

# Town of Brookfield Planning Board

Brookfield Town Hall  
10535 Main Street  
Brookfield, NY 13314

## Meeting Minutes

2013 Regular Monthly Meeting

**Date:** October 3, 2012

**Time/Location:** 7:00PM, Brookfield Town Hall

**Attendance:**

Marylou Rhodes – Chairwoman  
Karen Nowak – Secretary  
Fred Jones – Member  
Ralph Keith – Alternate  
Karen Beehm – Alternate

**Guests:**

Elizabeth Stalter

**ORDER OF BUSINESS:**

1. Motion to accept September minutes made by Karen Beehm, seconded by Dan McCoach. All members voted in favor.
2. Colleen Head submitted request from her husband Tim for a lot realignment. Tim Head to give Dewitt Head 0.6 acres. Will return next month with survey containing a locator map.
3. Elizabeth Stalter submitted application for lot realignment. Will return to November 7th meeting with the survey. Subdivision # 13-05, Tax ID 156.-3-23-111.
4. Revise Planning Board Worksheet to include land owner's name, subdivision # and tax ID #.
5. Review and update of subdivision regulations completed with the exception of Article 6, which Bob Piersma needs to review. Karen Nowak to resend Article 6 to him and Marylou Rhodes will follow up.

Section 320 Pre-Application Procedures – remove reference of EAF's from appendix and change to: "forms may be found on the Town of Brookfield website and/or may be obtained from the Town Clerk."

Article 4, section 410.2, change "appropriate material" to "mylar", insert "that is clearly legible" after appropriate scale. Add "locator map" to 410.2 #a.

Article 5, section 510.2, remove "Three (3) copies of the preliminary plat map, drawn to scale." And insert "One copy of the minor subdivision plat which is to be submitted to the County Clerk, drawn with ink on mylar, plus two (2) paper copies." Add "locator map" to 510.2 #a. Section 520.1, change "suitable material" to "mylar".

Article 6, section 610.2 #e, add "(American Association of State Highway and Transportation Officials" after A.A.S.H.T.O. as clarification of abbreviation used. Section 610.2 # h, add "Manual on" in front of (Uniform Traffic Control Devices) as clarification of abbreviation used. Section 615 #2 add "and the requirements of the American Disability Act" at the end of the sentence.

Article 7, section 720, is there a way to add a statement about "possible cost over-runs" after cost of the required improvements? (Question for Town Attorney??)

Move Application for Review and Approval of Subdivision to Appendix.

6. Karen Beehm made a motion to adjourn the meeting. Karen Nowak seconded the motion. All members voted in favor.
7. **Next Meeting Date:** Thursday, November 7, 2013 at 7:00 PM

Respectfully submitted,

Karen Nowak  
Secretary