

**AGREEMENT BETWEEN**  
**THE**  
**ORLEANS COUNTY PLANNING BOARD**  
**AND THE**  
**TOWN OF CARLTON**



**EXEMPTING CERTAIN MINOR LAND USE ACTIONS**  
**FROM**  
**COUNTY PLANNING BOARD REVIEW**

**MARCH 2009**  
**(DATE OF FIRST REVISION)**

*ENABLING LEGISLATION: NY STATE GENERAL MUNICIPAL LAW, ARTICLE 12-B,  
SECTION 239-M.3.(C) AS AMENDED BY THE LAWS OF 1991*

AGREEMENT EXEMPTING CERTAIN MINOR LAND USE ACTIONS  
FROM COUNTY PLANNING BOARD REVIEW

I. Authority

In accordance with New York State General Municipal Law, Article 12-B, Section 239-m.3.(c) of the Laws of 1991, the Orleans County Planning Board is authorized to voluntarily enter into agreements with towns and villages that certain proposed land use actions are of local, rather than inter-community or County-wide concern, and therefore are not subject to referral to the Orleans County Planning Board as would otherwise be required by Section 239-m.

II. Purpose

It is the intent of this agreement to eliminate the need for local referral, and thus County review and recommendation, of actions which do not have significant inter-community or County-wide impacts as defined herein. By eliminating referral of such minor land use actions, the permitting process is expedited for the applicants, with a corresponding reduction in administration on the part of both the municipality and the County Planning Board. And as County population and development continue to increase, the agreement will afford greater opportunity for the County Planning Board to focus on more consequential referrals, as well as large scale, long-term planning priorities. It is furthermore the desire of the County Planning Board that this agreement be entered uniformly among municipalities to maintain a fair and efficient process. That is, the agreement between the Orleans County Planning Board and Town of Carlton shall be identical to that between the County and any other municipality.

III. Procedures

Upon the Town of Carlton's receipt of a proposal by an applicant, it is the responsibility of the municipal official(s) who is charged with submitting referrals to the County Planning Board to determine if an application is exempt from referral to the County Planning Board. This determination shall be based on those actions specifically listed in Section IV ("Minor Land Use Actions Exempt from Referral to the County Planning Board") of the agreement. If a proposal does not fall within one of the categories listed in Section IV, it shall be submitted to the County Planning Board in the prescribed manner. If it does fall within Section IV, there is no need for further involvement of or notice to the County Planning Board.

IV. **Minor Land Use Actions Exempt from County Planning Board Review**

**1. Projects which require an area variance(s), provided it is not:**

- a. also subject to special use permit, or
- b. also subject to site plan approval, with the exception that site plans as provided in paragraph 4 herein shall be categorically exempt from County Planning Board review, or
- c. for a principal structure on a parcel which adjoins a lot in another town or village in Orleans County.

**2. Projects which require an area variance(s), site plan review and/or special use permit for:**

a. sign(s) or fence(s)

3. Projects requiring a special use permit or site plan approval on real property within 500 ft. of the boundary of a farm operation within an agricultural district as defined by Article 25AA of agriculture and markets law, provided that such projects would not otherwise qualify for submittal to the County Planning Board under Section 239-m. of General Municipal Law.

4. Projects which require site plan review for the following, regardless of whether an area variance(s) or special permit is also required:

a. the construction of one, two, or three-family residence(s), or the construction of their accessory structures, or

b. the partitioning of a parcel into one or more other parcels, or the reconfiguration of an existing parcel, or the combination of separate parcels into one or more parcels

V. Optional Review

Notwithstanding the previous section, nothing shall prevent the municipality from submitting any application to the County Planning Board for its review and recommendation as would be required under Section 239-m of General Municipal Law if this agreement were not enacted.

VI. Effective Date

This agreement shall be effective immediately upon its passage by majority resolutions of **both** the County Planning Board and the Town of Carlton.

VII. Amendment

Any amendment to the agreement becomes effective immediately upon passage of a majority resolution of **both** the County Planning Board and the Town of Carlton. Upon such action, the amended version succeeds previous editions of the agreement.

VIII. Termination

This agreement can be terminated at any time without cause by majority resolution of **either** the County Planning Board or the Town of Carlton. Notice of such termination should be made in writing within ten days of the resolution to the other party which entered into this agreement. Upon termination, the municipality shall resume responsibility for sending all eligible referrals to the County Planning Board as otherwise established in Section 239-m.

Date adopted by the County Planning Board:

Brian Napoli 7/23/09

Date adopted by the Town of Carlton:

7-14-09

**TOWN OF CARLTON  
14341 WATERPORT CARLTON RD.  
ALBION, NY 14411  
(585) 682-4358  
(585) 682-0464 fax**

Please be advised that the Town Board of the Town of Carlton did at their regular monthly meeting dated July 14, 2009 pass a resolution accepting the agreement with the County Planning Board Exempting Certain Minor Land Use Actions from County Planning Board Review. This was moved by Councilman Woolston second by Councilwoman Harris and carried by an all aye vote.

Dated: July 18, 2009  
Pamela E. Rush, Town Clerk  
Town of Carlton



Brian Napoli, Chairman

COUNTY OF ORLEANS  
**PLANNING BOARD**

Tibbs Ahlberg, Vice-Chairman

14016 Route 31 West  
Albion, New York 14411-9382  
(585) 589-3198

(Orleans County Planning Board – Carlton Town Council)  
**Resolution No. CPB0709-02**

**Resolution to Revise Agreement Exempting  
Certain Minor Actions from County Planning Board Review**

WHEREAS, the Carlton Town Council entered into an Agreement with the Orleans County Planning Board on February 11, 1997 for the purpose of Exempting Certain Minor Land Use Actions from County Planning Board Review, and

WHEREAS, the Orleans County Planning Board has requested amendments to said Agreement to provide further exemptions from County Planning Board Review, including site plan review for the construction of homes on individual lots as well as all subdivision of real property; and

WHEREAS, the Carlton Town Council adopted said revised Agreement on July 14, 2009; now, therefore be it

RESOLVED, that the Orleans County Planning Board similarly adopts said revised Agreement, rendering it effective immediately.

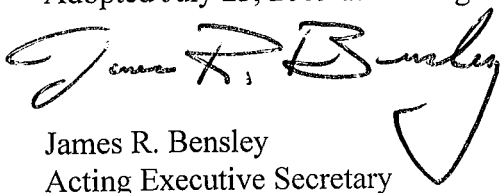
County Planning Board Member who made the Motion to Adopt: Dan Gleason  
County Planning Board Member who seconded the Motion to Adopt: Gary Daum

Vote: 15 ayes - Brian Napoli, Tibbs Ahlberg, Dan Gleason, Dennis Ignaszak, Kirk Mathes, Dan Strong, Kevin Johnson, Ted Broekhuizen, Paul Gray, Marty Busch, Joe Sidonio, Larry Petrie, Gary Daum, Paul Hendel, Darryl Sanford

0 abstentions

0 nays

Adopted July 23, 2009 at the Regular County Planning Board Meeting, Albion, New York.

  
James R. Bensley  
Acting Executive Secretary