

# Town of LeRay

## Planning Board - Minutes

March 7, 2024

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### Call to Ord

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On March 7, 2024, the LeRay Planning Board held their regular monthly meeting in the Conference Room of the Town of LeRay Municipal Building. The meeting was called to order at 6:30 PM by Chairperson Biondolillo who led the room in the Pledge of Allegiance.

### Open Regular Meeting

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In attendance: Deborah Biondolillo – Chairperson, Kerry Young – Member, Brian Jefferds – Member, William Albrecht – Member, Pat Collette – Member, Jessica Jenack via telephone – Community Development Coordinator, Morgan Melancon – Secretary to Planning and Zoning, and Leland Carpenter – Town Supervisor, were in attendance. Additionally, Samuel Biondolillo, Stephen Gracey, Jason Ring, and Philip Ashwood were in attendance. Member Clarke Oatman and Member Tom Moran were absent. Lee Shimel – Zoning Enforcement Officer was absent.

### Acceptance of Minutes

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The minutes from the regular meeting on January 4, 2024, were reviewed by the Board members. A motion to accept the minutes as drafted was made by Member Young and seconded by Member Jefferds. The vote went as follows:

Member Moran:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Absent
Member Young:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Member Jefferds:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Member Albrecht:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Member Collette:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Member Oatman:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Absent
Chairperson Biondolillo:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent

The motion passed.

The minutes from the regular meeting on February 1, 2024, were reviewed by the Board members. A motion to accept the minutes as drafted was made by Member Albrecht and seconded by Member Collette. The vote went as follows:

Member Moran:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Absent
Member Young:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Member Jefferds:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Member Albrecht:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Member Collette:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Member Oatman:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Absent
Chairperson Biondolillo:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent

The motion passed.

The minutes from the special meeting on February 22, 2024, were reviewed by the Board members. A motion to accept the minutes as drafted was made by Member Collette and seconded by Member Young. The vote went as follows:

Member Moran:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input checked="" type="checkbox"/> Absent
Member Young:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Member Jefferds:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Member Albrecht:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Member Collette:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Member Oatman:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input checked="" type="checkbox"/> Absent
Chairperson Biondolillo:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent

The motion passed.

### **Correspondence and Communication**

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Chairperson Biondolillo asked if there was anyone who was not on the agenda that wished to address the Board. There was no response. Chairperson Biondolillo asked Ms. Melancon if there was any correspondence to which she replied there was none.

**Public Hearing @ 6:30 PM for a 5-Lot Major Subdivision Application for Frank and Marchelle Gerlack** – proposal is to subdivide an existing 18.52-acre parcel into 5 lots: Lot 1 = 0.52 acres, Lot 2 = 0.49 acres, Lot 3 = 0.49 acres, Lot 4 = 0.78 acres, and the remaining Lot 5 = 16.24 acres, located at 24845 Sanford Corners Road, tax parcel #74.12-1-47.1.

Chairperson Biondolillo asked the Board to review the Revised Preliminary Subdivision Plat for Frank Gerlack. Mr. Gracey was in attendance as the representative and gave a brief presentation. Chairperson Biondolillo informed Mr. Gracey that the “Private Right of Way Note” would suffice in place of a Road Maintenance Agreement for this project.

Chairperson Biondolillo opened the Public Hearing at 6:34 PM and Ms. Melancon read the hearing notice as published in the Watertown Daily Times on February 21, 2024. Chairperson Biondolillo asked if there were any comments from the audience. Mr. Ashwood voiced his dissatisfaction with the placement of Lot 1's proposed access road near his property. He expressed an interest in acquiring a portion of the property to preserve his privacy. In a conversation with Mr. Gracey, Mr. Ashwood explored the possibility of relocating the access road should he proceed with the purchase. Mr. Gracey affirmed that the adjustment would still allow sufficient road frontage for the access road. Chairperson Biondolillo advised Mr. Ashwood that, should Mr. Gerlack sell the land to him, he would need to apply for a Lot Line Adjustment with the Board following the property transaction.

Mr. Ring raised concerns regarding the potential increase in driveways along the road, citing an existing traffic issue. He highlighted the insufficient parking at the Post Office, which he felt added to traffic congestion, the absence of speed regulation, and the frequent use of his driveway as a turnaround point. Upon inquiring about whom to address his concerns, Mr. Ring was advised to contact the New York State Police Department or the Jefferson County Sheriff's Department.

A motion was made by Member Young and seconded by Member Jefferds to close the Public Hearing at 6:49 PM. The vote went as follows:

Member Moran:  Yes  No  Abstain  Absent  
 Member Young:  Yes  No  Abstain  Absent  
 Member Jefferds:  Yes  No  Abstain  Absent  
 Member Albrecht:  Yes  No  Abstain  Absent  
 Member Collette:  Yes  No  Abstain  Absent  
 Member Oatman:  Yes  No  Abstain  Absent  
 Chairperson Biondolillo:  Yes  No  Abstain  Absent

The motion passed. A motion was made by Member Young and seconded by Member Collette to review and discuss the Revised Preliminary Subdivision Plat Map. The vote went as follows:

Member Moran:  Yes  No  Abstain  Absent  
 Member Young:  Yes  No  Abstain  Absent  
 Member Jefferds:  Yes  No  Abstain  Absent  
 Member Albrecht:  Yes  No  Abstain  Absent  
 Member Collette:  Yes  No  Abstain  Absent  
 Member Oatman:  Yes  No  Abstain  Absent  
 Chairperson Biondolillo:  Yes  No  Abstain  Absent

The motion passed. Chairperson Biondolillo asked if the Board had any other comments or questions regarding the Minor Subdivision, to which the Board had none.

The Plat Map met all the requirements with no additional changes, therefore a motion was made by Member Jefferds and seconded by Member Albrecht to approve the Revised Preliminary Subdivision Plat Map. The vote went as follows:

Member Moran:  Yes  No  Abstain  Absent  
 Member Young:  Yes  No  Abstain  Absent  
 Member Jefferds:  Yes  No  Abstain  Absent  
 Member Albrecht:  Yes  No  Abstain  Absent  
 Member Collette:  Yes  No  Abstain  Absent  
 Member Oatman:  Yes  No  Abstain  Absent  
 Chairperson Biondolillo:  Yes  No  Abstain  Absent

The motion passed. A motion was made by Member Young and seconded by Member Collette to review the Final Subdivision Plat Map. The vote went as follows:

Member Moran:  Yes  No  Abstain  Absent  
 Member Young:  Yes  No  Abstain  Absent  
 Member Jefferds:  Yes  No  Abstain  Absent  
 Member Albrecht:  Yes  No  Abstain  Absent  
 Member Collette:  Yes  No  Abstain  Absent  
 Member Oatman:  Yes  No  Abstain  Absent  
 Chairperson Biondolillo:  Yes  No  Abstain  Absent

The motion passed. Since there were no changes to the Final Subdivision Plat Map, a motion was made by Member Young and seconded by Member Jefferds to approve the Final Subdivision Plat Map. The vote went as follows:

Member Moran:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input checked="" type="checkbox"/> Absent
Member Young:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Member Jefferds:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Member Albrecht:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Member Collette:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Member Oatman:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input checked="" type="checkbox"/> Absent
Chairperson Biondolillo:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent

The motion passed. Chairperson Biondolillo informed Mr. Gracey that he would receive a letter in the mail outlining the Boards decision.

**Sketch Review of a 4-Lot Minor Subdivision Application for Michael Wendt** – proposal is to subdivide an existing 10.86-acre parcel into 4 lots: Lot 1A = 1.47 acres, Lot 1B = 1.14 acres, Lot 1C = 4.71 acres, and the remaining Lot 4 = 3.54 acres, located at 32466/32478 County Route 18, tax parcel #45.00-3-7.3.

Chairperson Biondolillo asked the Board to review the Sketch Subdivision Plat for Michael Wendt. Mr. Gracey was in attendance as the representative and gave a brief presentation.

Lots 1A and 1B shared a well, and the owner is aware that if the parcels were utilized as individual residences, they would have to drill a new well for Lot 1B. Mr. Gracey stated that Lot 1D would most likely have driveway access off County Route 18, and Lots 1C may have the same setup. Mrs. Jenack said they would need to obtain a Driveway Permit from Jefferson County if proposing access off County Route 18. Chairperson Biondolillo concluded that the issue would be further investigated before the next meeting.

Chairperson Biondolillo informed Mr. Gracey that the Authorization Letter needed to be signed by the property owners. She asked the Board if they had any other comments or questions. The Board had none.

The Board determined that the Plat Map met all the requirements for Preliminary Review. Chairperson Biondolillo had prepared Part 2 of the Short Environmental Assessment Form for the Boards review. A motion was made by Member Jefferds and seconded by Member Collette to act as Lead Agency to conduct the environmental review for the Unlisted Action. The vote went as follows:

Member Moran:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input checked="" type="checkbox"/> Absent
Member Young:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Member Jefferds:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Member Albrecht:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Member Collette:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent
Member Oatman:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input checked="" type="checkbox"/> Absent
Chairperson Biondolillo:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain <input type="checkbox"/> Absent

The motion passed. Based on a review of the information and analysis, the Board determined that the proposed action would not result in any significant adverse environmental impacts. A motion to declare

a Negative Declaration was made by Member Young and seconded by Member Albrecht. The vote went as follows:

Member Moran:  Yes  No  Abstain  Absent  
Member Young:  Yes  No  Abstain  Absent  
Member Jefferds:  Yes  No  Abstain  Absent  
Member Albrecht:  Yes  No  Abstain  Absent  
Member Collette:  Yes  No  Abstain  Absent  
Member Oatman:  Yes  No  Abstain  Absent  
Chairperson Biondolillo:  Yes  No  Abstain  Absent

The motion passed. The Board determined that the Preliminary Subdivision Application was complete. A motion was made by Member Collette and seconded by Member Young to deem the Preliminary Subdivision Application as complete. The vote went as follows:

Member Moran:  Yes  No  Abstain  Absent  
Member Young:  Yes  No  Abstain  Absent  
Member Jefferds:  Yes  No  Abstain  Absent  
Member Albrecht:  Yes  No  Abstain  Absent  
Member Collette:  Yes  No  Abstain  Absent  
Member Oatman:  Yes  No  Abstain  Absent  
Chairperson Biondolillo:  Yes  No  Abstain  Absent

The motion passed. A motion to set a Public Hearing for the April 4, 2024 meeting at 6:30 PM was made by Member Young and seconded by Member Jefferds. The vote went as follows:

Member Moran:  Yes  No  Abstain  Absent  
Member Young:  Yes  No  Abstain  Absent  
Member Jefferds:  Yes  No  Abstain  Absent  
Member Albrecht:  Yes  No  Abstain  Absent  
Member Collette:  Yes  No  Abstain  Absent  
Member Oatman:  Yes  No  Abstain  Absent  
Chairperson Biondolillo:  Yes  No  Abstain  Absent

The motion passed. Chairperson Biondolillo informed Mr. Gracey that he would need to provide three (3) copies of the Revised Subdivision Plat Map no later than March 22, 2024, at noon. Additionally, she informed him that he would receive a letter in the mail outlining the upcoming Public Hearing details.

## Adjournment

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A motion was made by Member Young and seconded by Member Moran to adjourn the meeting at 7:55 PM. The vote went as follows:

Member Moran:  Yes  No  Abstain  Absent  
Member Young:  Yes  No  Abstain  Absent  
Member Jefferds:  Yes  No  Abstain  Absent  
Member Collette:  Yes  No  Abstain  Absent

Member Albrecht:  Yes  No  Abstain  Absent  
Member Oatman:  Yes  No  Abstain  Absent  
Chairperson Biondolillo:  Yes  No  Abstain  Absent

The motion passed.