

**TOWN OF HAMILTON**

**PLANNING BOARD MEETING**

**Tuesday, January 20, 2015**  
**7:00 p.m.**

Present: TOH members: Mary Galvez, Darrell Griff, Elaine Hughes, Bettyann Miller, Bill Nolan, Donald Forth (Codes Enforcement Officer)

Guests: Steve Jones, Brian Chapin, surveyor, Michelle and Jeff Reese; Alice Brumbach  
Summer Knapp, Roger Foster and Charles Wilburn

Mary Galvez called the meeting to order at 7:00 p.m.

**1) Agricultural Subdivision Waiver**

First on the agenda for the night was Brian Chapin. Brian is the representative/surveyor for a piece of land approximately 6.203 acres on Nower Road. Tax map # in reference is 213.00-1-61. Michelle and Jeff Reese are purchasing this from the Ryfinski property. Brian presented a map for the Board to view the layout for a 6.203 lot subdivision. Brian was inquiring with regards to this subdivision--is it necessary to go through the subdivision process or is this piece still approved for the agricultural classification? This is a first subdivision so it is not required to go through the formal subdivision process. First subdivisions on properties are free and do not require the Planning Board's approval. Steve Jones read that if the subdivision is for agricultural purposes only and does not create a new road and does not include more than one lot of less than 5 acres a waiver is possible. Mary read that the waiver could be issued from Section 340 of the Agricultural Subdivision. Mary asked for a vote and it was seconded by Darrell Griff. Motion carried. Brian will drop off the mylar and copies for Mary Galvez's signature.

**2) Request for School at Poolville Community Center**

The second item for tonight's meeting was represented by Summer Knapp and Alice Brumbach. They are interested in starting a small private school at the Poolville Community Center. Summer was inquiring what regulations they must meet such as a special use permit. Steve Jones referenced the Planning Book and indicated this would require a special use permit. Don Forth noted that he will be making a visit to the Community Center which can be fairly intense for this type of application. Summer reviewed the application with the Board and they gave her guidance as to signatures required, etc. Steve Jones quoted in the hamlet district there are very few things that do not require a special use permit. A copy of the Planning Booklet was given to Summer. A public hearing will need to be held once the application has been submitted.

### **3) Poolville County Store**

Third item at tonight's meeting involved Roger Foster and Charles Wilburn owners of the Poolville Country Store. They are looking to build a venue for receptions, parties. They have acquired two separate lots and are looking into a third site for parking. The third lot would be the lot that Tim Donovan home resided on before the July 3<sup>rd</sup> storm. The structure they are considering to build is approximately 100' x 40'. Mary quoted any building over 5000 square feet is not allowed in a hamlet. They hope to be able to host up to about 300 people. Parking space was questioned and Mary quoted that one parking space is required for every 5 people. Sixty (60) parking sites would be required to meet the approximate 300 people. Don Forth mentioned the need for handicapped parking sites also. For every handicapped parking spot, two normal parking sites are required. It was asked if there was any special consideration for buses. Steve Jones mentioned that this proposed plan is on a county road and will have to be approved with the County Planning Department. Steve felt the County will be helpful in giving our Town Planning Board direction also. In review of the scale of the pieces of properties involved, Steve was concerned about one piece of property that Roger and Charles felt was dissolved. Steve did not see any deed for this piece of property. Don Forth indicated the piece of property that they felt dissolved was an illegal lot size. Minimum lot sizes required is .75 acres without public water and sewer. This parcel was never brought before the Hamilton Planning Board for subdivision. Mike St. Ledger was the attorney that handled the subdivision. If this is a non-conforming subdivision, it may not be legal at this point. Steve Jones suggested Roger and Charles have Attorney St. Ledger call him and they can discuss this. Steve's second concern is a special use permit will be required. Various other discussion included parking, septic, water, leech field, perc test. Don Forth mentioned Roger and Charles would have to submit engineered plans for the septic system. Steve Jones suggested they develop someone to help them through the process and develop a detailed presentation. The County Planning Department will have a big impact on any decisions. It was suggested they speak with Mike St. Ledger and have him contact Steve Jones. Roger and Charles left at this point with some homework to do. The Planning Board will not act upon any request until they hear back from Steve Jones and the County Planning Department.

General, after the fact, conversation followed with the Board. No decisions were made or will be made until results are heard from the Madison County Planning Department.

A motion for adjournment was made by Elaine Hughes and seconded by Bill Nolan.  
Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Carol Dewey  
Deputy Town Clerk

**APPROVED July 16, 2015**