

**Town of Smithville  
Planning Board Meeting Minutes  
Wednesday, June 7, 2017**

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

**Planning Board Members in Attendance:** Co-Chair, Jackie Centerwall, Co-Chair Shane Butler,  
Mike Evans, Robert Brooks and Suzette Valachovic

**Planning Board Members Absent/Excused:** Adam Whitbeck

**Others in Attendance:** Alison Owen

Co-Chair Jackie Centerwall called the Planning Board Meeting to order at 7:05 p.m.

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

Minutes for April 5, 2017 and May 3, 2017 were presented for approval. Jackie Centerwall asked if there were any corrections, additions, deletions to those minutes, as presented. Motion made by Shane Butler to accept the Minutes for April 5, 2017 and May 3, 2017 as presented; 2<sup>nd</sup> by Robert Brooks; vote unanimous, motion approved and accepted.

**2. New Business.**

- Review of Town of Smithville Road Use Agreement. Co-Chair Jackie Centerwall advised that she attended the May Town Board Meeting. Town Attorney, David Berger was in attendance and informed the Board he had reviewed the Road Use Agreement and his concern is that there is no penalty for failure to obtain a permit.

Planning Board Members discussed the importance of such a penalty and what other towns have used as a penalty and agreed to modify the agreement. Section IV: General Provisions will add a paragraph 5 to read: "Failure to obtain a permit shall result in a minimum \$1,000 penalty with additional penalties assessed based on any damages to Town of Smithville roads/right-of-ways." Co-Chair Jackie Centerwall will provide the Clerk with the document for revisions.

- Town Clerk Alison Owen advised there have been some questions from the new Assessor regarding the Subdivision Law. Seems there was a recent incident where the property did not meet the Subdivision Law parameters and did not require Planning Board review. The landowner's attorney requested that a statement be provided on Town letterhead. The Assessor asked that a form letter be provided to have on hand for their use when property does not fall within the rules. Co-Chair Jackie Centerwall advised that she provides these letters when requested and that a "form letter on file" would not be in the best interest of the Town.

Also, there have been questions about the Site Plan Review work sheet. It is still difficult for community members to understand. Co-Chair Jackie Centerwall advised Alison to direct community members to the Site Plan Review Law and provide the worksheet with guidance to contact the Planning Board if there were questions.

**3. Old Business.**

- Comprehensive Plan Review. The revised Comprehensive Plan was provided to Planning Board Members for their review.

Section 2.9 Employment, Section 2.10 Housing will be reviewed by Jackie Centerwall and changes submitted to the Clerk.

Section 2.13 will be revised to rework the reference to the Smithville Days, as it is not being held this year, and may not be held in future years, as well as removing the reference to the Harvest Fest Celebration.

Section 2.14 will be modified to change Time Warner Cable to Spectrum, and the paragraph referring to the Town website and SmithvilleDay.org will be reworded.

Jackie Centerwall will also provide Section 2.15 to the Clerk.

Section 2.17 Solar Energy will be moved to appear before the Results of Community Survey.

Section 3.6.1 will be re worked as a site could not be obtained; but should be periodically reevaluated.

Section 3.7 will be re worked to mention based on NYS Dept. of Health Statistics.

It is anticipated that all revisions will be made and provided to Planning Board Members for their further review prior to June 16. It is expected that the final version will be ready to be presented at the June Town Board meeting.

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

Meeting adjourned at 8:23

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, July 5, 2017 at 7:00 p.m.**

**PLANNING BOARD 2017 SCHEDULE:**

**January 4<sup>th</sup>  
April 5<sup>th</sup>  
July 5<sup>th</sup>  
October 4<sup>th</sup>**

**February 1<sup>st</sup>  
May 3<sup>rd</sup>  
August 2<sup>nd</sup>  
November 1<sup>st</sup>**

**March 1<sup>st</sup>  
June 7<sup>th</sup>  
September 6<sup>th</sup>  
December 6<sup>th</sup>.**

Respectfully submitted,  
Suzette Valachovic  
Clerk