



**Planning Board**  
**Zoom Hybrid Meeting**  
**Meeting Minutes**  
**February 20, 2024**  
**Approved: March 5, 2024**

**Board Members Present:** Mo Klein, Linda Liddle, Bart Gragg, Karl Klankowski  
**Absent Board Members:** Chair Pete Angie, Rebecca Schneider  
**Quorum Present**  
**Applicants Present:** Michael Hamilton, Rebecca Hamilton, Steve Terwilliger  
**Town Staff Present:** Niels Tygesen, Mollie Duell

### **Proceedings**

Vice Chair Linda Liddle called the meeting to order at 7:00 PM at Town Hall.

**Motion:** Gragg motioned to appoint Klankowski as a voting member for the duration of the meeting; Klein seconded.

**Vote:** Gragg, aye; Liddle, aye; Klein, aye.

**Motion Carried.**

### **Approval of Agenda**

Klein stated that the Kearn site plan review would be removed from the agenda at the request of the applicant.

**Motion:** Klein motioned to approve the amended agenda; Gragg seconded.

**Vote:** Liddle, aye; Gragg, aye; Klein, aye; Klankowski, aye.

**Motion Carried.**

### **Approval of Past Minutes**

**Motion:** Gragg motioned to approve the February 6 Planning Board meeting minutes as written; Klein seconded.

**Vote:** Liddle, aye; Gragg, aye; Klein, aye; Klankowski, aye.

**Motion Carried.**

### **Privilege of the Floor**

No members of the public addressed the Board pertaining to items not on the agenda.

### **New Business Items**

#### **MGSUB2401-01: Hamilton 2 Lot Land Division, Sketch Plat Review**

The applicant and property owner, Michael & Rebecca Hamilton, applied for a two-lot cluster subdivision for the subject site to subdivide the existing 18.67-acre lot into 2 lots. The A/R zone requires a minimum lot area of 2 acres, 200 feet of lot depth, and 400 feet of lot width at the front lot line per the Code of the Town of Ulysses ([CTU 212-29](#)). The current parcel has approximately 654 feet in lot width and one of the proposed lots will have 250 feet of lot width. [CTU 212-142.4.D.7.f](#) grants authority to the Planning Board to deviate from the dimensional standards of CTU 212-29, including minimum lot width, provided there is adequate lot area for the siting of on-site wells and on-site wastewater treatment systems.

Liddle asked the Planning Board to consider what further documentation will be needed for review, noting the cluster subdivision process is novel.

Michael Hamilton explained that the preservation of the hay field is the reason that a cluster subdivision is sought. Creating a flag would result in the only buildable area of the parcel being in the middle of what is currently a hay field.

Klankowski suggested changing the setbacks from 12 to 15 feet, explaining that most zones in the town have 15-foot property line setbacks. Hamilton replied that this could be changed easily.

Klein spoke about the extended requirements for the cluster subdivision application process and asked why this is the best option, since typically cluster subdivisions are used for denser developments with multiple new homes. Hamilton explained that the preservation of the hay field is the only reason for pursuing a cluster subdivision.

Klein continued to read the four steps of developing a resource analysis as described in [CTU 212-142.4.D](#).

Liddle acknowledged that the goal of conserving the hay field justifies the cluster subdivision proposal and fits with the comp plan. Liddle suggested having a soil analysis done for the farmland as part of the resource analysis. Steve Terwilliger stated that the soil contains a high amount of clay. Klein explained that a plat map should have more details, with labeling and measurements of all conservation areas, as well as existing and future building locations.

The Planning Board agreed that the application is feasible, but more detail is needed.

Klankowski stated that he had driven by to view the parcel and could see that there appear to be wetlands and a stream; Hamilton replied that this is accurate.

Liddle suggested including the woods as a conservation piece. Terwilliger stated that keeping the woods is part of the plan.

Klein asked if it would be beneficial to go to the BZA for a variance. Tygesen referenced a past minor subdivision on Dubois Rd that presented a similar issue and received approved variances. Tygesen explained that applying for variances is a lengthier and costlier process for the applicants. Klankowski noted that the BZA has rejected proposals that do not meet 30 foot setbacks, and a cluster subdivision allows the Planning Board to decide what these regulations should be.

Hamilton noted that in addition to the hay fields there are some open pastures behind this area for horses. There is also no intention to impact the woods, which is used for hunting.

Terwilliger asked if there would be any review by the county. Tygesen stated that there will be a 239 review.

Liddle asked if a septic system or well would be shared with the existing home; Hamilton responded no.

Klankowski asked if the driveway will be shared; Hamilton responded yes.

Klein noted that driveway, septic, and well details should also be on the map.

Klankowski noted that the lots do not have the width to meet code requirements, but they have plenty of depth, which could be a reason for approval.

Discussion ensued over the upcoming meeting timeline.

Tygesen explained that there is an additional public hearing required for the cluster subdivision, while a minor subdivision application usually requires only 1 hearing. There is a 3-step process for the cluster application which entails the sketch plat submission, a preliminary submission, and then the final submission. Notice in the mail and newspapers is also required. Normally more civil work is needed for the cluster subdivision process, and while this will not be required for this proposal, code requirements will still extend the timeline beyond the typical minor subdivision process. Another public hearing would be required for any variance application.

Klein noted that information is needed 2 weeks in advance for adequate review.

Terwilliger stated that the additional information will be sent as soon as possible.

Liddle acknowledged that the proposal sounds doable, but even though it makes sense in the moment to preserve farmland, the Board needs some time to think.

Klein suggested discussing cluster housing at some point, noting that the requirements could be adjusted to create a simpler option for preserving farmland with less demanding requirements from applicants who are not planning dense developments with multiple new homes.

Klankowski spoke about the current layout of many parcels in the town and floated the idea of developing new roads. Klein and Liddle agreed that this is not likely due to cost. Gragg added that another problem is that this does not promote the preservation of farmlands.

Klein agreed that there are many unusually shaped parcels from subdivisions that occurred before there were stricter dimensional requirements, when farmers sold frontage off from large parcels.

### **Board Member Reports**

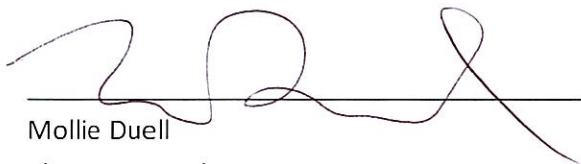
Klein explained that the CPSC has extended application deadlines for a consultant by one month due to low response.

**Motion:** Klein motioned to adjourn; Gragg seconded.

**Vote:** Liddle, aye; Gragg, aye; Klein, aye; Klankowski, aye.

**Motion Carried.**

ADJOURNED 7:39PM

A handwritten signature in black ink, appearing to read 'Mollie Duell', written over a horizontal line.

Mollie Duell

Planning Board Secretary