

Gene Bavis, Chairman called the regular meeting of the Planning Board to order at 7:31 P.M. Members present were Chairman Gene Bavis, Elaine Leasure, Rick Johnson, Deborah Amsler Karel Ambroz and Marlene Hall (alternate). Also present was Phil Williamson, Code Enforcement Officer, Norm Druschel, Building Inspector, Suzi Mance, Planning Board Liaison.

Chairperson Bavis explained that at the Town Board organizational meeting that Bob Plant was appointed as the second alternate to both the Planning and Zoning Board of Appeals. Marlene Hall will continue to be an alternate to both boards. Chairman Bavis reminded Board members to notify both the Planning Board Clerk and himself if they are going to miss a meeting so one of the alternates can be contacted and asked to be present. Mr. Bavis also welcomed Suzi Mance as the Planning Board liaison.

Deb Amsler made a motion, seconded by Rick Johnson to approve the minutes of November 12, 2013. Motion carried.

Deb Amsler made a motion, seconded by Karel Ambroz to approve the minutes of December 9, 2013, with the following corrections: The heading on the top of each page should read, December 9, 2013, not December 12, 2013 and Marlene Hall was absent at the December meeting. Motion carried.

**1. Concept discussion regarding 3-lot subdivision and 1-lot site plan for property located at 600 Walworth-Penfield Road. Property is zoned: B – Business.**

Erica Jacobs, 703 Walworth-Penfield Road was present to explain her intent to subdivide property at 600 Walworth-Penfield Road, owned by her mother, Cathy Voelkers. The 52.5 acre parcel is currently the site of British Auto, the family business that she and her husband, Ben have been managing since January 2012 after the death of her father. The intent is to subdivide the property into three separate parcels, transfer ownership of two of them to Erica and Ben. The Board members were provided with a rough sketch of the proposed subdivision. The first parcel will be approximately 34 acres where the business is presently located (back and eastern portion of the parcel). The second parcel of approximately 12 acres from the barrier trees out to the road and south of the driveway is where the Jacobs intend to build a new house. The remaining 6-acre parcel (north of the driveway) will be retained by Cathy Voelkers. Ms. Jacobs commented that she wants to keep the business and residential properties as separate parcels.

Discussion ensued about access to the property. Chairman Bavis asked if the intent was to use the existing driveway to access all three parcels and Ms. Jacobs said that it was. Norm Druschel explained that all three parcels must have legal access to the road. As the back parcel is over 500 feet from the road, the minimum width of access right-of-way for residential lots is 60 feet (Town Code Section §180-34). The Board noted that the Ms. Jacobs should contact an attorney for any legal requirements regarding any easements that may be necessary. It was pointed out that there may come a time when the parcels may change ownership and it is important that all parcels have legal access to the road and that easements are in place. It was explained that any additional cuts onto Walworth-Penfield Road would need to be approved by the State.

The Board was agreeable to the concept as long town code requirements are met.

The next step would be to submit a formal application packet along with a subdivision and site plan, prepared by an engineer/surveyor. The application would also need to be sent to the County for their review prior to coming before the Planning Board for a public hearing.

**2. Other**

Phil Williamson told the Board that Boylan Code LLP is the new attorney for the Town with offices in Newark and Rochester. The firm is very familiar with Municipal Law.

The Planning Board members expressed interest in the possibility of having the firm offer some training opportunities in the future.

Chairman Bavis adjourned the meeting at 8:02 PM.

Gail Rutkowski, Clerk

