

**TOWN OF MAYFIELD PLANNING BOARD
AUGUST 21, 2013
6:30 P.M.
TOWN OF MAYFIELD TOWN HALL
MEETING NOTES**

PRESENT:

**ROBERT PHILLIPS, CHAIRMAN
MALCOLM (RICK) SIMMONS, VICE CHAIRMAN
MARILYN SALVIONE
JERRY MOORE
JOHN KESSLER
AARON HOWLAND, ALTERNATE**

**MICHAEL STEWART, CODE ENFORCEMENT OFFICER
SEAN M. GERAGHTY, SR. PLANNER**

OTHERS PRESENT:

**CHARLES ACKERBAUER, P.E.
ROGER PUTMAN
JOHN COMPANI**

I. CALL MEETING TO ORDER:

The meeting was called to order at 6:30 p.m.

II. APPROVE MINUTES OF LAST REGULAR MEETING:

MOTION:	To approve the minutes to the July 17, 2013 meeting.
MADE BY:	Marilyn Salvione
SECONDED:	Rick Simmons
VOTE:	5 in favor, 0 opposed

III. ERIC FLETCHER – PUBLIC HEARING ON A SUBDIVISION ALONG NYS ROUTE 29:

A. Background:

Eric Fletcher owns a piece of property approximately 75+/- acres in size along the north side of NYS Route 29 in the Town of Mayfield (Tax Map Parcel No. 151.-6-4.11). Mr. Fletcher would like to create a new 6.5+/- acre lot around an existing home and barn on the property and will retain the remaining 70+/- acres for himself.

B. July 17, 2013 Meeting:

During its July 17, 2013 meeting, the Town of Mayfield Planning Board began reviewing Eric Fletcher's subdivision application for a piece of property along the north side of NYS Route 29 in the Town of Mayfield. At that time, the Planning Board asked that the following revisions be made to the subdivision plat prior to the public hearing:

1. All of the adjacent property owners must be identified on the subdivision plat.

STATUS: Provided.

2. The Planning Board must receive a written verification as to the ownership of the property.

STATUS: A copy of the probated will identifying Eric Fletcher as the property owner was submitted to Town Code Enforcement Officer Mike Stewart. Town Attorney Carm Greco has reviewed this document and indicated that no additional proof of ownership is needed.

DISCUSSION: The Planning Board was satisfied with the information provided by the applicant.

C. State Environmental Quality Review:

During its July 17, 2013 meeting, the Planning Board authorized the filing of a negative declaration under SEQR for this proposed action. Consequently, unless new additional information has been provided, no further SEQR action is necessary.

D. Fulton County Agricultural District No. 1:

In accordance with Section 305-a of Article 25AA of the Agriculture and Markets Law of New York State, any subdivision application for a piece of property within an Agricultural District containing a farm operation or on property within 500' of a farm operation located in an Agricultural District must receive notice of the proposed action.

STATUS: The Fulton County Planning Department sent out a letter, along with an Agricultural Data Statement, to property owners within 500' of Mr. Fletcher's proposed subdivision. The Planning Board received no written comments from any of those property owners.

E. Public Hearing:

1. The public hearing was opened at 6:33 P.M.
2. Speakers:

Planning Board Member Jerry Moore indicated that he was happy to see that the ownership of the property was cleared up for the Board prior to this evening's meeting.

There was no one from the public who wished to speak during the public hearing.

3. The public hearing was closed at 6:35 P.M.

F. Planning Board Action:

In accordance with the Town of Mayfield Subdivision Regulations, the Planning Board shall approve, with or without modifications, or disapprove the subdivision plat within sixty-two (62) days after the public hearing.

MOTION: To approve Eric Fletcher's subdivision application for a piece of property along the north side of NYS Route 29.

MADE BY: Rick Simmons

SECONDED: John Kessler

VOTE: 5 in favor, 0 opposed

IV. ROGER PUTMAN – SITE PLAN FOR EQUIPMENT SALES BUSINESS:

A. Background:

Roger Putman owns a piece of property along both the north and south side of NYS Route 29 in the Town of Mayfield between Progress Road and the Town of Johnstown town line. (Tax Map Parcel No. 150.-3-57). Mr. Putman's property is approximately 69+/- acres in size and a portion of his property was recently rezoned from an AG-Agricultural classification to a C-1 Commercial classification. Mr. Putman would like to add an equipment sales business to his farming operation. The business will be run out of an existing office space on Mr. Putman's property and will involve the creation of two (2) display areas for the equipment sales. One of the areas will be approximately 900 sq. ft. in size and will be situated along NYS Route 29, while the other display area will be approximately 600 sq. ft. in size and will be located behind the flower garden on Mr. Putman's property.

B. Code Enforcement Office/Planning Department Review:

The Town of Mayfield Code Enforcement Office and the Fulton County Planning Department have reviewed the site plan application in accordance with the Town of Mayfield Zoning Regulations and would like to offer the following comments:

1. The location of off-street parking areas for the equipment sales business should be identified on the site plan drawing.

DISCUSSION: Town Code Enforcement Officer Mike Stewart explained that he believes Mr. Putman's proposal requires him to provide four (4) off-street spaces and one (1) handicap-accessible space. After a brief discussion, the Planning Board felt that, given the current layout of Mr. Putman's farming operation, there was sufficient space available on his property to provide the required number of off-street parking spaces and that the location of the required spaces should be shown on the revised drawing.

2. The location and design of any new exterior lighting on the property for the equipment display areas should be identified.

DISCUSSION: Mr. Putman indicated that no additional exterior lighting would be needed for the display areas since there is street lighting in the immediate vicinity of his property.

3. The location, size and design of any new signage on the property should be identified.

DISCUSSION: Mr. Stewart pointed out that the location of Mr. Putman's signage is shown in the State right-of-way and will have to be moved. After a brief discussion, there was a general consensus among Board members that a design specification for the sign should also be included on the site plan drawing.

4. The actual size of the existing office space should be identified.

DISCUSSION: The Planning Board felt that the size of the existing office space should be noted on the site plan drawing.

C. State Environmental Quality Review:

Section 617.1 of 6 NYCRR states that, the basic purpose of SEQR is to incorporate the consideration of environmental factors into the existing planning, review and decision making processes of State, regional and local government agencies at the earliest possible time. To accomplish this goal, SEQR requires that all agencies determine whether the actions they directly undertake, fund or approve may have a significant effect on the environment, and if it is determined that the actions may have a significant effect, prepare or request an environmental impact statement. Under these terms, the review of a site plan application is subject to SEQR. Therefore, the following issues must be addressed:

1. Does the Planning Board feel that the Short Environmental Assessment Form, provided by the applicant, has been completed adequately?

DISCUSSION: The Planning Board felt that the Short Environmental Assessment Form had been completed adequately.

2. Does the Planning Board feel that any additional information should be provided as part of the SEQR process?

DISCUSSION: Planning Board Member Rick Simmons asked if Mr. Putman's business would involve just sales of equipment?

Mr. Putman indicated that his business would involve both sales and rentals.

Planning Board Alternate Aaron Holland asked if there would be a repair operation associated with the business?

Mr. Putman indicated that some repairs would take place in one of his buildings on the property.

3. Section 617.6 (b) of 6 NYCRR states that, when a single agency is involved, the agency will be the lead agency when it proposes to undertake, fund or approve a Type 1 or Unlisted Action that does not involve another agency. If the agency has received an application for funding or approval of the action, it must determine the significance of the action, within twenty (20) calendar days of its receipt of the application, an Environmental Assessment Form or any additional information reasonably necessary to make that determination, whichever is later. Therefore, does the Planning Board wish to issue a Determination of Significance under SEQR at this time?

MOTION: To file a negative declaration under SEQR for this proposed action since:

1. Mr. Putman has sufficient space on his farm to create the two (2) small display areas for the business and provide ample off-street parking for customers.
2. There will be no traffic implications resulting from this proposed action.
3. Display areas do not involve the creation of any additional impervious surfaces on the site and, consequently, there will be no stormwater impacts resulting from this action.
4. Public utilities are readily available to service the new operation if necessary.

MADE BY: Jerry Moore
SECONDED: Rick Simmons
VOTE: 5 in favor, 0 opposed

D. Planning Board Action:

In accordance with Section 906 of the Town of Mayfield Zoning Law, the Planning Board shall fix a time within sixty-two (62) days from the day the Planning Board determines an application for site plan review to be complete for a public hearing on the application for site plan approval. Consequently, does the Planning Board feel that it has sufficient information to schedule a public hearing on Roger Putman's site plan application at this time?

DISCUSSION: Planning Board Member Marilyn Salvione asked if all of the properties along both sides of NYS Route 29 were included in the recent zoning change?

Mr. Stewart confirmed that all of the properties within 500' of NYS Route 29 between Progress Road and the Town of Johnstown town line were included in the recent zoning change.

MOTION: To schedule a public hearing on Roger Putman's site plan for an equipment sales business for 6:30 p.m., Tuesday, August 27, 2013.

MADE BY: Jerry Moore

SECONDED: Marilyn Salvione

VOTE: 5 in favor, 0 opposed

V. JOHN COMPANI (RAYWOOD SALES AND SERVICE) – SITE PLAN TO EXPAND AN EXISTING CANVAS AND UPHOLSTERY SHOP ALONG WOODS HOLLOW ROAD:

A. Background:

John Compani would like to expand his existing canvas/upholstery business along Woods Hollow Road in the Town of Mayfield. Mr. Compani's existing building is approximately 720 sq. ft. in size. (Tax Map Parcel No. 136.-9-2). The addition to Mr. Compani's existing building will be approximately 24' x 32' or 760 sq. ft in size. Mr. Compani received an area variance from the Town of Mayfield Zoning Board of Appeals in November, 2012 to expand his operation.

John Compani provided a brief explanation of the type of business he operates along Woods Hollow Road. He pointed out that he essentially does canvas and upholstery work for marine applications. He indicated that he currently works under a canopy area that is attached to his building and would like to take down the canopy and construct an addition which would allow him to work indoors.

Planning Board Chairman Robert Phillips asked how long he has been in business?

Mr. Compani indicated that he has been in business for approximately 10 years at that location.

B. Code Enforcement Office/Planning Department Review:

The Town of Mayfield Code Enforcement Office and the Fulton County Planning Department have reviewed the site plan application in accordance with the Town of Mayfield's Zoning Regulations and would like to offer the following comments:

1. The boundaries of adjacent property have not been identified on the site plan drawing.

DISCUSSION: After a brief discussion, the Planning Board felt that a tax map showing the dimensions of adjacent properties would not need to be shown on the site plan drawing.

2. The location of driveway access to the site and the location of off-street parking have not been shown.

DISCUSSION: The Planning Board recognized that the entire front portion of Mr. Compani's property is open to Woods Hollow Road. The Board also recognized that his business generates very little traffic and that there is sufficient space on his property to provide any necessary off-street parking spaces.

3. The location of outdoor storage areas has not been shown.

DISCUSSION: Mr. Compani indicated that he did not need any outdoor storage areas.

4. An estimated project construction schedule has not been identified.

DISCUSSION: Mr. Compani indicated that he would like to begin construction as soon as possible and that it would take approximately 3-6 months to finish his proposed addition.

C. State Environmental Quality Review:

Section 617.1 of 6 NYCRR states that, the basic purpose of SEQR is to incorporate the consideration of environmental factors into the existing planning, review and decision making processes of State, regional and local government agencies at the earliest possible time. To accomplish this goal, SEQR requires that all agencies determine whether the actions they directly undertake, fund or approve may have a significant effect on the environment, and if it is determined that the actions may have a significant effect, prepare or request an environmental impact

statement. Under these terms, the review of a site plan application is subject to SEQR. Therefore, the following issues must be addressed:

1. Does the Planning Board feel that the Short Environmental Assessment Form, provided by the applicant, has been completed adequately?

DISCUSSION: Mr. Moore raised a question about the ownership of the property. He noted that John T. Compani is the property owner and that the Short Environmental Assessment Form has been signed by John B. Compani.

Mr. Compani explained that he prepared the Short Environmental Assessment Form because he is acting as the applicant.

Mr. Stewart noted that Mr. Compani has provided a letter from his father indicating that he has the right to act on his behalf for this application.

Mr. Moore asked if more details regarding the variance from the Zoning Board of Appeals should be provided on Question #11 on the form?

County Senior Planner Sean Geraghty indicated that purpose of that question is to let Board members know of other permits or approvals that have been issued. He indicated that he felt the Planning Board understood that Mr. Compani has previously received an area variance from the Town of Mayfield Zoning Board of Appeals for an expansion of his non-conforming use.

2. Does the Planning Board feel that any additional information should be provided as part of the SEQR process?

DISCUSSION: The Planning Board did not ask for any additional information.

3. Section 617.6 (b) of 6 NYCRR states that, when a single agency is involved, the agency will be the lead agency when it proposes to undertake, fund or approve a Type 1 or Unlisted Action that does not involve another agency. If the agency has received an application for funding or approval of the action, it must determine the significance of the action, within twenty (20) calendar days of its receipt of the application, an Environmental Assessment Form or any additional information reasonably necessary to make that determination, whichever is later. Therefore, does the Planning Board wish to issue a Determination of Significance under SEQR at this time?

MOTION: To file a negative declaration under SEQR for this proposed action since:

1. The business expansion will have no traffic implications along Woods Hollow Road.
2. Public utilities are readily available for the new addition.
3. The topographic conditions of the site are relatively flat and, consequently, there will be no drainage impacts resulting from the proposed addition.

MADE BY: Rick Simmons
SECONDED: Jerry Moore
VOTE: 5 in favor, 0 opposed

D. Planning Board Action:

In accordance with Section 906 of the Town of Mayfield Zoning Law, the Planning Board shall fix a time within sixty-two (62) days from the day the Planning Board determines an application for site plan review to be complete for a public hearing on the application for site plan approval. Consequently, does the Planning Board feel that it has sufficient information to schedule a public hearing on John Compani's site plan application at this time?

MOTION: To schedule a public hearing on John Compani's site plan for a business expansion along Woods Hollow Road for 6:30 p.m., Wednesday, September 18, 2013.

MADE BY: Marilyn Salvione
SECONDED: Rick Simmons
VOTE: 5 in favor, 0 opposed

VI. OTHER BUSINESS:

A. Code Enforcement Update:

Mr. Stewart noted that Robert Stone will be coming before the Planning Board in the near future for a small hardware store he would like to start up.

Mr. Stewart also indicated that there have been no building permits sought for Dave Huckan's Paradise Point Project.

Mr. Stewart distributed a copy of the Adirondack Park Agency's permit checklist. He indicated that he recently had an interesting conversation with a staff person at the Adirondack Park Agency concerning the amount of acreage needed for lakeside building lots.

B. Chairman's Update:

Mr. Phillips asked everyone to update their contact information so that Mike Stewart could put together a new contact sheet for Board members.

Mr. Phillips reminded Board members that the annual fall training sessions at Fulton-Montgomery Community College (FMCC) will take place on Thursday, September 26, 2013.

VII. CLOSE OF THE MEETING:

MOTION: To close the meeting at 7:18 p.m.

MADE BY: John Kessler

SECONDED: Rick Simmons

VOTE: 5 in favor, 0 opposed