

**Town of Bristol
Planning Board
February 1, 2016
Minutes**

February 1, 2016

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

Others Present: Pete Wojtas, MaryAnn & Keith Maynard, Shaun Logue, Will Stone, Wes Webber, Andrew Leja, J. R. Lynch, Don Rayburn and Chris Simmons

Minutes: The minutes of January 4, 2016 were reviewed: A motion was made by Bob Raeman with a second by Bob Drayn to accept the minutes as written. All Board members agreed.

Rayburn and Simmons Informational regarding lot line adjustment:

Don Rayburn advised the Board that he and his neighbor Chris Simmons would like to do a lot line adjustment which would provide Simmons with 41 acres of Rayburn's parcel #151.00-1-41.110. Simmons would annex the 41 acres to his parcel # 152.00-1-64.100. The Board asked if Simmons parcel had any road frontage. Simmons told the Board he owned parcels 151.00-1-38.222 that provides a 20' easement to the larger parcel 152.00-1-64.100. He also owns 151.00-1-35.130 that is adjacent to the 38.222 parcel both having road frontage on South Hill Road. Both gentlemen agreed that there would be a survey map completed showing exactly what they wish to accomplish with the lot line adjustment.

The Board advised them that a 20' easement would not be enough to satisfy access to parcel # 152.00-1-64.100 belonging to Simmons and he would need to enlarge the 20' easement to a 66' R.O.W. for access from 151.00-1-38.222, this would need to be clearly marked on the survey map being provided for the lot line adjustment application as well as the boundaries effected by the adjustment. When this is completed they can submit the application to the Board for a formal review, as early as the next Planning Board meeting of March 7th if they can meet the 2 week prior submittal deadline for that meeting.

Crown Castle/Verizon Wireless Buckelew Road application:

Andrew Leja, attorney for Crown Castle said he was here this evening to advise the Board that he would be providing written information addressing the questions and concerns of MRB (town engineers) and Marty Snyder (ZBA Chairman) by overnight mail the next day to the Board's secretary. This would satisfy the deadline for the ZBA meeting of February 16th. He is hoping that the PB would consider joining the ZBA for that meeting so the application can move ahead.

The points being addressed in the latest submittal of information will include:

- Clear drawings and verified data that the center of the tower is 212' to the nearest property lines and the nearest point on the tower is 209' from the nearest property line.
- Emergency fuel supply for generator will be liquid propane as stated on the drawings
- Longitude and latitude data matches on C1,C2 survey and the Site Plan drawings
- Questions with regard to property lines discrepancies between ONCOR GIS and the actual survey done by Crown Castle"
 - ONCOR GIS disclaimer states the data provided may not be accurate and are not survey grade information
 - Crown Castle surveyor has reviewed his information and he believes his information provided is correct and will stand by that provided

- The Z data sheets will be complete and include all data
- Survey sheets C1 and C2 have been adjusted to include the additional information requested by MRB and Mr. Snyder reflecting the driveway access to the property is a minimum of 10' to the nearest property line
- Detailed point by point response to MRB's comments

This will give the PB and the ZBA two full weeks to review the information and if there is any additional information required it will give Crown Castle the time to respond before the 16th.

Mr. Leja advised the Board that all drawings will be stamped and signed by the engineers and all data is based on a field survey.

The Chair asked the PB if they would be willing to meet together with the ZBA on the 16th or do they want to wait and review the site plan at our March meeting. Mr. Leja advised the PB that the ZBA has moved their meeting to the 16th in order to have the OCPB comments back for the ZBA meeting. The Chair said the ZBA has formally invited the PB to join them at the February 16th meeting.

They asked to have the Rohn structural data explained with regard to wind load its effect on the tower. The wind rating is defined by how close you are to the coast in NYS. It is rated to withstand 115 mph winds with no ice load, 40 mph wind with ice at a density of 1". The Chair thought that seemed low but was assured that the tower could withstand such an occurrence.

She asked if there was anything else the PB wanted addressed, the Board agreed that the document needs to be clean of any discrepancies. Mr. Leja said he will do his best to make sure everything is in order.

Shaun Logue from MRB told the Board he has been the one reviewing all of our information submitted by Crown Castle and when the final documents that Mr. Leja referred to this evening he will do one final review of all data and to date see no glaring red flags for the project.

PB asked if County Planning has all the information and the secretary said yes and as additional information comes in forwards it to the OCP. Mr. Maynard asked if County also has their comments and petition and the secretary assured them that all had been submitted along with the application.

The Chair brought up the Maynard's question about how deep the foundation for the tower will be and will it effect their water supply: she went on to say Shaun (MRB) will be looking into that information for the Board. Shaun said that given the soil type the water table is greater than 6' and will research it, Mrs. Maynard asked if anyone knows how deep the foundation has to be to support the tower. Shaun said that he had heard a concern that the depth would be half the height of the tower and he knows for a fact this is not correct Bob Raeman said the tower would be less of an effect on the Maynards water than if another house were built there and it included another well. He went on to say he would be surprised if the foundation were more than 20' deep.

A motion was made by Patti Giordano with a second by Bob Raeman that the PB join with the ZBA on Feb 16th to hear the application from Crown Castle for the proposed cell tower at 7 pm. All Board members agreed.

To end the discussion on Crown Castle this evening Joann Rogers asked that we include that as of this meeting we still do not have a complete application in reference to "shot clocks" associated with this application.

The Secretary reiterated that all information that comes in regarding this application has and will be shared with the County Planning Board prior to their meetings.

Lot line Adjustment application:

See document attached.

January CEO report:

- 4 permits issued
- 10 C of C and C of O issued
- 22 on-site inspections
- No structure updates
- Fire inspections are ongoing
- Phone conference with Mary Binder from the DEC, Pete, Phil and Bob Green to update flood mitigation plan for the town. Mary will provide links to updated fema maps. She will also provide training to help navigate through the FEMA website.

Respectfully submitted,

Sandra Riker

Town of Bristol

Zoning and Planning Board Secretary

The minutes of February 1, 2016 were accepted as written with a motion by Bob Drayn and a second by Joann Rogers. All Board members agreed.

TOWN OF BRISTOL
Ontario County, New York
APPLICATION FOR LOT LINE ADJUSTMENT

Lot Line Adjustment: The adjusting of common property line(s) or boundaries between adjacent lots, tracts, or parcels for the purpose of accommodating a transfer of land, rectifying a disputed property line location, or freeing such a boundary from any difference or discrepancies.

Contact Information:

Town of Bristol Code Enforcement Officer

Phone: (585) 229-2440

FAX: (585) 229-4319

E-Mail: brcodes@frontier.com

GENERAL INFORMATION:

Planning Board Fees: See Town of Bristol "Fee Schedule"

(Plus all Legal and Engineering costs incurred by the Town in the review of this Application)

Plans, maps and completed application must be submitted to the Code Enforcement Office no later than two (2) weeks prior to a scheduled Planning Board meeting (Board meets the first Monday of each month at 7:00 P.M. in the Bristol Town Hall)

MAPS REQUIRED:

One Mylar of Survey Map

Seven paper copies of Survey Map:

Mylar and 2 paper copies to be filed with County Clerk One
copy for Planning Board Files

One copy for Applicant

One copy for Highway Department One

copy for Zoning Office

One copy for Fire Marshall

(One additional paper copy may be needed if it is necessary to send application to Ontario County Planning Board)

NOTE:

Part I of the Environmental Assessment Form must be completed by the applicant and accompany the application. (Part 617 of the Environmental Conservation Law – State Environmental Quality Review, or SEQR)

Map must bear the following statement:

"The Town of Bristol is not responsible for the quality or quantity of water".

As stated in the *Right to Farm Law of the Town of Bristol (Local Law 2001)*, the following will be stamped on all subdivision maps:

"It is the policy of this State and the Town of Bristol to conserve, protect and encourage the development and improvement of agricultural land for the production of food and other products, and also for its natural ecological value. This notice is to inform prospective residents that the property they are about to acquire lies partially or wholly in, or within 500 feet of, either an agricultural district or land for which an individual commitment has been received pursuant to Section 305 or 306 of the Agriculture and Markets Law of the State of New York, and that farming activities may include, but not be limited to activities that cause noise, dust and odors."

Date: _____

Applicant Name and Address:

Fee Paid: \$ _____

Phone No.(H): _____

Date Paid: _____

Phone No.(W): _____

Rec. by: _____

Cell Phone No. _____

APPLICATION FOR LOT LINE ADJUSTMENT

Applicant's Name: _____

Phone No.: _____

Address: _____

Cell Phone: _____

ZIP Code: _____

Consent has been granted by the owner for this Application? ____ Yes ____ No
Proof of consent must be supplied

Acreage in Subdivision: _____ Zoning District: _____ Tax Map No. _____

Location of Subdivision: _____

Name of Subdivision: _____

Type of Subdivision: ____ Residential ____ Commercial ____ Industrial

Current Easements: ____ Yes ____ No Brief Description of Easements: _____

Proposed Easements: _____ Brief Description: _____

Deed Restrictions on Property: _____ Brief Description _____

Name and Address of Engineer/Licensed Surveyor: _____

Phone No _____ ZIP _____

Name and Address of Attorney: _____

Phone No. _____ ZIP _____

Date: _____

(Signature of Applicant or Owner)

Phone No.: _____ Address: _____ ZIP _____

INFORMATION REQUIRED FOR LOT LINE ADJUSTMENT

The information listed below is required by the Town of Bristol Planning Board prior to an application being deemed “complete”. This checklist is for official use only. It should be used as a guide for the applicant. It is suggested that the applicant have an informational meeting with the Planning Board prior to submitting an application to determine if some of the requirements below can be modified or waived for a lot line adjustment application.

Refer to Zoning Ordinance of the Town of Bristol, Article Eleven, for uses, setbacks, and other regulations as pertains to each zoning district.

Lot Line Adjustment shall show or be accompanied by the following information:

1. Proposed **lot line adjustment** name or identifying title.*
2. Date, north point and scale. The plan shall be at a scale of no more than one hundred (100) feet to the inch. All plats shall be on sheets no smaller than 8 ½” x 11” and no larger than 34” x 44” overall.
3. Dimensions shall all be shown in feet and in hundredths of a foot.
4. Name of owner of the property.
5. Name and seal of engineer, surveyor, or architect responsible for the plan.
6. Width and location of all private driveways.
7. **All buildings within 75 feet of the lot line adjustment**.*
8. **Wells and septic systems on this and contiguous properties within 100 feet of the lot line adjustment.**.*
9. 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.
10. 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.
11. Location and description of all swales, ponds, basins, fences, dikes or other devices required to control soil erosion and sedimentation **within 50 feet of the lot line adjustment.**.*
12. All existing watercourses and other significant natural features **within 100 feet of the lot line adjustment.**.*
13. All existing streets on or adjacent to the tract, including names, right-of-way widths and pavement widths.
14. All existing property lines, easements and rights-of-way, with appropriate Liber and Page and the purpose for which the easements or rights-of-way have been established.
15. Location and width of proposed streets, rights-of-way, easements and proposed lot lines and setbacks.
16. Sufficient data to readily determine the locations, bearings and length of every street, easement, lot and boundary line and to reproduce such lines on the ground including:
 - The length of all straight lines, radii, lengths of curves and tangent bearings for each street, and
 - All dimensions and angles or bearings of the lines of each lot and of each area proposed to be dedicated to public use.
17. Permanent reference monuments shall be shown.

18. The location and width of all proposed driveway intersections with streets and sight distances therefrom. Suitable means of access must be shown for each lot unless lot is annexed to an existing parcel.
- Driveway locations for all residential uses along State, County or Town roads shall require a driveway permit and/or a highway work permit prior to approval.
 - All uses on all parcels in all zoning districts in the Town of Bristol must locate driveways in such a manner as to comply with the table of safe sight distances. All signage associated with the table shall comply with the most recent edition of the Manual of Uniform Traffic Control Devices.
19. Wherever practicable, the names of owners of all abutting un-plotted land and the names of all abutting subdivisions.
20. Copies of proposed deed restrictions, if any, shall be attached to the preliminary plan.
21. Other improvements or modifications required by the Planning Board in the resolution granting preliminary/final approval.

REGULATIONS REGARDING LOT LINE ADJUSTMENTS Article 1 General Provisions for Minor Subdivision

Regulations and Lot Line Adjustment:

The provisions contained herein shall apply to all land within the corporate limits of the Town of Bristol. All Minor Subdivisions of land within the town shall be designed and submitted for approval in compliance with the standards and procedures set forth. Minor lot line changes, which do not create a new lot will be reviewed administratively by the Planning Board and may or may not require a public hearing as determined by the Planning Board.

APPLICANT: DO NOT WRITE BELOW THIS LINE.

Date received by Chairperson or Secretary of the Planning Board: _____

Date of scheduled Planning Board Review: _____

I certify that this Application is in compliance with the rules and regulations known as ***Regulations for Minor Subdivision and Land Development for the Town of Bristol.***

Comments:

Date: _____
Chairperson or Secretary of Planning Board

Public Hearing scheduled for: _____ (if applicable)

County Planning Board Review necessary? _____ Yes _____ No

Date of County Planning Board review: _____

Tape Maps or Survey Maps used for purposes of transfer of ownership or mortgage shall be provided with the application, where available. These maps may also be used, where appropriate, as part of the Subdivision Plat.

REQUIRED APPROVALS AND REVIEW

Prior to the Planning Board review, the map shall receive the following approvals and reviews:

- Map for leach field design and location shall be submitted, prepared by a design professional (architect and/or engineer), licensed in the State of New York, and authorized by the State Education Department to design the system described in the "Standards".
- Map may be submitted to the Town Engineer for review;
- If required, Map shall be submitted to the Ontario County Department of Public Works pursuant to Section 239-K of the General Municipal Law.

INFORMATION FOR APPLICANT:

Ontario County Clerk's Office requirements for filing Subdivision Maps:

When a subdivision map/lot line adjustment is presented for filing, the following is required:

1. A Mylar or linen plus two (2) paper copies.
2. The surveyor's signature and seal.
3. An original County Tax Search or an original or copy of a tax search of an abstract and title company, showing taxes paid.

The above apply to any subdivision, re-subdivision, amended subdivision, etc. filed.

FROM TOWN OF BRISTOL SUBDIVISION REGULATIONS:

"Filing of Approved Final Plat for Minor Subdivision/Lot Line Adjustment:

Upon completion of all requirements set forth in the action approving the final plat and notation to that effect upon the final plat, it shall be deemed to have final approval and shall be properly signed by the appropriate officers of the Planning Board. The plat shall then be filed by the applicant in the Office of the Ontario County Clerk. Any final plat not so filed and recorded within sixty (60) days of the date on which said plat is approved or considered approved by reasons of failure of the Planning Board to act, shall become null and void unless the particular circumstances of said applicant warrant the Planning Board granting an extension, which shall not extend two (2) additional periods of ninety (90) days."