

Town of Richford Planning Board

MINUTES – April 1, 2015

PRESENT – Charlie Davis, Bill Stell, Victoria Nuzzo, Emilie Stuhlmiller, John Schwartz,

EXCUSED – Chuck Merrill, Doris Caskey

GUEST – Elaine Jardine, Randy Lacey, Joe Kral, Jillian McEvoy, Steve Kotula

Meeting started at 7:03 pm.

Reviewed the March 4, 2015 minutes. Stuhlmiller moved and Schwartz seconded to accept the March minutes. Unanimously approved.

OLD BUSINESS:

Randy Lacey attended to discuss the proposed subdivision of land on Barden Road. Concern about the long linear size of proposed lot 2 (as proposed the west boundary was 115' long, and the east boundary along Barden Road was 350' long). Davis suggested having a surveyor locate the actual boundary line for the disputed narrow strip. Suggested increasing the length of the west boundary to match that of the east, so some 300 – 350 foot for the western boundary. Suggested squaring off the lot to meet the 2.5:1 subdivision rules. Parcels 1 and 3 appear fine, Parcel 2 should be more of a rectangular. Parcel 3 needs to have driveway avoid the wet pocket and have safe sight lines.

Concern about 1) need to notify adjacent landowners and 2) need for public hearing. Nuzzo will review the subdivision law and send a letter to Lacey.

NEW BUSINESS:

Steve Kotula asked to have information added to the website for how people can contest their assessment; he gave Davis the web address.

Elaine Jardine introduced herself and what her office can provide to the Town Planning Board. Most effective way to communicate is by email. She handed out a brochure describing the relationship between the Town and County Planning Boards, described in the '239 review' and described the process. No subdivisions go to the County Planning Board, but other developments will (site plan review, Comprehensive Plan, land use ordinances and amendments thereof). For Town Site Plan Reviews, public hearings can be held after the sketch plan, but Town Planning Board cannot approve a Site Plan until it is approved by the County Planning Board. She urged the Town to appoint a member to the County Planning Board.

Timeline for the Comprehensive Plan: Finish the draft Comprehensive plan. Send it informally to Jardine for her professional comments before sending to the Town Board. Integrate Jardine's suggestions for the next version. Send the final draft to the Town Board. If they approve, have a motion in the Town Board minutes stating that the Comprehensive Plan is ready to go through the approval process. For example: finish in July, send to Jardine, and incorporate changes; in August Comprehensive Plan Committee and Planning Board agree on the final version. In September submit Comprehensive Plan to Town Board. If Town Board agrees with draft Comprehensive Plan, have public hearing in October. Once Town Board agrees to the final version, then send to County

Planning Board for recommendation. Once in agreement, have second public hearing and SEQR – recommend a negative declaration on the SEQR as it will have no negative impact. Joe Kral volunteered to prepare the SEQR (it will be an unlisted action as it is an update, and can use the short form). Must use the terminology **Comprehensive Plan UPDATE** – this is correct term and must be used.

Stell asked about Agricultural land – at the County level there is the Agricultural Districts program, which will protect AG lands. The two major uses in Tioga County are gravel mines and scattered residential housing.

Jardine provides two trainings a year to give the 4 hours required. The next training is April 23 for 3.5 hours. She also discussed the training modules available on line.

If develop a Property Maintenance Law, important to involve the Code Enforcement Officer.

Davis asked a procedural question: the Planning Board was formed in the early 1980's by Town Board resolution. Jardine said the information is in the NYS Town Law; if we want to add anything we could draw up by-laws and adopt it. Go to state legislature page for NYS laws and go through list for Town Law.

Davis brought up the question about a field road on Elly Manov's land, that is labeled as a road on google maps and other maps. If this land is developed it is important that the field road is not considered to be a Town road. Town can classify roads as 'low volume roads' and town can classify these and place restrictions on them. Read this to identify seasonal roads, private roads, etc. Schwartz asked if there is a list or inventory of actual roads and their use classifications in County records? Jardine answered no. Suggests have in Comprehensive Plan that Richford conduct an inventory of roads and assign each to a class. Code Enforcement Officer should have a list of roads that can be built on and should correspond with the Hwy Superintendent about building a house on a road that is classified as a road that can support the proposed level of use, before issuing a building permit. Also should inform owner of how to get a 911 number before an address is handed out and before CEO states the approval process.

Discussion about informing Manov of the subdivision law and field road in her property. Jardine advised do not send Manov a letter or email. Can verbally tell Manov that there are regulations for how lots are laid out and what constitutes a road, and this should be useful if considering subdividing. Jardine suggests an article in newsletter about subdivisions and site plans.

Jardine stated that if a road is on a tax map then it is a public road. Valley View is on the tax map. So should have a public hearing to abandon it.

Kral asked about public hearings: 1) advertise in official paper the date, time and place and purpose of the public hearing at least 10 days prior to the public hearing. 2) material must be available on web. Can also have available paper copy during regular town clerk hours. 3) The board that has jurisdiction runs the meeting. The only purpose is to hear public comment – a record of who spoke, what they said, where they live. Can set a time limit for speakers. Everyone who wants to speak must have the opportunity to speak. Usually have speakers sign in. Town Board and Planning Board should not respond to any comments. Can discuss comments and consider usefulness to integrate but do not need to integrate.

Do not need to show the changes between first and final drafts. The final draft will be on the website.

Suggests it is not necessary to have a road protection law. Should have a road specifications law to protect the town. A simple 2-3 page road use agreement will suffice (that basically says "you break it, you fix it").

Kral stated he has not yet found a suitable graphic to represent Richford. Kral will update the return address of the newsletter with a graphic and lettering, to make it more obvious this is a newsletter and not junk mail.

Discussion about the newsletter. Davis will inquire about printing on buff paper rather than white.

Stell moved and Nuzzo seconded a motion to adjourn the meeting. Unanimously approved.

Meeting adjourned at 9:24 p.m.