

**Town of Smithville  
Planning Board Meeting Minutes  
Wednesday, January 6, 2016**

**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:** Mr. and Mrs. Dennis Evan; Fred Heisler, Town Supervisor

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

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

December 2, 2015, minutes were presented for approval. Chairperson Jackie Centerwall asked for a motion to approve the December 2, 2015 meeting minutes; motion made by Robert Brooks, to approve the minutes, 2<sup>nd</sup> by Shane Butler, vote unanimous, motion approved and accepted.

**2. New Business.**

- Dennis Evan presented a sketch for an addition to his home for approval according to the Site Plan Law. Discussion was had and the sketch plan was approved as presented, as far as the Planning Board was concerned, however, as the property fronts a county road, a County 239 Review is required. Chairperson Centerwall informed Mr. Evan if approved by the County, a final site plan drawn to scale according to the Smithville Site Plan Law Section 5.5 as written, "a final plan must be drawn to scale by a licensed engineer, architect, or surveyor, and sealed by same" is required by law. Discussion was further had regarding the acreage of Mr. Evan's property, the cost of a final plan, and acceptance of the sketch in lieu of a final plan as stated in the Site Plan Review Law. Chairperson Centerwall stated for the record, according to the Smithville Site Plan Law Section 5.5 as written, a final plan must be drawn to scale by a licensed engineer, architect, or surveyor, and sealed by same; and further stated that the reason Mr. Evan is here is because his land is two one hundredths of an acre shy of the 2 acre requirement.

After discussion and careful consideration of the circumstances by the Planning Board, Chairperson Centerwall asked for a motion to accept the sketch as a site plan and to approve the site plan of Dennis Evan contingent of the approval of the County 239 Review Process. Motion made by Robert Brooks, 2<sup>nd</sup> by Shane Butler, vote unanimous, motion approved and accepted.

Mr. Evan paid \$50.00 application fee for the site plan by check number 113 payable to the Town of Smithville.

Planning Board member Robert Brooks made a recommendation to Mr. Evans to have his property surveyed as the Chenango County map that was used in comparison shows a portion of his driveway on his neighbor's property and a portion of his neighbor's house on his property. The next Chenango County 239 Review process is scheduled for Tuesday, January 12, 2016. Shane Butler noted that this is a committee that he oversees and that once a decision is made a letter would be sent to the Planning Board Chair, Jackie Centerwall. It was agreed that once that letter was received Chairperson Centerwall would

notify Supervisor Heisler and Mr. Evans of the outcome.

- Supervisor Heisler advised the Board that he has asked Mike Evans to fill the vacant position on the Planning Board and will advise once he has received final verification. Discussion was had to make sure that an application is completed and submitted.
- Supervisor Heisler also suggested that the Planning Board develop a checklist or statement of some sort that can be given to residents when permits are being applied for at the County. Shane Butler and Chairperson Centerwall have already been drafting a document and will continue to work on it to make sure it is simply stated. Robert Brooks suggested that it may be best if the County had a statement on their application stating to the effect "may need approval from your Township".

### **3. Old Business.**

- Fee Schedule – Chairperson Centerwall informed the Board that the Town passed a resolution to use a fee schedule, effective January 1, 2016. Fees previously presented to the Town Board were discussed at the previous Planning Board meetings and Chairperson Centerwall will propose to the Town Board to add the Subdivision Fees to the fee schedule. Robert Brooks suggested that the Subdivision Law be revised to remove "in lieu of" clause in the fees clause.
- Road Use Law – Adam Whitbeck presented information from Joel Bowman with concerns and informed the Planning Board that Joel Bowman will be in attendance at the next meeting to discuss in further detail.
- Chairperson Centerwall advised member Adam Whitbeck that there are online trainings available on the Chenango County Planning and Development website; specifically one that is a Planning Board 101 that he may want to review, it would count toward the 4 hour NYS training requirement that all Board members are subject to.

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

Meeting adjourned at 8:01

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, February 3, 2016 at 7:00 p.m.**

### **PLANNING BOARD 2015 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