

**Town of Smithville**  
**Planning Board Meeting Minutes**  
**Wednesday, May 4, 2016**

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

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

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

**Others in Attendance:** Tracy Oliver, Highway Superintendent; Charlie Brown; Alison Owens, Town Clerk

Jackie Centerwall called the Planning Board Meeting to order at 6:59 p.m.

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

Minutes for April 6, 2016 were presented for approval. Shane Butler brought to the Board's attention a typographical error on page 2 under Community Survey, the word "competing" should be corrected to read "completing". Chairperson Jackie Centerwall asked for a motion to accept the April 6, 2016 minutes as written, with the typographic correction; motion made by Shane Butler to accept the April 6, 2016 minutes as written, with the typographic correction, 2<sup>nd</sup> by Adam Whitbeck, vote unanimous, motion approved and accepted.

**2. New Business.**

- Charlie Brown and his wife Sherry own property on Echo Lake. Mr. Brown presented his site plan sketch, survey and application for approval of the proposed new structure. Board members reviewed the site plan and accompanying letter of explanation. Motion made by Robert Brooks to accept the Charles and Sherry Brown Echo Lake Site Plan, 2<sup>nd</sup> by Mike Evans; vote unanimous, motion approved and accepted. Mr. Brown presented Check No. 102 in the sum of \$50.00 payable to the Town of Smithville.
- Dave Evon of Palyul Int. Religious Center contacted Chairperson Jackie Centerwall and provided a completed "simplified" information sheet and a copy of their survey where the proposed construction of a restroom on the Center's property is to be located. After reviewing the law and documentation, it was determined that approval from the Planning Board is not required; however they must seek the appropriate approval from code enforcement for septic approval. Motion made by Shane Butler to approve that this project does not meet the requirements and does not need Planning Board approval; 2<sup>nd</sup> by Robert Brooks; vote unanimous, motion approved and accepted.
- Charles Nye Building permit for the placement of a double wide mobile home on his 25 acres was discussed and provided for informational purposes, as Code Enforcement Officer, Bruce Kinney approved the permit as this did not fall within the site plan rules.
- Chairperson Jackie Centerwall received a phone call from Donna Brady who inquired if approval was required for the construction of a deck between their home and pool. Town Clerk Alison Owens informed the Board that she provided a copy of the "simplified" information sheet to Mr. Brady and instructed him to complete and provide it to Chairperson Jackie Centerwall. After Board discussion, it was determined this is not a structure within the site plan rules, therefore, no approval is necessary.

- Town Clerk Alison Owens inquired if Stuart Opp's subdivision site plan had been approved, as she received a \$50 check. Approval was made at the April 6, 2016 meeting, contingent upon approval by the Chenango County Planning and Development Board 239 Review Committee. See Minutes of April 6, 2016 meeting. It was brought to the Board's attention that Mr. Opp is only building the shed at this time and the Board mentioned that Mr. Opp be encouraged to ensure the septic is up to code if and when he begins the construction of the garage.

### 3. Old Business.

Road Preservation Law – Tracy Oliver, Highway Superintendent was present to join in the ongoing discussion/concern/issue of a road preservation law. Discussion was had between Board members and Mr. Oliver and after reviewing neighboring municipality road use laws, it was agreed to draft a "road use permit" which will encompass the following:

- Gross weight of 30,000 or more must have a permit;
- Permits to be given by Highway Superintendent, Town Clerk or Town Supervisor;
- \$50.00 fee, non refundable, for a 12 month period;
- Forms would be a 3 part form – in order for Highway Superintendent to give a receipt in the event he happens upon a situation where work is in progress and it is determined a permit is necessary. This will allow the applicant, Superintendent and Town Clerk to have record;
- Permit should be user friendly, however drafted with strong language with legal recourse in the event roads are damaged.

Chairperson Jackie Centerwall will draft language for June meeting.

- Community Survey – Chairperson Jackie Centerwall advised that this is still a work in progress and that she will continue to **work hard at completing it**.
- Site Plan Review – Chairperson Jackie Centerwall provided the final "simplified" Site Plan Review form to Town Clerk, Alison Owens. An electronic version will be forwarded to upload to the Town website.

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

Meeting adjourned at 7:57

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, June 1, 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.