

Town of Constantia Planning Board

Meeting Minutes – September 26, 2023

Attendees

Planning Board members in attendance included:

- Chair James Peck
- Sandra Williams
- Sandra Retajczyk
- Dan Poné
- Dave Antos
- Sandra Tuori-Bell
- Randall West (Alt)
- Joe Markham (Alt)

Others in attendance included: Bill Murphy Jr., Keith Schmidt, Dawn Schmidt, Tony Barnello, Tom Vona, Jeff Rumble, Paul Baxter, and Amy Connolly (Secretary).

Members not in attendance included: Martin Godzwon

Call to Order

Chair Peck opened the meeting at 7:00pm.

Approval of Minutes

A motion to approve the minutes of the previous August 22, 2023 meeting was made by Sandra Retajczyk and seconded by Dave Antos. Motion passed unanimously.

Old Business

Mr. Peck stated that he had sent a letter to all Planning Board members regarding lot line adjustments/reallotments after looking into the matter. Use of the procedural waiver in the Town's Land Development Law is possible in these cases. He confirmed that the Codes Office should see all subdivision applications first and this will be the process going forward. Mr. Peck clarified that the law is not being re-written, he did meet with town officials in order to clarify the proper procedure. Packets of documentation and some resources have been distributed to Planning Board members.

The Zoning Commission meetings will begin in October, on the same day as monthly Planning Board meetings, from 6pm to 7pm. The Zoning Commission officially includes the entire Planning Board and 3 additional members of the public for a total of 12 members. One member is expected to become a member of the Town Board and will step down in January. Representatives from County Planning will be attending one or more of the Zoning Commission meetings. On October 26th, Matt Johnson of the Tug Hill Commission will host a meeting at 6pm to review rules, advice, and strategies for the Zoning Commission.

The Town Board was asked for a resolution giving authority to the Planning Board for a survey of businesses in Town. Mr. Markham had unofficially begun this survey by compiling a list of existing businesses in town and was awaiting the resolution before moving forward. The Town Board notified Mr. Peck that they did not feel that an official resolution was necessary. It was stated that businesses located in the sewer district may be able to write letters of support for grant funding towards that project. Mr. Markham stated that he plans to work with the Assessor's office to verify information that the Town has on file. He believes this data will

help the Zoning Commission to take into account what the Town already has and wants while developing the Zoning plan.

Sketch Plan Review- Schmidt

Ms. Schmidt presents plan for a subdivision of property owned by herself and Mr. Schmidt. She states that their first application was incomplete but that has been remedied. The Short Environmental Assessment Form has been completed and submitted as well as a map of the property. Ms. Schmidt states that she believes that their application is eligible for a procedural waiver after reading the requirements in the Town Subdivision Law. Mr. Peck reads the section of the Law aloud noting the 4 conditions required and invites discussion from members. Members review submitted materials. Members state that there is no question about the lots conforming as both are substantial with plenty of road frontage. Mr. Peck notes that a majority of one lot is protected wetland preventing development. The other lot is part of the Agricultural District and future plans for the property would need to be approved by County Planning. Mr. Peck stated that these observations do not impact approval but notes that they may impact future owners. Ms. Schmidt states that the lots were originally two lots with the same division that is being requested now. Mr. Peck states that he feels that the application meets the requirements for the procedural waiver. Multiple members of the Board agree.

MOTION Dan Poné made a motion to make a procedural waiver on this application and have it sent to codes as outlined in Section 135 of the Subdivision Law contingent on a final plan being received from a surveyor. Seconded by Randall West. Motion passed unanimously.

MOTION James Peck made a motion to declare the Planning Board as lead agency for SEQR review and to declare this project as a type 2 action of non-significance. The motion was seconded by Joe Markham. The motion passed unanimously.

RENPRO- 1577 State Route 49

Mr. Murphy presents on behalf of property owner, Ronald Starusnak. Mr. Murphy states that the commercial property already has a curb cut but no existing Site Plan with the Town. The owner's plan is to use the building for office space. The owner has no plans for residential tenants in the future but may want an option for multiple office tenants. The building had a burst pipe in winter and minimum repairs were able to be made. Owner would like to repair the building and make it usable once again.

Mr. Peck asked if applications had been submitted to the Codes Office. Mr. Murphy states that building plans have been submitted. Mr. Poné asks what types of businesses will go into the building as this will determine the number of required parking spaces. Mr. Murphy states that they will be office spaces, not retail. They expect that there will only be a need for the office occupants and occasional visitors. To be used for business and service offices. Mr. Peck states that he would like to see detailed plans for the interior of the building. Mr. Murphy states that he viewed the hearing and application as procedural without the need for interior building details that exist and will not be changing. Mr. Peck stated that this property does not have an existing site plan, therefore a complete plan is required to establish a legal baseline. Mr. Murphy ask the Board if they see this project moving forward. Board members agree that they want to see the project move forward and the property to be improved.

Mr. Peck states that the Planning Board will need to see what the property is in detail. Mr. Murphy asks what the Board wants, specifically. Mr. Peck states that they want to see documentation of the septic system and evidence that it is functional. Mr. Poné reads some sections of the LDL outlining application requirements. Mr. Murphy acknowledges the requests of the Planning Board.

Subdivision- Kleis

Mr. Vona of Bardoun Land Surveying presents on behalf of the applicant. The applicant owns two parcels which were subdivided previously, he would now like to adjust the dividing line between those two parcels while retaining ownership of specific portions of the lots to be sold. Board members review submitted maps of the lot to be sold. Mr. Peck states that he would prefer to see the map including the entire affected plot. Mr. Vona asked if there was a possibility of approval contingent on this documentation being provided. Mr. Antos states that all of the reference points necessary are present on the map and does not feel that the larger map is needed. Multiple board members agree.

MOTION Joe Markham made a motion to make a procedural waiver on this application and have it sent to codes as outlined in Section 135 of the Subdivision Law. Seconded by Dan Poné. Motion passed unanimously.

MOTION James Peck made a motion to declare the Planning Board as lead agency for SEQR review and to declare this project as a type 2 action of non-significance. The motion was seconded by Dave Antos. The motion passed unanimously.

Forms and Process Review

Ms. Retajczyk has been working on a flow chart for the Planning Board to ensure accuracy and continuity of processes even when members are absent or when membership changes in future. Ms. Retajczyk stated that she used the SEQR flowchart from the Tug Hill Commission as a baseline. She also reviewed the Site Plan chart from the Tug Hill Commission, laws from other communities, and the Constantia LDL to make a rough draft. Existing forms were reviewed online and Ms. Retajczyk stated that she had some questions about various gaps that were found. Planning Board members were provided with packets of information and the flow chart rough draft. As the meeting had already been long, Mr. Peck stated that he thought that members should take time to review the materials provided and encouraged them to review other resources as well. Ms. Retajczyk reiterated that she had found a lot of inconsistencies that should be resolved. Mr. Poné agreed that everyone should take the materials home and review for discussion at a future meeting.

Guest

Mr. Barnello enquired about the status of his concern brought up at a previous Planning Board meeting regarding the property at 1350 State Route 49. He stated that the Codes Office had told him that the owners were referred to the Planning Board to complete a site plan. Mr. Peck stated that he had not yet seen an application regarding the property and that he would talk to Codes. Mr. Markham and Mr. Poné ask if the race cars are a hobby or a business and who is working on them there. Mr. Barnello states that the business is a machine shop and he believes that they are machining race car parts.

Tug Hill Commission

Mr. Baxter stated that the results of the Commission's leadership survey are now available online and he has paper copies if desired. The 50th anniversary of the THC is this year and will be celebrated at their Annual Dinner on October 18th at Tailwater Lodge. Official invitations and RSVP cards are on hand for anyone interested in attending.

Adjournment

Dan Poné moved that the meeting be adjourned, seconded by Sandra Williams. Members voted unanimously to adjourn at 8:30pm.

Amy Connolly

Secretary

Town of Constantia Planning Board

Date of Approval