

Town of LeRay

Planning Board Work Session Minutes

August 7, 2025

CALL TO ORDER

On August 7, 2025, the Town of LeRay Planning Board held their regular monthly Work Session meeting in the Conference Room of the Town of LeRay Municipal Building. The meeting was called to order at 6:00 PM by Chairperson Biondolillo.

ROLL CALL

Member Oatman:	☒ Present ☐ Absent
Member Collette:	☐ Present ☒ Absent
Member Meeks:	☒ Present ☐ Absent
Member Moran:	☒ Present ☐ Absent
Member Young:	☒ Present ☐ Absent
Member Jefferds:	☒ Present ☐ Absent
Chairperson Biondolillo:	☒ Present ☐ Absent

Additionally, Lee Shimel – Zoning Enforcement Officer, and Leland Carpenter – Town Supervisor, were in attendance. Morgan Melançon – Secretary to Planning and Zoning, was absent.

ACCEPTANCE OF WORK SESSION MINUTES

The Work Session Minutes, from the July 10, 2025 meeting, were reviewed by the Board. A motion was made by Member Moran and seconded by Member Meeks to accept the minutes as drafted. The vote went as follows:

Member Oatman:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette:	☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Meeks:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Moran:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Young:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed.

WORK SESSION

1. 2-Lot Minor Subdivision Application for Peter & Marjorie Marshall, located at 25788 Pink Schoolhouse Road, tax parcel #44.00-3-22.4.

The proposal was to subdivide a portion of the parent parcel to create a lot for a family member's single-family residence. No new issues were identified since the prior meeting.

Administrative Note for the Record: The plat maps were signed in error at the previous meeting and were submitted to the County. It was confirmed that the Final Plat before the Borad was identical and, given the minor nature of the subdivision and the absence of outstanding concerns, the Board agreed to proceed with the projects review as scheduled.

2. 2 Lot Minor Subdivision Application for Feng Qi Realty, LLC, located along Herrick Drive, tax parcel #64.20-1-38.

No new issues were identified since the prior meeting. For the record, the Board noted that upon any future development of Lot 2A, site plan review would require a permanent cross-access easement to the adjoining Taco Bell parcel to facilitate shared access and internal circulation.

Administrative Note for the Record: The plat maps were signed in error at the previous meeting and were submitted to the County. It was confirmed that the Final Plat before the Borad was identical and, given the minor nature of the subdivision and the absence of outstanding concerns, the Board agreed to proceed with the projects review as scheduled.

3. Site Plan Application for Burnman, LLC, located at 27117/119 NYS Route 3, tax parcel #75.17-1-18.2.

The project was referred to the County Planning Board for §239-m review; the County submitted a written response declining a new review as the revisions from their last review of the project were not significant. It was noted that the County would review the interior work as part of the Building Permit process.

Mr. Shimel stated that a Temporary Zoning Permit was required for the on-site storage trailer and that issuance of the Zoning Permit for the site work would be held until the Temporary Zoning Permit application and fee were submitted. Additionally, the fire lane must remain unobstructed, and the entire site and perimeter must be kept free of debris. Member Young observed that debris had been moved from the front of the building to the rear but remained partially visible; Mr. Shimel confirmed he could conduct periodic site checks.

Chairperson Biondolillo requested that as a stipulation of approval, the Town be copied on all future agency correspondence from the NYSDOT, NYSDC, NYSDOH, Jefferson County, and any other involved agencies to keep the record complete.

4. Site Plan Application for Calcium Fire Department, located at 24882 Stalder Road, tax parcel #74.12-1-19.

At the July 24, 2025 Town Board meeting, the Board authorized funding for a hydrogeologist to conduct a formal study to assess any potential impact the proposed project may have on the Town's water supply.

Because the project has undergone significant modifications, the application would be resubmitted to the Jefferson County Planning Board for §239-m review. County staff requested that the Town defer submitting the referral until the hydrogeological study was finalized; otherwise, the submittal would be considered incomplete. No timeline for completion of the study was currently available.

5. **2-Lot Minor Subdivision Application for Calvin and LaToya Hawkins, located along Keyser Road, tax parcel #54.00-3-7.2.**

The proposal was to subdivide the parcel into two lots, with Lot 4A to be used as a residential lot and Lot 4B would remain vacant woodland. The Board reviewed the Preliminary Plat and found no issues with the proposed subdivision.

6. **2 Lot Minor Subdivision Application for William Jesmore, located along Beckwith Road, tax parcel #54.00-3-19.31.**

The proposal was to subdivide the parcel into two lots, with Lot 1 to be used as a residential lot. The Board reviewed the Preliminary Plat and found no issues with the proposed subdivision.

ADJOURNMENT

A motion to adjourn the work session was made by Member Oatman and seconded by Member Jefferds. The vote went as follows:

Member Oatman:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Collette:	☐ Yes	☐ No	☐ Abstain	☐ Recuse	☒ Absent
Member Meeks:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Moran:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Young:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Jefferds:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Chairperson Biondolillo:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent

The motion passed and the meeting adjourned at 6:25 PM.

Respectfully submitted,
Morgan R. Melançon
Morgan R. Melançon
Secretary to Planning and Zoning