

**Town of Smithville  
Planning Board Meeting Minutes  
Wednesday, December 2, 2015**

**Planning Board Members:** Chairperson, Jackie Centerwall, Shane Butler, Robert Brooks and Adam Whitbeck; Clerk, Suzette Valachovic

**Planning Board Members in Attendance:** Chairperson, Jackie Centerwall, Shane Butler, Robert Brooks, Adam Whitbeck, and Suzette Valachovic.

**Planning Board Members Absent/Excused:** None

**Others in Attendance:** Lorraine Buckley; Alison Owens

Jackie Centerwall called the Planning Board Meeting to order at 7:00 p.m.

**1. Review and Approval of Minutes.**

November 4, 2015, minutes were presented for approval. Shane Butler requested the correction of the spelling of Bruce Kinney (add "y"). Chairperson Jackie Centerwall asked for a motion to approve the November 4, 2015 meeting minutes, as corrected; motion made by Shane Butler, to approve the minutes, 2<sup>nd</sup> by Adam Whitbeck, vote unanimous, motion approved and accepted.

**2. New Business.**

- With reference to the Monolith project and the public hearing notice held back in August, resident, Lorraine Buckley addressed the Board with suggestions which may be helpful for future notices as follows: 1) Property owners surrounding the subject parcel should be notified, not only adjacent owners but owners across the road, owners within say ¼ of a mile surrounding the proposed site; 2) The notice should be advertised in the Press and Sun Bulletin, not only the Chenango American; that it should also be posted in the Post Office and possibly on the bulletin Board in the General Store; 3) The letters sent to property owners should be signed and dated.

Chairperson Jackie Centerwall thanked Ms. Buckley for her attendance, appreciated her suggestions and replied as follows: The Planning Board is required by law to follow certain regulations concerning public notices. 1) Not only were adjacent property owners notified in this instance, but owners across the road were notified. It is required that adjacent property owners be notified in writing, the additional property owners were notified as a consideration to the resident/property owners. 2) The regulations state that publication of notices be posted in the Town designated newspaper. The Smithville Town Board uses the Chenango American as the Town paper and this governs the Planning Board. Ms. Buckley may want to present the suggestion of using the Press and Sun Bulletin directly to the Town Board. The notice was also posted on the Town website. The use of other bulletin boards will be given consideration for future posting; 3) It is agreed that letters should be signed and dated. In this instance, the letters were sent without signature due to the time crunch and other extenuating circumstances. It is noted that future letters will be sent with a signature and date. Planning Board members Robert Brooks and Jackie Centerwall asked Ms. Buckley to consider joining the Planning Board.

**3. Old Business.**

- Planning Board Vouchers should be submitted before December Town Board Meeting.
- Fee Schedule – Town Clerk Alison Owens informed the Planning Board that Supervisor Fred Heisler will have the fee schedule to review prior to the December Town Board Meeting.
- Road Use Law – Adam Whitbeck informed the Planning Board that Joel Bowman has reviewed the law and has some comments which may be of importance to the Planning

Board, as Mr. Bowman is very knowledgeable in truck usage on town roads in his line of work. Mr. Bowman will probably attend the next meeting (January).

It was also discussed that at a future meeting, preferably, February, the newly elected Highway Supervisor, Tracy Oliver, attend the planning board meeting to discuss the road use law.

Chairperson Jackie Centerwall will check her notes to see if we have a sample of McDonough's road use law for a sample.

- Town Clerk, Alison Owens received notification from the County that a permit was issued to Barbara Parks of Round Pond Road. The permit issued stated "Pre Fab Home" not "storage shed" as stated on application submitted to the Town. The owners were advised that a sketch of location of the buildings was required, but did not provide the sketch, or a site plan.

Another separate application submitted by Carolyn and Gerald Heaton on Echo Lake Road for 2 pre fab storage sheds on 2 separate parcels was incomplete. Chenango County did not issue a building permit for either one, but it appears 1 shed was installed. The owners were made aware that 1 of the sheds could not be installed without greater oversight from Chenango County due to its close proximity to the Town of Greene line.

It was discussed that Code Enforcement Officer, Bruce Kinney be given "simplified" rules to follow for future issuance of building permits.

What recourse does the Town have? Also, discussion was had concerning if this pre fab "tiny" house will be taxed. Will it be considered a mobile home? Shed? Shane Butler will look into this.

- 4. Adjournment.** Jackie Centerwall asked for a motion to adjourn; motion made by Shane Butler, 2<sup>nd</sup> by Robert Brooks. Vote unanimous, motion approved.

Meeting adjourned at 7:53

Planning Board meetings are scheduled for the first Wednesday of every month, at 7:00 p.m. at the Smithville Community Center.

**Next Planning Board Meeting is Wednesday, January 6, 2016 at 7:00 p.m.**

**PLANNING BOARD 2016 SCHEDULE:**

**January 6<sup>th</sup>**

**March 2<sup>nd</sup>**

**May 4<sup>th</sup>**

**July 6<sup>th</sup>**

**September 7<sup>th</sup>**

**November 2<sup>nd</sup>**

**February 3<sup>rd</sup>**

**April 6<sup>th</sup>**

**June 1<sup>st</sup>**

**August 3<sup>rd</sup>**

**October 5<sup>th</sup>**

**December 7<sup>th</sup>**

Respectfully submitted,  
Suzette Valachovic  
Planning Board Clerk.