

**Site Plan Review Law
Revision Process
March 2025**

The Town of Keene Site Plan Review Law was enacted November 12, 2003. The town board approved a process to revise and update the law to meet the changes and challenges the town now faces and also to make sure that the Site Plan Review Law is coordinated with local laws such as our water laws and coordinated with State and Federal requirements. The steps for revising the law are listed below:

1. A work group will be convened to review and make comments and suggestions on the current law. This work group will consist of 2 town board members; 2-3 planning board members (more can participate if they want to); and 2 residents. This review stage is scheduled for June, July, and August with recommendations due from the work group at the end of August. During this time, 3-4 meetings should take place to coordinate the work.
2. The recommendations go to the town board and planning board for review and comments.
3. The recommendations will go to a consultant hired by the town to draft the new local law.
4. The draft will go to the town attorney for review.
5. The town board and planning board will make a final review and then the town board will vote to adopt the new Site Plan Review Law.

Meeting with Flood Plain officer

6 messages

Town Supervisor <supervisor1@townofkeeneny.gov>

Tue, Mar 10, 2015, 1:00 PM

To: Derrick Martineau <codeofficer@townofkeeneny.gov>, Tom Hickey <hickeyt1@gmail.com>, Brian Crowl <crowlbuid@gmail.com>, Keith Wadsworth <keithwadsworth32@gmail.com>, Larry House <larryhouse1@gmail.com>, Ron Hall <rhall12943@gmail.com>, Linda LaBarge <mtmanor.11@gmail.com>, Tina Preston <clerk@townofkeeneny.gov>

Good afternoon everyone. Below is an email I received from the state about flood plain insurance. We are already participating in the program, and without the town participating, residents can't get flood insurance. Can I schedule him to come at the end of a planning board meeting? Anyone who is interested can listen to him, while Derrick and I will have to set aside time to answer his questions and provide documentation. It would be good for at least one planning board member to attend, as we may have some revisions to make in our Site Plan Review process in order for the Town to meet program requirements. I understand this is a huge inconvenience, and I understand if no one can commit to the time and hassle. I will make sure to get all the information.

Thanks, Joe Pete

Joe Pete Wilson
Supervisor
Town of Keene, NY

Good afternoon Supervisor Wilson,

As a participating community in the National Flood Insurance Program (NFIP), the Town of Keene is scheduled for a Community Assistance Visit (CAV), to be conducted by the New York State Department of Environmental Conservation (NYSDEC). NYSDEC conducts these visits on behalf of the Federal Emergency Management Agency (FEMA). The purpose of the CAV is to discuss the Town's participation in the NFIP, and to provide assistance as needed with the technical or administrative elements of the program.

A CAV consists of a meeting and a tour of the Special Flood Hazard Area (SFHA). Officials involved in the floodplain management program and the review and approval of a new construction project in the community should attend.

The following items should be available for the meeting:

1. Copies of your local adopted floodplain management ordinances in accordance with Section 60.3 of the Code of Federal Regulations (CFR).
2. Records of permits issued for development in the SFHA in your community.
3. Records of elevations of structures built in the SFHA in accordance with 44 CFR 59.22(a)(9)(iii).
4. Appropriate staff to explain the process the community uses to review proposed development in the SFHA, including new buildings and other structures; new and replacement manhole covers; improvements to existing buildings and structures; development other than buildings such as mining, dredging, filling, grading, paving, excavation and drilling operations; and stream channel maintenance.
5. Appropriate staff to explain:
 - a. The process for reviewing new subdivision proposals, including manufactured home parks in the designated SFHA.
 - b. The Community's enforcement procedures, including variance procedures and on-site inspection of construction in the SFHA.
6. Records of all variances requested (denied or approved).
7. Questions or concerns the community may have pertaining to its Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS), including their accuracy and completeness, and any additional flood data.

Prior to the meeting, I will complete a desktop study of the floodplain areas to familiarize myself with the community and the types of development occurring there. During the meeting records of relevant development will be reviewed. If needed, a follow-up floodplain tour can be conducted with community officials to look at sites of concern. After the CAV is completed, a letter will be sent to the community documenting the CAV, summarizing any deficiencies found, and listing recommendations for any necessary corrective actions. The Community Information System (CIS) will be updated to reflect the visit.

Please have the Local Floodplain Administrator or yourself contact me, at your earliest convenience to schedule a CAV. Ideally, I would like to schedule the CAV between now and the end of March. If you have any questions or wish to discuss further, do not hesitate to contact me.

Regards,

Wade Bastian

William Wade Bastian (he/him/his)

Environmental Program Specialist Trainee 1

New York State Department of Environmental Conservation

Division of Water

**Planning Board
Town of Keene**

Date: Tuesday April 8, 2025

Kind: Regular Planning Board Meeting

Place: Keene Town Hall

Board Present: Tom Hickey, Brian Crowl, Keith Wadsworth, Larry House, Ron Hall & Linda LaBarge

Board Absent: Mike Hartson

Others Present: Tina Terry Preston, Secretary, Kevin Hall, Charles Segard, Jon Brown, Karla & Charlie Jessen & Stephen Wilson

Call to Order: Tom Hickey called this meeting to order at 9:00 am

Pledge of Allegiance

Approval of Minutes:

A motion was made by Ron Hall and seconded by Larry House to approve the Minutes of the Planning Board Meeting held on March 11, 2025 **6-YES**

New Business

**K-25-09 PETERSON, HADLEY & CLARK -SFD
155 ALSTEAD HILL LANE, KEENE, NY 12942
TAX# 44.4-3-9.200**

Jon Brown presented application and materials to be used for single family dwelling. There was a discussion on the Lack of a culvert. The Highway Superintendent would

need to be contacted to approve. - TABLED

NEED:

FULL SITE **MAP** **APA NJ LETTER**
SITE VISIT - WHICH IS SCHEDULED AFTER MEETING

K-25-10 WILSON, STEPHEN-SUBDIVISION
GILMORE HILL ROAD, KEENE, NY 12942
TAX# 44.400-03-21.00; 44.400-03-22.000

Stephen Wilson presented today with completed application, APA Letter & full-size map. Motion to approve by Tom Hickey and 2nd by Keith Wadsworth - **6 YES - CARRIED**

K-25-08 LOWENTHAL, PETER - LINE ADJUSTMENT
266 JOHNS BROOK LANE, KEENE VALLEY, NY 12943
TAX# 62.4-1-4.100

Application was received with a small copy of survey map and Scheduled A letter from Robert A. Marvin Land Surveyor.

NEED:

-FULL SIZE MAP
-CHECK
-APA NJ LETTER

Decision by board to **TABLE - 6 YES**

K-25-11 CLARK, CHRISTOPHER & WILLIAM CURTIS
BOUNDARY LINE ADJUSTMENT
73 MESA WAY-35 THORNE WAY, KEENE VALLEY, NY
12943
TAX# 62.2-1-22.000 62.12-1-11.200

Kevin Hall here today to represent the families Clark/Curtis in land swap and lot reconfiguration. History was given dated back to 1995 along with detailed maps outlining the process for boundary Line adjustment. Motion to approve Linda LaBarge 2nd Brian Crowl - **6 YES - CARRIED**

K-25-12 FIALON, MATHIEU - BAKERY
1888 NYS RT. 73, KEENE VALLEY, NY 12943
TAX# 62.12-5-71

Mr. Fialon provided the planning board with an application for sign and what Planning Board Secretary told him was ok as a application to open the Bakery. Planning Application, site map, septic plan, building permit application were provided, deed & photo of sign. Town of Keene Code Enforcement Officer and Department of Health have inspected premises with no issues. Motion was made by Brian Crowl 2nd by Larry House to approve the sign only- **6 YES-CARRIED**

The Bakery has been a business for years. However due to being closed for a couple years the Planning Boards needs a Letter of Intent from Mr. Fialon explaining when he bought it, when he opened it, what type of business, list of modifications, and parking compacity. Mr. Fialon also needs to fill out a planning board application. **-TABLED**

OLD BUSINESS

3/11/25 - Kevin Hall was expecting Charlie Segard to be here today as he is the builder. APA permit was received, Application and Septic Plans. Planning Board reviewed file and determined at this time Materials to be used and colors are still needed. **-TABLED**

4/8/25 - Charlie Seagard presented Materials & colors used to completed this project. Motion to approve by Ron Hall 2nd by Keith Wadsworth - **6 YES CARRIED**

K-24-27 BULL, RANDALL - SFD
O'TOOLE LANE, KEENE, NY 12942
45.3-1-11.000

Kevin Hall presented today with plans for a single-family dwelling. He was looking for all the information needed to bring this project in front of the board. Charlie Segard was to be here today to present this project as he is the builder.

-Application
-APA Permit
-Septic Plans **PENDING UPDATED: Received 4/8/24 - Motion**

to approve by Ron Hall 2nd Keith Wadsworth – 6 YES -

CARRIED

K-25-05 HAY, TAYLOR - GARAGE WITH APARTMENT
210 ADRIANS ACRES LANE, KEENE VALEY, NY
TAX# 62.2-3-44-002

Bob Beisemeyer dropped off Application and plans prior to the Meeting. The Garage will be 27x32 2 story with 2 Bedrooms, 2 Bathrooms and an Office.

NEED

-SEPTIC PLANS or REPORT OF EXISTING TO LEGALLY TIE INTO.
-NJ LETTER
- STAKED OUT FOR SITE VISIT
-SITE MAP

PENDING

K-25-02 STRIPP, JERRY - SUBDIVISION/LOT
RECONFIGURATION
3345 NYS RT. 73, KEENE, NY 12942
Tx# 53-1-11.110 & 53.1-11.210

Kevin Hall presented today with application, plans for a
three lot subdivision at this time. PENDING APA

K-24-18 GREGORY, KEVIN - SFD
10239 NYS RT.SN, KEENE, NY 12942
54.3-1-8.110

- | | |
|-------------------|----------------|
| 1. SEPTIC PLANS | 2. SITE VISIT |
| 3. NJ LETTER | 4. APPLICATION |
| 5. BUILDING PLANS | |

PENDING -12/10/24 On hold for the Winter

K-24-24 TORRE & MERRITT - SUBDIVISION
62 PORTER MILL WAY, KEENE VALLEY, NY
62.2-1-27.100

1. APPLICATION
2. SURVEY MAP
3. SITE VISIT

UPDATE: 11/12/24 - non-Jurisdiction for 2 lots per Kevin Hall this is on hold. Could be a year or more before anything is done.

PENDING -12/10/24 On hold until necessary paperwork received.

4/8/25 -Kevin Hall Presented with Application, Map, NJ Letter & Check provided. Motion to approve Linda LaBarge 2nd Brian Crowl - **6 YES - CARRIED**

K-24-15 PETERSON, KRISTEN - SFD
171 O'TOOLE LANE, KEENE, NY
45.3-1-14.220

Kristen Peterson, presenting today with a Local Government Form to be filled out for work at 171 O'Toole Lane, Keene, NY 12942. This will be a Single Family Dwelling 1500 sq. ft. max, no garage, wood frame, shingled roof. Need Blue Prints, Property Staked Out and Site Visit prior to Local Government Form being signed. Tom Hickey and Linda LaBarge will do site visit today. We have 911 address, septic plans. **Pending APA Approval at this time. We will need building plans once driveway and other adjustments made for APA approval.**

UPDATED 8/15/24 - Tom, Larry & Linda completed a site visit on 8/13/24.

UPDATE 10/8/24 - **APA LETTER BUILDING PLANS**

PENDING

Red School House - Derrick Martineau Left a STOP WORK ORDER on Door June 10th requesting owners come in front of Planning Board.

UPDATED 8/13/24 - Code Enforcement Officer will proceed with Court Paperwork.

UPDATED 10/8/24 - First week in November Essex County Sherriff to serve paperwork.

UPDATED 11/12/24 - Court Date 11/25/24

UPDATED 12/10/24 - Court never received paperwork. Derrick emailed the state today and will send me a copy today to forward update to the board.

UPDATED 01/14/25 - Discussion was had to have Town Attorney Move ahead with this matter. Brian Crowl will go to the Town Board meeting tonight and present this matter to them. **ALL IN FAVOR - 5 YESES**

UPDATED 2/11/25 - Presented the board with the packet from Derrick Martineau that was sent to the Lawyer. Keith Wadsworth got a text from the Little Red School House owner to allow and he has the owners phone number. Owner has a

DISCUSSION:

Ron Hal brought up the parking lot that belongs to the Town of Keene By Valley Grocery and how since the Port A Johns are no longer there that Individuals are using his property and he will be putting up a fence. It was Discussed as long as 4' and under nothing is needed from the planning board.

SITE PLAN REVIEW LAW

It was discussed about the Site Plan Review law and changes to be discussed. If you have changes you would like to discuss highlight them and we will complete them. It is proposed to take the following steps;

1. Work group consisting of 2 Board Members, 2-3 Planning Board Member and 2 residents.
2. The recommendations will go to the Town Board and Planning Board for review and comments
3. The recommendations will go to the consultant hired by the town to draft a new local law.
4. The draft will go to the town attorney for review
5. The Town Board and Planning Board will make the final reviews and then the Town Board will vote to adopt the new Site Plan Review Law.

Adjournment: Ron Hall made motion to adjourn, 2nd by Tom Hickey all in favor Carried - 6 yes

The meeting was adjourned at 10:45 AM. Respectfully submitted,
Tina L. Terry Preston

Next meeting-Tuesday, May 13, 2025@ Keene Town Hall