

Roxbury Town Planning Board Meeting
Roxbury Town Hall
June 15, 2022

The regular meeting of the Town of Roxbury Planning Board was called to order at 7:30 PM at the Roxbury Town Hall.

Present: Chairman Phillip Zorda, members Brad Zambri, Robert Cole, Diane Munro and Kevin DePodwin. Ned Brower of Delaware County Planning was also present.

The Minutes of the March 16, 2022 meeting were approved on motion of by Brad Zambri, second by Diane Munro.
AYES – All.

There were no meetings on April 20, 2022 or May 18, 2022.

**Manhattan Country School, 3536 New Kingston Mountain Rd
Parcels 200.-1-81, 200.-1-78, Boundary Line Adjustment**

Vic Fairbairn presented documents for a proposed BLA that will add 3.1 acres to parcel 200.-1-81 (0.59 acres), taken from parcel 200.-1-78, (163.6 acres). Both parcels are owned by Manhattan Country School.

The application was not signed and notarized as required and the deed was not submitted as required. Vic will provide the proper documents.

The appropriate fee was paid.

A motion to classify this as a Boundary Line Adjustment was made by Diane Munro, second by Brad Zambri.
AYES – All.

A motion to approve this Boundary Line Adjustment, contingent on the Board receiving the notarized application and a copy of the deed, was made by Diane Munro, second by Robert Cole.
AYES – All.

The application and drawings will be signed after the required documents are provided.

**Harriet Smith Living Trust, 2175 County Hwy 41
Parcel 179.1-1-44, Two Lot Subdivision**

Steven Sibbern, surveyor, presented a proposed two lot subdivision located on County Hwy 41. The owners are proposing to create a 6.76 acre parcel on the West side of the highway and a 8.3 acre parcel on the East side of the highway.

Soils testing is not required due to availability of town water and sewer along the highway.

The Application was neither signed nor notarized. The proper application must be provided before the subdivision will be approved.

A letter requesting a waiver from surveying the remaining 8.3 acre parcel was submitted.

The appropriate fee was paid.

A motion to approve the waiver was made by Brad Zambri, second by Robert Cole.
AYES – All.

A motion to classify this action as a minor subdivision was made by Diane Munro, second by Kevin DePodwin.
AYES – All.

A motion to classify this action as Unlisted was made by Brad Zambri, second by Diane Munro.
AYES – All.

A motion to refer this action to the Delaware County Planning Board for the 239 review due to the action being on a county highway was made by Kevin DePodwin, second by Robert Cole.
AYES – All.

Part 1 of the EAF was reviewed and Parts 2 and 3 were completed.

A motion to find a negative environmental significance of this subdivision was made by Brad Zambri, second by Robert Cole.
AYES – All.

A motion to hold a Public Hearing on July 20, 2022 was made by Brad Zambri, second by Diane Munro.
AYES – All.

**Harriet Smith Living Trust, 2175 County Hwy 41, William Finch, 2101 County Hwy 41
Parcels 179.1-1-44, 179.1-1-47, Boundary Line Adjustment**

Steven Sibbern, surveyor, presented documents for a proposed BLA that will add 0.76 acres to parcel 179.1-1-47 (0.302 acres), owned by William Finch, taken from parcel 179.1-1-44, (6.76 acres after subdivision), owned by Harriet Smith Living Trust.

The application was not signed and notarized as required. Steve will provide the proper document at the next meeting.

The appropriate fee was paid.

A motion to classify this as a Boundary Line Adjustment was made by Robert Cole, second by Kevin DePodwin.
AYES – All.

The application and drawings will be approved and signed after the required document is provided.

On motion of Diane Munro, second by Kevin DePodwin, the meeting adjourned at 8:20 PM.
AYES – all

Phillip Zorda, Chairman

DRAFT

Roxbury Town Planning Board Meeting
Roxbury Town Hall
July 20, 2022

The regular meeting of the Town of Roxbury Planning Board was called to order at 7:30 PM at the Roxbury Town Hall.

Present: Chairman Phillip Zorda, members Brad Zambri, Robert Cole, Ed Hinkley, Dave Cowan and Kevin DePodwin. Ned Brower of Delaware County Planning was also present.

The Minutes of the June 15, 2022 meeting were approved on motion of by Ed Hinkley, second by Kevin DePodwin.
AYES – All.

**Manhattan Country School, 3536 New Kingston Mountain Rd
Parcels 200.-1-81, 200.-1-78, Boundary Line Adjustment**

The signed and notarized application was brought to Town Hall in the morning and the application and drawings were signed.

**Harriet Smith Living Trust, 2175 County Hwy 41
Parcel 179.1-1-44, Two Lot Subdivision**

Steven Sibbern, surveyor, presented a combined map showing the proposed two lot subdivision and Boundary line Adjustment located on County Hwy 41. The owners are proposing to create a 6.76 acre parcel on the West side of the highway and a 8.3 acre parcel on the East side of the highway.

Steve also presented the Board with copies of the required deed, but was still missing the document listing the Trustees for the application.

A Public Hearing was held for this subdivision and several adjoining property owners were present and asked questions about the action.

Ned Brower of Delaware County Planning informed the board that the Delaware County Planning Board, under the 239 review, approved the subdivision contingent on the sight lines of the existing driveways be measured and noted on the drawing.

There are no new driveways being proposed for this subdivision and the board felt that the conditions were appropriate as the existing driveways did not impact the subdivision. The Planning Board may override the County's conditions by a majority plus one vote.

A motion to that effect was made by Brad Zambri, second by Dave Cowan.
AYES – All.

A letter informing the county of the override vote will be prepared and sent to the County Planning Board.

As not all Trustees are listed on the application, a motion to approve the subdivision contingent on receiving the correct documentation, was made by Robert Cole, second by Ed Hinkley.

AYES – All.

The drawing will be signed when the completed application is received.

**Harriet Smith Living Trust, 2175 County Hwy 41, William Finch, 2101 County Hwy 41
Parcels 179.1-1-44, 179.1-1-47, Boundary Line Adjustment**

Steven Sibbern, surveyor, presented the deeds and updated application for the proposed BLA that will add 0.76 acres to parcel 179.1-1-47 (0.302 acres), owned by William Finch, taken from parcel 179.1-1-44, (6.76 acres after subdivision), owned by Harriet Smith Living Trust.

The application still is lacking all the notarized as required.

As not all Trustees are listed on the application, a motion to approve the BLA contingent on receiving the correct documentation, was made by Robert Cole, second by Dave Cowan.
AYES – All.

The application and drawing will be signed when the completed application is received.

**Harriet Smith Living Trust, County Hwy 41, Edgar and Mary Jean Scudder, 1997 County Hwy 41
Parcels 157.-1-50, 157.-1-56, Boundary Line Adjustment**

Steven Sibbern, surveyor, presented documents for a proposed BLA that will add 3.263 acres to parcel 157.-1-56 (0.283 acres), owned by Edgar and Mary Jean Scudder, taken from parcel 157.-1-50, (14.3 acres), owned by Harriet Smith Living Trust.

The application does not list all trustees.

The appropriate fee was paid.

A motion to classify this as a Boundary Line Adjustment was made by Robert Cole, second by Kevin DePodwin.
AYES – All.

A motion to approve the BLA contingent on receiving the correct documentation, was made by Ed Hinkley, second by Robert Cole.
AYES – All.

The application and drawing will be signed after the required document is provided.

On motion of Brad Zambri, second by Robert Cole, the meeting adjourned at 8:15 PM.
AYES – all

Phillip Zorda, Chairman