

**Town of Smithville
Planning Board Meeting Minutes
Monday, December 9, 2013
7 P.M.**

Planning Board Members: Chairperson Jackie Centerwall, Tom Pollard, Doug Garnar, Robert Brooks, and Tim Hanna.

Planning Board Members in Attendance: Tom Pollard, Doug Garnar, Robert Brooks, Tim Hanna and Jackie Centerwall

Planning Board Members Absent/Excused:

Others in Attendance: Jelani Asantewa, Shane Butler

Jackie Centerwall called the December 9, 2013 Planning Board Meeting to order at 7:04 P.M.

1 – Review and Approval of Meeting Minutes

- November 11, 2013 meeting minutes were presented for approval. Chairperson Jackie Centerwall asked for a motion to approve the November 11, 2013 meeting minutes with corrections made at meeting, motion made by Doug Garnar, 2nd by Tom Pollard. Vote unanimous, motion approved.

2 – New Business

- Jelani Asantewa presented the survey map of the proposed sale of acreage associated with the estate of Pauline Lewis located on Lewis Road in the Town of Smithville. Planning Board reviewed the survey map and determined that this land sale and the prior land sale (2006) do not qualify as a subdivision according to the Town of Smithville Subdivision law. The buyer's legal counsel is requesting a letter on Town letterhead. Jackie Centerwall will prepare a letter and send to Alison Owen to put on letterhead. Ms. Asantewa would like to pick up the letter.
- Shane Butler was invited to the Planning Board meeting. Shane has submitted an application to the Town Board for membership to the Planning Board Committee. Planning Board members were given the opportunity to introduce themselves talk and with Shane. Shane stayed and observed the meeting.
- Planning Board discussed and agreed 2014 Planning Board meetings would continue to meet on the second Monday of each month at 7:00 P.M. **[2014 Planning Board Meeting Schedule is at the end of these Meeting Minutes]**
- Voucher information was sent out via email; Alison confirmed that the Vouchers must be submitted for payment before noon on Thursday, December 12, 2013.

3 –Old Business

- Town Survey – Doug handed out an ad hock committee scenario sheet. Members discussed; Bob Brooks asked:
 - o **Does the Town Board support the Planning Board in doing a Town Survey?**

Shane Butler provided information regarding the Town of Guilford's recent Town Survey. A consultant was hired, Guilford had a good experience. Bob Brook recommended looking into this.

Doug Garnar's handout recommends a number of different strategies.

Utilizing a Binghamton University MPA student or NY Empire State student to assist with the survey development. Jackie Centerwall discussed the pitfalls of using college interns. Supervision is a concern and students are available during the semester and the timing of the survey would need to be based on student availability.

Doug Garnar has strong feelings about getting young residents (age range 17 – 30) to participate in the process. He feels it is important they have a voice.

Tim Hanna brought a copy of the last Town Survey with results.

For next meeting Doug Garnar is going to get the survey from Tim Hanna and possibly other area Town surveys.

- Planning Board Clerk – still in need of a Planning Board Clerk; Alison Owen reported that there were no applicants from the advertisement. J. Centerwall requests that PB members continue to be on the lookout for suitable candidates.
- Site Plan Review law – that was presented by Tom Pollard to Town Board August 19, 2013
 - o Town Board will present Planning Board with written recommendations
 - o Town Board request Planning Board members to attend Public Hearing
 - o Jackie Centerwall requested all Planning Board members review the Site Plan Review Law in order to be familiar and able to speak at Public Hearing.
- Jackie Centerwall made contact with Tom Emerson's office about a proposed subdivision, asked them to drop plans at her home address. Nothing received at this time and there were no representative at this meeting.

4 –Adjournment

- Jackie Centerwall asked for a motion to adjourn; Motion made by Tom Pollard, Tim Hanna 2nd by. Vote unanimously in favor, motion approved.

Meeting was adjourned at 8:30 P.M.

Planning Board meetings are scheduled for the second Monday of every month at 7:00 p.m. at the Smithville Community Center.

Next Planning Board Meeting is Monday, January 13, 2014 @ 7:00 PM

PLANNING BOARD 2014 SCHEDULE:

January 13th
March 10th
May 12th
July 14th
September 8th
November 10th

February 10th
April 14th
June 9th
August 11th
October 13th
December 8th

Respectfully submitted by Planning Board Chair Jackie Centerwall