

**Town of Bristol**

***Planning Board***

Minutes of July 6, 2015

**Members Present:** Chairwoman Patti Giordano, Bob Drayn, Bob Stryker, Joann Rogers, Bob Raeman and Secretary Sandra Riker

**Others Present:** Pete Wojtas, Cheryl Siple, Craig Nielsen, Janet Green, Phil Footer, Russ Kenyon, Doug Washburn, Dorothy and Warren Hastings, Laura Hunt

**Minutes:** The Minutes of June 1st were reviewed and the Board asked under paragraph 4 on the first page asked to have that read: Cheryl Siple, real estate agent for the Kutniewski estate submitted information for review by the Board a parcel combination request of lands belonging to the Kutniewski estate to neighboring lands of Craig Nielsen. The minutes were then accepted with a motion by Joann Rogers with a second by Bob Raeman. All Board members agreed.

Estate of Kutniewski/Nielsen Lot Line Adjustment:

A new map of the proposed lot line adjustment including all acreage of both Kutniewski and Nielsen properties was presented to the Board for their review. It includes a note stating that "removal of Parcel A from tax map # 124.00-1-46.000 (Kutniewski estate) and annexation to tax map #124.00-1-45.000 (Nielsen parcel)".

Pictures of the area in question were taken by the Bristol Highway Superintendent and shared with the Board, he stated that he felt this would be a good addition to the Nielsen property and will improve sight distance for the existing driveway.

There was no further discussion and a motion was made by Joann Rogers with a second by Bob Raeman to accept the parcel combination request and map between the Kutniewski estate and Craig Nielsen. All Board members agreed.

Joseph & Janet Green Minor Subdivision tax map # 110.0-1-40.110

The Archaeological Conservancy of Albuquerque, New Mexico has the consent from Joseph and Janet Green to act as agent for them regarding a 17.464 acre subdivision of lands from the Green Parcel known as tax map # 110.00-1-40.110. The purpose of the subdivision is for the purpose of preservation of that 17.464 acre parcel.

Edward Kenyon is the Attorney representing the Archaeological Conservancy group. He said the group is a 501 3 C Charitable Organization whose mission statement is to secure property with historical significance. The Group will give the Greens responsibility to be the caretakers of the subdivided lands. They will post the acreage and keep it in its present state.

Mr. Kenyon stated that the surveyor is aware that the lower boundary line of Lot1 is incomplete and will make the correction on the revised map to be submitted. This is in an area that shows a 40' R.O.W. with a 15' field entrance on Tilton Road. The Board advised Kenyon and Mrs. Green that for future reference under current zoning regulation this could not be used as a R.O.W. for access to Lot 1. It would need to be 66' wide in order to comply with zoning.

The Board expressed concern that the entire Green parcel had not been surveyed and the map does not show all road frontage of Lot 1. Kenyon said it would be very expensive to survey the 176 acres of the

entire Green parcel and the purpose of this map is to provide the meets and bounds for Lot 2, the Conservancy is not endorsing the remaining acreage of the Green parcel. The description of Lot 1 would be the same as before minus the 17.464 acres being subdivided by the Conservancy.

The Board said they would need to see the total acreage of the Green parcel to be able to determine the acreage of lot 1 and lot 2 as stated on this map equal the total parcel belonging to the Greens. Kenyon asked if a conditional approval of the subdivision could be made based on the condition a revised map is submitted showing the total acreage of the Green parcel.

The public hearing was opened by the Chair.

- Laura Hunt inquired as to where the subdivision was in relationship to where she lived, and this was pointed out to her on the map.
- Dorothy Hastings asked if the Conservancy had requested more land than what is being subdivided and Kenyon said no.
- Kenyon asked if the Board would consider a conditional approval based on the following requirements to be included on a revised map:
  - A more accurate # of the remaining 159 acres to Lot 1
  - A statement of intent showing the starting acreage and the division of lot 1 and lot 2 equal to that number
  - The property line to the south border of lot 1 correctly drawn.
  - Kenyon inquired if the above conditions could be shown on the inlay map.

The Board said they will not consider a conditional approval and would prefer to see a corrected map provided at the next Planning Board meeting and it would be acceptable to do the corrections on the inlay map. The Chair then tabled the application until the corrected map is presented.

Seqra- A motion was made by Bob Raeman with a second by Patti Giordano to declare the Planning Board Lead Agency for this application. All Board members agreed.

Other Business:

- The Planning Board accepted the Minutes of May 11<sup>th</sup> by the Town Board to not make any changes to current Site Plan Procedures.
- Brief discussion regarding privilege of the floor at Planning Board Meetings. The Secretary had received communication from other Planning Board Secretaries in the County and how they addressed this issue. The Board agreed there is no need to change the way they run their meetings and if a resident has a question about an issue other than one on the agenda for the evening the resident may submit a written question to the Board for research and possible future discussion.
- Changes to Minor Subdivision/lot line adjustment application-the information required on the application form does not agree w/zoning procedures and applications listed in the Current Minor Subdivision Regulations of 2011:
  - Section 9
    - Letter J Delineation of limits of any land to be disturbed in any manner including areas to be cut, filled, excavated, or graded and contours, both existing and proposed at vertical intervals of no more than two (2) feet for areas within such limits

- In the current application it reads under information required:  
#10- refers to vertical intervals of no more than five (5) feet, etc.

In reference to Letter K of minor subdivision regs and #11 in the application requirements as follows:

- Letter K Contours at vertical intervals of five (5) feet as determined from a topographic survey map of the U.S. Geological Survey. In the case of steep or unusual tracts, the Planning Board may require contours at such lesser intervals as it finds necessary for study and planning of the tract.
  - In the current application it reads under information required:  
#11 contours at vertical intervals of twenty (20) feet, etc.
- #19 of the application omits the AASHTO Sight Distance Table, it is included in the actual minor subdivision regulations
  - There is no mention of providing the placement of dwellings and or outbuildings being shown on the map presented in either the minor subdivision regulations or on the application. Is this something the Board wishes to consider?
  - The Board did agree that they wished to have the reference to administrative review for lot line adjustments removed from the minor subdivision application and it will require a public hearing as well as the minor subdivision.
  - Fee requirements- the Board agreed they would suggest the Town Board set a fee for the lot line adjustment application equal to a one lot subdivision.

#### CEO Report

In the middle of June the CEO computer was hacked and required having the computer sent out for repairs. It is back now and 75% functional, still waiting to have BAS/IPS and RPSV4 reinstalled on the computer.

Meeting was adjourned with a motion by Joann Rogers with a second by Patti Giordano.

Respectfully submitted,

*Sandra Riker*

Secretary to Town of Bristol  
Planning Board

At the August 3<sup>rd</sup> planning board meeting the minutes of July 6, 2015 were approved with a motion by Bob Raeman and a second by Bob Stryker. All Board members agreed.

