review such as that of the APA.

c. Sketch Plan

- 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 agree that any of the above Sketch Plan items have been provided?
- Does the Planning Board agree that the subdivision is a Major Subdivision?

**DISCUSSION:** Planning Board members quickly reviewed the Sketch Plan items as identified within the Agenda and, once again, noted that, during past pre-application meetings with the applicant, as well as the requirements of the APA in regards to the project, that the project is well past the Sketch Plan phase of the review. Planning Board members did note that the subdivision is deemed a major subdivision application.

- SEQR - The Planning Board must initiate SEQR upon completion of the sketch plan phase of the Pre-Application process, and when a Preliminary Plat application is determined to be complete. SEQR shall be completed prior to approval of the Preliminary Plat.
  - Does the Planning Board feel that there is enough information provided to start the SEQR process at this time?
- The Fulton County Planning Department has reviewed the subdivision project application in reference to 6NYCRR Part 617 State Environmental Quality Review (SEQR) and has identified that the application can be considered as a Type II action under Part 617.5 Type II Actions (c) Actions not subject to a SEQR Review (36):

"Actions subject to the class A or class B regional project jurisdiction of the Adirondack Park Agency or a local government pursuant to section 807, 808 and 809 of the Executive Law, except class B regional projects subject to review by local government pursuant to section 807 of the Executive Law located within the Lake George Park as defined by subdivision one of section 43-0103 of the Environmental Conservation Law".

**DISCUSSION:** Chairman Smith asked Scott Henze to explain the NYS Environmental Quality Review process in relation to the review process conducted by the APA when it pertains to SEQR. Scott Henze reviewed the information as identified within the Agenda and specifically referenced the paragraph within 6NYCRR Part 617 that classifies the Woodward Lake Properties, LLC major subdivision application as a Type II action. Scott Henze asked Planning Board members if the Planning Board were to perform their own SEQR, what other Involved Agencies would the Planning Board be able to



identify? Chairman Smith stated that the first agency would be the APA. Member Anker stated that, potentially, the NYS Department of Environmental Conservation (NYSDEC). Member Conkling stated that the U.S. Army Corps of Engineers for wetlands. Member Groff identified that if the applicant is requesting the Town Board to take over the proposed 3,000' access road that, potentially, the Town Board would be identified as an Involved Agency. Scott Henze asked Alan Lord if all of the Involved Agencies identified by Planning Board members have been coordinated with through the review by the APA? Alan Lord indicated that all of those agencies have been coordinated with by the APA and comments made are a part of the application package to date. Alan Lord indicated that NYSDEC is involved due to the one (1) dam that is used to impound Woodward Lake. Scott Henze stated that, given the fact that the APA is coordinating with all of the Involved Agencies that the Town would coordinate through the SEQR process that he recommends that the Planning Board acknowledge that they looked at the NYS Environmental Quality Review and determined that the project is a Type II Action as identified within the Agenda. Planning Board members agreed.

**MOTION:** To classify the Woodward Lake Properties, LLC major subdivision application Project No. P05-2020 as a Type II Action under 6NYCRR Part 617.5(C)(36) "Actions subject to the class A or class B regional project jurisdiction of the Adirondack Park Agency or a local government pursuant to section 807, 808 and 809 of the Executive Law, except class B regional projects subject to review by local government pursuant to section 807 of the Executive Law located within the Lake George Park as defined by subdivision one of section 43-0103 of the Environmental Conservation Law".

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

### **End Sketch Plan Procedures**

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### **Start of Major Subdivision Preliminary Plat Procedures**

#### **D. Major Subdivision - Preliminary Plat**

##### **1. Application Procedure**

Prior to filing an application for the approval of a plat, the applicant shall file an application for the approval of a preliminary plat. The application shall:

- a. Be made on forms available at the office of the Code Enforcement Officer.

- b. Include all land that the applicant proposes to subdivide.
- c. Be accompanied by an original and 7 copies of the preliminary plat and supplementary material described in Subsection G(7), Preliminary Plat of these regulations.
- d. Comply in all respects with the requirements specified in Subsection F, General Requirements and Design Standards of these regulations and with the provisions of Section 276 and Section 277 of New York State Town Law.
- e. Be submitted to the Clerk of the Planning Board.
- f. Be accompanied by fees as specified by the Town Fee schedule.

DISCUSSION: Planning Board members identified that the application materials that have been provided to date are satisfactory. However, the applicant is still required to pay the application fees as identified within the Town's fee schedule and acknowledge that, since the Town has had issues in recent months staffing the Code Enforcement Office, that the Planning Board will continue to review the major subdivision application on the understanding that the applicant will satisfy the application fees as quickly as possible.

## 2. Required Data and Documents - Preliminary Plat

- *The Planning Board should review the Preliminary Plat requirements (page 110) with the applicant at this time. The Planning Board should indicate what requirements will be required (Comply), what requirements will be waived (Waive) or what requirements have been met (Accepted).*
  - a. Data required by Subsection G.2. General Requirements:
  - b. A NYS Licensed Land Surveyor shall be required for all subdivision plats. (Comply) (Waive) **(Accepted)**
  - c. A NYS Licensed Engineer shall be required for all Major subdivision plats. (Comply) (Waive) **(Accepted)**
  - d. 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. (Comply) (Waive) **(Accepted)**
  - e. (b) The name of the property owner(s) and the authorized applicant, if different from the property owner(s). (Comply) (Waive) **(Accepted)**

- f. (c) Tax number of all parcels to be subdivided. (Comply) (Waive) **(Accepted)**
- g. (d) Location, bearings and distances of trace boundary including georeferencing information or latitude and longitude coordinates of the plat as available. (Comply) (Waive) **(Accepted)**
- h. (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. (Comply) (Waive) **(Accepted)**
- i. (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. (Comply) (Waive) **(Accepted)**
- j. (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. (Comply) (Waive) **(Accepted)**
- k. (h) Location, name and dimensions of existing streets, easements, deed restrictions, zoning district boundaries, property lines, buildings, parks and public properties. (Comply) (Waive) **(Accepted)**
- l. Location of existing sewers, water mains, culverts and storm drains, if any, including pipe sizes, grades and direction of flow. (Comply) (Waive) **(Accepted)**
- m. (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. (Comply) **(Waive)** (Accepted)

PLANNING BOARD DISCUSSION: Planning Board members identified that the project application materials identify a significant amount of natural features to satisfy the watercourses, wetlands, rock outcrops, stone walls, forested area etc. Planning Board members accepted those identifications and

waived the need to identify single trees having a dbh or greater.

- n. (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. (Comply) (Waive) (**Accepted**)
- o. (l) Proposed provision of sanitary waste disposal, water supply, fire protection, stormwater drainage, street trees, streetlight fixtures, street signs and sidewalks. (**Comply**) (Waive) (Accepted)

DISCUSSION: Planning Board members asked Bobbi Trudeau to provide an overview of the on-site sanitary waste disposal for the lots. Ms. Trudeau stated that every lot has an on-site septic system design specific to the lot's soil and environmental conditions. Planning Board members noted that, during a previous pre-submission meeting with the Fire Chief of the Northville Volunteer Fire Department, it was noted that the Fire Chief requested that the project include a dry hydrant along the Collins-Gifford Valley Road. Alan Lord stated that his attorney recommended that the project not include the installation of a dry hydrant for fire protection services as if the project were to have installed such infrastructure and there was an issue with its operation that they may be liable. Alan Lord indicated that the project will include an easement over the property in order for the Town and/or the Volunteer Fire Department to install said dry hydrant and to access said dry hydrant in the future. Alan Lord also identified that the Town Highway Superintendent requested that a 60' wide easement be granted to the Town for the maintenance of the Collins Gifford Valley Road. Mr. Lord stated that, with the widening of this easement for the road, it would also encompass the easement for the dry hydrant.

- p. (m) Lot lines of all proposed or existing lots, and suggested building envelopes. (Comply) (Waive) (**Accepted**)
- q. (n) Conceptual future plans for the parcel, if any. (Comply) (Waive) (**Accepted**)

DISCUSSION: Planning Board members asked Mr. Lord whether or not there could or would be any conceptual future plans for any of the parcels given that, although the application is to develop 37 lots, the APA's density requirements would allow for a greater number of lots. Mr. Lord indicated that there is a deed restriction on the property that there will be no further subdivision of land above 37 lots.

- r. (o) Location and approximate dimensions of all property proposed to be reserved for park or public uses. (Comply) (Waive) (**Accepted**)

DISCUSSION: Member Groff stated that, during a pre-application meeting, he requested that there be consideration made for public access from the Collins-Gifford Valley Road to a popular lookout area and New York State property. Member Groff asked Mr. Lord to point out the location of the public access on the survey map. Mr. Lord referenced a 25' wide hiking trail easement across from the common area along Collins-Gifford Valley Road and proceeding west along Robert Sweet Road to a point then turning northwest approximately 2,598 feet to a point then north approximately 195 feet to State land. Member Groff thanked Mr. Lord for incorporating this public access hiking trail easement into the project.

- s. (p) A copy of the Adirondack Park Agency response to either a Jurisdiction Inquiry Form or permit application (as applicable). (Comply) (Waive) **(Accepted)**
- t. (q) Information on all other County and State permits required for subdivision plat approval. (Comply) (Waive) **(Accepted)**
- u. (r) A written statement of any requests for specific waivers of requirements by the Planning Board. (Comply) (Waive) **(Accepted)**
- v. (s) Other data which must be available for consideration of the subdivision at this stage.

### 3. General Requirements and Design Standards for Subdivisions:

*The Planning Board should review the General Subdivision Requirements and Design Standards (page 97) with the applicant at this time. The Planning Board should indicate what requirements will be applicable to the application and what will not. For those that will be applicable, the Planning Board should indicate what will be required.*

- (4) Minimum Lot Standards
- (5) Streets (to include Private Roads)
- (6) Blocks (N/A)
- (7) Driveways
- (8) Preservation of Open Space
- (9) Reservations and Dedications

DISCUSSION: The Planning Board reviewed the proposed 3,000' road (Woodward Lake Drive) along the east side of Woodward Lake that would provide access to the Town-owned High Rock Road for Lots 22-31 on the west side of

proposed Woodward Lake Drive, as well as Lots 32-37 on the east. Alan Lord indicated that proposed Woodward Lake Drive would stay a private road under the Woodward Lake Property Owners Association that would include the Bylaws, Rules and Regulations, Protected Covenants and annual budget otherwise known as a Property Homeowners Association and there would be no request to the Town to take over the ownership of the road. Ms. Trudeau stated that the private road would be constructed to meet the Town road specification standards. Planning Board members discussed the locations of driveways, as well as the specifications for driveways within the Town's Zoning and Subdivision Regulations. Alan Lord identified that the locations of the driveways are being extensively reviewed by the APA and the APA is determining where those driveways can be placed. Planning Board members identified that of 1,169 acres of land within the subdivision there is minimal acreage being physically developed. Planning Board members identified that the majority of the acreage will continue to remain as privately-owned open space to also include a large common area located at the south basin of Woodward Lake.

#### 4. Public Hearing - Preliminary Plat

- A Public Hearing shall be held by the Planning Board within 62-days from the time of the 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.
  - Does the Planning Board feels as though there is enough information to schedule a Public Hearing at this time?
  - Date, time, in-person or Zoom?

**DISCUSSION:** Planning Board members discussed whether or not the application was complete enough to schedule a public hearing at this time. Chairman Smith stated that, it is of his opinion that the project application materials are complete enough to move forward with scheduling a public hearing for public comments to be made on the application. The Planning Board discussed the scheduling of the public hearing in relation to restrictions due to COVID and the Governor's Executive Orders. Member Anker suggested that the public hearing notice that is to be placed in the local newspaper as well as those copies that are to be sent to all properties within 100' of the properties via certified mail should state that written comments could be provided up to the day of the public hearing. Planning Board members agreed that this would be a good idea. The Planning Board agreed that the public hearing should be held at the Town Hall location.

However, the conference room would need to be arranged such that there could accommodate social distancing restrictions. Planning Board members identified that there may need to be a certain number of people allowed within the conference room area to make their comments and then would be required to leave whereby bringing in an additional number of persons to comment. Chairman Smith identified that there may need to be a time restriction placed on the comment period for each speaker. Scott Henze stated that he would work out the logistics with the Town Clerk and Code Enforcement Officer prior to the hearing date.

MOTION: To schedule a public hearing on the Woodward Lake Properties, LLC major subdivision application Project No. P05-2020 for Wednesday, September 2<sup>nd</sup>, at 5:00 p.m., at Town of Northampton Town Hall.

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

**End of Major Subdivision Preliminary Plat Procedures**

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**VI. COMPREHENSIVE (MASTER) PLAN UPDATE CONT'D:**

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	Draft 8/13/19
i. <b>Recreation</b>	<b>Draft 9/9/19</b>
j. Economic Development	
k. Appendix A Land Use Analysis	
l. Appendix B APA Land Use Analysis	
m. Appendix C Public Opinion Survey Report	

**\* The Planning Board's September 10, 2019 meeting was the last date that the Board discussed the Comprehensive Plan.**

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 Complete
- f. Water/Sewer
  - a. Review revised Water/Sewer chapter dated September 9, 2019.
    - o Review Village of Northville Comprehensive Plan for Water & Sewer.
    - o Review Fulton County Smartwaters report regarding Town of Northampton Water/Sewer infrastructure.
    - o Review Town/Village Hamlet Economic Development Plan 2014

**PLANNING BOARD DISCUSSION:** Scott Henze passed around the draft Water/Sewer Chapter and Transportation Chapter that were revised and dated September 9, 2019. Scott Henze stated that the comments made during subsequent meetings were factored into each draft chapter. However, the Planning Board has yet to deem the chapters to be complete. Scott Henze stated that, given that the Planning Board has not worked on the remaining chapters of the

Comprehensive Plan for nearly a year, he would send the July and August 2019 meeting minutes to Planning Board members to refresh their memories as to where the various chapters of the Comprehensive Plan were left off. Chairman Smith requested that Planning Board members review the draft chapters as provided, as well as the meeting minutes to be sent to them in preparation for a continued discussion of the chapters after the September 2, 2020 meeting.

g. Transportation

- b. Review draft Transportation chapter dated September 9, 2019.
  - o Review Village of Northville Comprehensive Plan for Transportation.
  - o Review Town/Village Hamlet Economic Development Plan 2014

PLANNING BOARD DISCUSSION:

h. Recreation

- c. Review existing Recreation Chapter.

PLANNING BOARD DISCUSSION:

**VII. CHAIRMAN'S REPORT:**

DISCUSSION: Chairman Smith stated that, with the change in Code Enforcement for the Town, temporary Code Enforcement Officer Todd Unislowski will only be holding office hours on Wednesdays as he is also the full-time Code Enforcement Officer for the Town of Johnstown. Chairman Smith stated that the Town of Johnstown Planning Board also holds their monthly meeting on the same date and time as the Town of Northampton does. Chairman Smith stated that he is recommending that the Planning Board temporarily change their meeting date and time to accommodate Mr. Unislowski's schedule in order for him to attend future meetings. Planning Board members identified that the first or third Wednesdays at 5:00 p.m. would be possible meeting dates and times for the Planning Board to hold meetings. Chairman Smith asked Scott Henze to confirm with the Town Clerk as to the status of the availability of the conference room for all Wednesdays in the month.

**VIII. OTHER BUSINESS:**

None.

**IX. CLOSE OF THE MEETING:**

MOTION: To close the meeting at 9:00 p.m.

MADE BY: Member Groff

SECONDED: Member Anderson

VOTE: 5 in favor, 0 opposed