

**TOWN OF MAYFIELD PLANNING BOARD
JANUARY 17, 2018
6:00 P.M.
TOWN OF MAYFIELD TOWN HALL**

MEETING NOTES

PRESENT:

**JOHN KESSLER, CHAIRMAN
AARON HOWLAND, VICE CHAIRMAN
JERRY MOORE
ADAM LANPHERE
RICHARD MILES
FREDERICK CASTIGLIONE, ALTERNATE
ADRIEN ZAMBELLA, ALTERNATE**

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

OTHERS PRESENT:

**JOHN PAPA
TRAVIS MITCHELL, P.E.**

I. CALL MEETING TO ORDER:

The meeting was called to order at 6:01 p.m.

DISCUSSION: Planning Board Chairman John Kessler welcomed new members Adam Lanphere, Richard Miles and Adrien Zambella.

II. APPROVE MINUTES OF LAST REGULAR MEETING:

MOTION: To approve the minutes to the December 20, 2017 meeting.

MADE BY: Jerry Moore
SECONDED: Aaron Howland
VOTE: 5 in favor, 0 opposed

III. JOHN PAPA – SPECIAL USE PERMIT FOR RV PARK/CAMPGROUND ALONG LAKESIDE DRIVE:

A. Background:

John Papa owns a piece of property along the north side of Lakeside Drive in the Town of Mayfield (Tax Map Parcel No. 104.-2-39). Mr. Papa's property is approximately 9+/- acres in size. There is an existing home and garage on the property. Mr. Papa would like to establish a 4-lot RV Park/Campground on the property.

DISCUSSION: Mr. Kessler asked the applicant's engineer, Travis Mitchell, to give a quick summary of Mr. Papa's Special Use Permit application.

B. Pre-Submission Conference:

During its December 20, 2017 meeting, the Town of Mayfield Planning Board held a pre-submission conference with the applicant. At that time, it was agreed that the following changes would be made to the project drawing:

1. A 28' road width and turnaround.

STATUS: Provided.

2. A 50' RV setback from the road.

STATUS: Provided.

3. A designated open space area for use by Park occupants.

STATUS: A .9 acre common open space area has been identified in the middle of the applicant's property.

Mr. Mitchell explained that John Papa owns two (2) pieces of property along the north side of Lakeside Drive. He indicated that the parcel where Mr. Papa would like to establish an RV Campground is the one located to the northeast. He explained that Mr. Papa would like to create four (4) pad sites each with a fire pit and picnic table. He indicated that power will be provided to each of the sites, but there will be no sewage disposal or water available to the pad sites. He indicated that a "scavenger" service will need to be contracted with to empty holding tanks. He noted that an area has been set aside on the property for common use, although he didn't feel that was a critical component of Mr. Papa's project.

Town Code Enforcement Officer Mike Stewart pointed out that the common area has already been seeded.

Mr. Mitchell then noted that, in accordance with the Town's Zoning Law, a 28' roadbed has been shown on the revised Site Plan drawing.

Planning Board Chairman John Kessler asked if a radius turnaround could be provided instead of the hammerhead turnaround that is shown on the drawing?

Mr. Mitchell explained that the turnaround area has a very hard surface and can easily accommodate vehicles turning around with trailers. He pointed out that these pad sites will be rented for the entire season so there won't be a lot of turnover on the property.

John Papa confirmed that there will be very little turnover in the RV Park/Campground. He explained that he has 26 customers who lease space along the shoreline from him. He indicated that only those 26 customers will have access to the RV Park, which means that the pad sites will likely be rented out for the entire season.

Mr. Kessler asked if a garbage collection area will be designated?

Mr. Papa indicated that he would likely use a small roll-off container, perhaps a 3-yard plastic unit on wheels.

Mr. Mitchell indicated that he would identify a location for the roll-off container and show some type of screening for the unit.

Planning Board Member Richard Miles asked if the access road would become a Town road?

Mr. Mitchell indicated that it would not become a Town road, but would be maintained by Mr. Papa.

Planning Board Member Adam Lanphere asked if the individual sites would have 9-1-1 addresses?

Mr. Stewart indicated that the applicant will need to contact the County 9-1-1 office and obtain an address for the site. He speculated that the site itself will probably have one (1) 9-1-1 address.

Mr. Geraghty questioned whether or not it was allowable under the Town's Zoning Law to have tents on the RV pad sites rather than RV's?

Mr. Stewart indicated that the Town's Zoning Law does not make any distinction.

C. Code Enforcement Office/County Planning Department Review:

Article XI of the Town of Mayfield Zoning Regulations outlines the information that must be provided with a Special Permit application. After reviewing the application submittal, the Town Code Enforcement Office and County Planning Department would like to offer the following comments:

1. The applicant has indicated that septic waste will be contained in RV holding tanks and pumped out by a commercial hauler as needed. Consequently, there are no sewage disposal plans shown on the drawing.

DISCUSSION: Mr. Geraghty pointed out that since the applicant is only proposing four (4) pad sites for the RV Campground, he will not come under the jurisdiction of the NYS Department of Health or NYSDEC. Mr. Geraghty asked if one (1) scavenger service would be hired to service the four (4) pad sites?

Mr. Papa indicated that he would probably use Adirondack Septic to provide that service to his campground.

2. The description and method for securing public water for the four (4) RV lots must be identified.

DISCUSSION: Once again, Mr. Geraghty pointed out that, since the applicant is proposing only four (4) RV lots, he will not need to provide public water to each pad site.

3. The location of a new stop sign has been shown at the end of the access driveway.

DISCUSSION: The Planning Board had no questions regarding the location of a new stop sign.

4. There are no outdoor lighting facilities shown on the drawings.

DISCUSSION: Mr. Papa indicated that no outdoor lighting facilities will be provided.

5. There are no landscaping improvements identified on the Site Plan drawings.

DISCUSSION: Mr. Mitchell confirmed that the majority of the site has been seeded.

Mr. Geraghty pointed out that the Town's Zoning Law specifies that areas within an RV Campground that are not used as pad sites or road surfaces must be seeded or planted.

Mr. Mitchell indicated that he would consult with Mr. Papa about any additional plantings that may be needed.

6. The construction entrance for the applicant's property must be approved by the Town Highway Superintendent.

DISCUSSION: Mr. Geraghty pointed out that the Superintendent of Highways will need to not only approve the specification for the construction entrance but also the angle at which the access road meets Lakeside Drive.

7. The access road serving the RV lots must be named and registered with the Fulton County 9-1-1 Coordinator.

DISCUSSION: Mr. Geraghty, once again, reiterated that the applicant will need to contact Fulton County's 9-1-1 Coordinator to get a 9-1-1 address for the Campground.

8. Will there be a garbage collection area that needs to be screened?

DISCUSSION: Once again, Mr. Mitchell indicated that he would identify a garbage collection area and provide some type of screening for that area.

D. 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 Special Use Permit

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. Kessler asked if the Planning Board should be concerned with the fact that the Short Environmental Assessment Form indicates that the proposed action is located in an archeologically-sensitive area?

Mr. Geraghty explained that archeologically-sensitive areas are areas identified by the NYS Office of Parks, Recreation and Historic Preservation (OPHRP) as locations that could conceivably contain archeological or culturally-sensitive artifacts. Mr. Geraghty indicated that these are general areas that usually are identified near water bodies where settlements have occurred in the past.

Travis Mitchell agreed with Mr. Geraghty and suggested that, if the Planning Board wants to coordinate its SEQR Review with the NYS OPRHP, then the coordination letter should point out that the property was previously used as a mining site and therefore there are no archeological or culturally-sensitive items left to discover.

Mr. Geraghty stated that he felt that would be a good idea and that he would include language in the coordination letter pointing this out.

Planning Board Member Jerry Moore asked where Mr. Papa's application with the Adirondack Park Agency (APA) stands?

Mr. Mitchell indicated that the applicant does have an approval from the APA. He pointed out that Mr. Papa is hopeful that the Planning Board does not require too many changes that will necessitate him having to go back to the APA to amend that permit.

Planning Board Member Rich Miles asked if there will be additional stormwater discharge from the site as a result of the construction of the access road and pad sites?

Mr. Mitchell indicated that there will be additional runoff generated on the site, but it will not reach a threshold that requires any additional action.

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)(3) of 6 NYCRR states that, when an agency proposes to directly undertake, fund or approve a Type 1 or Unlisted Action undergoing a Coordinated Review with other Involved Agencies, it must, as soon as possible, transmit Part 1 of the Environmental Assessment Form completed by the Project Sponsor for a Draft Environmental Impact Statement (DEIS) and a copy of any application that has been received to all Involved Agencies and notify them that a Lead Agency must be agreed upon within thirty (30) calendar days of the date the Environmental Assessment Form or DEIS was transmitted to them.

MOTION: Classifying the proposed project as an Unlisted Action and proposing that the Town of Mayfield Planning Board act as the Lead Agency for the purpose of issuing a determination of significance under SEQR and to offer each Involved Agency twenty-five (25) calendar days to comment on the Board's proposal to act as Lead Agency or on the project itself.

MADE BY: Jerry Moore
SECONDED: Adam Lanphere
VOTE: 5 in favor, 0 opposed

E. Planning Board Action:

In accordance with Article XI, Section 1102(B)(7) of the Town of Mayfield Zoning Regulations, prior to taking action on an application for Special Use Permit, the Planning Board shall conduct its public hearing, a notice of which shall be published at least ten (10) days prior to the date of the hearing in the newspaper having general circulation within the Town. Additionally, the applicant shall be required to give notice by certified mail, return receipt requested of said public hearing to every real property owner within 500' of the area for the proposed Special Permit use and to file proof of such notice at or before the public hearing.

MOTION: To schedule a public hearing on John Papa's Special Permit application for an RV Campground along Lakeside Drive for 6:00 p.m., Wednesday, February 21, 2018.

MADE BY: John Kessler
SECONDED: Richard Miles
VOTE: 5 in favor, 0 opposed

IV. OTHER BUSINESS:

A. Training:

County Senior Planner Sean Geraghty pointed out that this year's training sessions at Fulton-Montgomery Community College (FMCC) will be held on Wednesday, February 7, 2018, beginning at 5:30 p.m. and concluding at 8:45 p.m. Mr. Geraghty pointed out that this year's topics will include "Hot Button Planning Issues" and "Walkable Communities". He encouraged Board members to sign up and register for the sessions as early as possible.

There was then a brief discussion with the new Board members concerning other training opportunities that occur throughout the year.

V. CLOSE OF THE MEETING:

MOTION: To close the meeting at 6:27 p.m.

MADE BY: Adam Lanphere
SECONDED: Richard Miles
VOTE: 5 in favor, 0 opposed