

**TOWN OF FORESTPORT
PLANNING BOARD MEETING MINUTES
For
October 14, 2014
Planning Board
6:30 P.M.**

**12012 Woodhull Road
Forestport Town Hall**

PLANNING BOARD MEETING MINUTES

October 14, 2014

6:30 P.M.

MEMBERS PRESENT:

TJ Entwistle, Chairman

Mary Rieth

Ginger Swasey

Paul Rejman

Kim Kratzenberg, Secretary

MEMBERS ABSENT:

Thomas Althoff, Co-Chairman

****NOTE** – When scheduling the 2014 meetings, the meeting was changed from Monday night to Tuesday night because of the Columbus Day Holiday

1. Call Meeting to Order:

- The October 14, 2014 Planning Board Meeting was called to order at 6:40 P.M. by Chairman Entwistle.

2. Pledge of Allegiance:

- Recited

3. Review and Approve Minutes:

A. September 8, 2014 Regular Planning Board Meeting Minutes

****** A motion was made by Member Swasey and seconded by Member Rejman to approve the September 8, 2014 Planning Board Meeting Minutes with the following changes:

- Pages 2, 3, & 4 change tax map no. 1.000-1-34.1 to now read 8.001-1-34.1 in every place that it appears.

The vote went as follows:

TJ Entwistle – YES
Mary Rieth – YES
Ginger Swasey – YES
Paul Rejman – YES
Thomas Althoff – ABSENT

4. Subdivision / Parcel Line Adjustment Activity / Merge:

A. Renee Lee – 2 lot subdivision:

- 8.001-1-34.1
- The Planning Board Secretary presented the Planning Board with an “orange” packet for this matter.
- At the September meeting a motion was made to schedule and hold a public hearing on October 14, 2014 at 6:00 P.M. for the proposed two (2) lot subdivision of lands of Renee Lee (8.001-1-34.1).
- The public hearing was cancelled on October 9, 2014 after discussion between Chairman Entwistle and Renee Lee because Mrs. Lee’s proposal has since changed.
- The Lees have a camp on the backside of Little Long Lake which has no road access to it. The only access is by water. Therefore the Town’s minimum 200’ of road frontage requirement does not pertain to this matter.
- At the September meeting, the Board asked Mrs. Lee how the purchasers would access this property; is there a right of way? Mrs. Lee stated that in 2010 she purchased a 20’ wide strip of land from Judson Foster to be used as a right of way to access property across the lake. This went before the Planning Board at the time and a map was recorded in the Oneida County Clerk’s Office (M2010-000212).
- 8.001-1-34.1 is approximately 400’ x 260’ and Mrs. Lee would like to divide the piece directly in half - (200’ x 260’) making each lot approximately 52,000 sq. feet. The 52,000 sq. ft. exceeds the minimum 40,000 sq. ft. requirement of the Town of Forestport Site Review Law. This has since changed as of tonight’s meeting.
- Discussion took place regarding the illegal subdivision that took place on 8.001-1-34 in 2002 creating 4 new lots. This took place without Town of Forestport Planning Board approval nor Adirondack Park Agency’s approval. The Board feels that this needs to be corrected before the Board can move forward.
- Chairman Entwistle and Member Rieth visited the right of way that would be used to gain access to these newly subdivided lots across the lake. Discussion took place regarding the right of way.
- Chairman Entwistle brought the planning board members up to speed on what Mrs. Lee now intends to propose.

- Chairman Entwistle would like to have the board's approval to meet with Renee Lee and review her newest proposal and possibly suggest a few things to help expedite the process as much as possible.

B. Joseph Petracca – 3 lot subdivision with 2 parcel line adjustments:

- The Planning Board Secretary presented the Planning Board with a “green” packet for this matter.
- At the September meeting a motion was made to schedule and hold a public hearing on October 14, 2014 at 6:15 P.M. for the proposed three (3) lot subdivision with 2 parcel line adjustments of lands of Joseph Petracca (1.004-1-1.1, 2.003-1-2.1, 1.004-1-45.1, and 1.000-1-6). The hearing was held.
- 1.004-1-1.1, 2.003-1-2.1, 1.004-1-45.1, 1.000-1-6
- Approximately 190 +/- acres of land.
- Mr. Petracca was present for this matter.
- At the September meeting Mr. Petracca presented the Planning Board with a preliminary map done by Moncrief Land Surveying, Lowville, NY – Project No. 12112 dated November 19, 2013 of the proposed subdivision/parcel line adjustments.
- Lot 1 = 1.044 +/- acres; Lot 2 = 1.712 +/- acres; Lot 3 = 130.089 +/- acres; Lot 610 (to be known as Lot 4) = 0.246 +/- acres; Remaining Lands (to be known as Lot 5) = 57.108 +/- acres.
- Lot 610 to be known as Lot 4 and “Remaining Lands” to be known as Lot 5 will have parcel line adjustments. Lot 610 will be sold to the adjoining land owner (Thomas Kiely a/k/a Camp K5LLC) and immediately merged with his existing piece – 2.003-1-15. “Remaining Lands” to be kept by Mr. Petracca.
- Mr. Petracca completed his part of the short SEQR form and returned it back to the Planning Department on September 22, 2014. Chairman Entwistle completed Part 2 – Impact Assessment on behalf and permission from the Planning Board and determined that “based on the information and analysis given and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts”.
- At the September meeting a motion was made to accept the preliminary map provided with the changes (correcting “remaining lands” to be known as Lot 5 and “lot 610” to be

known as Lot 4. Also to have the “acreages” portion of the map corrected to read “Lots 1- 5” with their descriptive acreages).

- Discussion took place regarding the discrepancy in lot sizes from Mr. Moncrief’s subdivision survey map – project no. 12112 dated February 5, 2013 and the Oneida County tax maps. It appears that 1.004-1-1.1 on the tax maps is 103 acres in size and 1.004-1-45.1 is 47 acres in size giving the two parcels a total of 150 acres. The subdivision survey map shows 1.004-1-1.1 being 130 +/- acres in size and 1.004-1-45.1 being 57 +/- acres in size giving the two parcels a total of 187 +/- acres. Somewhere there is a discrepancy of 37 acres. The Board asked the Planning Board secretary to call Mr. Moncrief to get an explanation for this.
- The Planning Board Secretary spoke with Thomas Saehrig of the Adirondack Park Agency to get a status update before tonight’s meeting. He stated that “Joe’s proposal has not changed since he first proposed it and that the APA did receive the last signature they were waiting on regarding lot 610 a/k/a lot 4 and therefore Mr. Saehrig has recommended “approval” of the proposal so that Mr. Petrecca can obtain his APA permit needed. Mr. Saehrig stated that Mr. Petracca and the Town Planning Board would be receiving a determination and a copy of the permit very shortly.
- John Kearney was present and asked where this left him, being that he has a purchase offer in on Lot 1? The Board told him that he could proceed with the finalizing of the purchase and that as soon as the acreage discrepancy was cleared up that the Planning Board Secretary would file the subdivision map in the County Clerk’s Office.

** A motion was made by Member Rieth and seconded by Member Swasey to conditionally approve the subdivision/parcel line adjustment proposal of Mr. Petracca pending the clarification of the acreage discrepancy discussed above. The vote went as follows:

TJ Entwistle – YES
Mary Rieth – YES
Ginger Swasey – YES
Paul Rejman – YES
Thomas Althoff – ABSENT

C. Walter & Kathy DeLong:

- The Planning Board Secretary presented the Planning Board with a “yellow” packet for this matter.
- 85.002-1-85.1 & 84
- Proposed subdivision
- Andy Bailey of LaFave, White & McGivern was present along with Walter and Kathy DeLong. Mr. Bailey will be representing the DeLongs in this matter.
- Mr. Bailey explained that the map looks a little different than what the Planning Board is used to because the map was created in 1994 but never filed.
- Mr. Bailey stated that he has reviewed the title and it is fine.
- The DeLongs would like to split “E” (1.052 acres) from their existing parcel.
- Mr. Bailey stated that the interior roads shown on the survey map of the DeLong’s property are only paper roads.
- Mr. Bailey stated that there are no wetlands on the property.
- The Planning Board is required to complete their part of the SEQR form.
- The Planning Board secretary will check with the Oneida County Map Room to see how long the Board has to file an approved subdivision map. Mr. Bailey thinks that it is 60 days but would like the Secretary to check to be sure.

** A motion was made by Member Swasey and seconded by Member Rieth to schedule and hold a public hearing on November 10, 2014 at 6:15 P.M. for the proposed “2” lot subdivision of lands of Walter and Kathy DeLong (85.002-1-85.1). The vote went as follows:

TJ Entwistle – YES

Mary Rieth – YES

Ginger Swasey – YES

Paul Rejman – ABSTAIN (conflict of interest)

Thomas Althoff – ABSENT

5. Old Business:

A. Hogweed Bulletin:

- At the August Town Board Meeting, the Town Board approved the DEC bulletin to be placed on the Town’s website for informational purposes to all.

- The Hogweed Bulletin has been posted on the Town's Website for all citizens to read.
- The Board would like this item removed from the Agenda.

B. Amending the Town of Forestport Planning Board By-Laws, Policies and Procedures:

- Chairman Entwistle attended the August Town Board Meeting and explained the amendments to the Town Board. The Town Board wanted to table this matter until their September meeting so that they could review the proposed amendments. Chairman Entwistle will attend the September meeting to see the outcome of this matter.
- Chairman Entwistle attended the September Town Board Meeting and this matter was discussed and approved as presented.
- The Planning Board Secretary gave all Planning Board Members revised pages 1 and 6 to replace with the old pages.

6. New Business:

A. SOLA – Presentation on Snowbird Lake:

- The Planning Board Secretary has spoken with Carmen Annunciato and he asked her to apologize for him not being at the September meeting. He stated that life got busy and he simply forgot to attend the meeting.
- Mr. Annunciato wishes for this matter to be removed from the agenda.
- SOLA Policy Number 2014-1 "Subdivision of Lots" (see handout)
- Discussion took place and the Board wishes to remove this matter from the Agenda.

B. Training:

- See handout
- Herkimer-Oneida Counties Comprehensive Planning Program
- Monday, November 10, 2014 / 5:30-9:30 (same night as the November Planning Board meeting)
- Stormwater Regulation and Open Space Planning
- If you are interested please let Kim know so that she can get registrations forms filled out and payment arranged.

- Discussion took place.

7. Open Discussion:

A. FYI:

- As a reminder once again
- The Planning Board has a new email address – planningboard@townofforestport.org

B. Planning Board By-Laws:

- Handout given
- Please replace pages 1 and 6 of your existing Town of Forestport Planning Board By-Laws, Policies and Procedures with the new ones given to you at the meeting.

C. Do Not Call List:

- Cell phone numbers are going to go public soon. Solicitors will be given your number.
- If you wish your cell phone number to be added to the DO NOT CALL list you need to call 1-888-382-1212. By doing this it blocks your cell phone number for 5 years from solicitors.
- You must call from the cell phone that you want the number blocked.

D. SEQR Booklet:

- Tabs are here for your booklets. Please insert into your booklets.

E. November Planning Board Meeting:

- Next regularly scheduled Planning Board Meeting is scheduled for November 10, 2014 at the Forestport Town Hall.

F. Budget Discussion:

- It is budget time again and the Planning Board provided their proposed 2015 budget.
- A brief discussion took place.

8. Adjourn Meeting:

** A motion was made by Member Rejman and seconded by Member Swasey to adjourn the October 14, 2014 Planning Board Meeting at 8:02 P.M. The vote went as follows:

TJ Entwistle – YES
Mary Rieth – YES
Ginger Swasey – YES
Paul Rejman – YES
Thomas Althoff – ABSENT