

MINUTES
Town of Vienna
Planning Board (PB) - Regular Meeting
January 15, 2026

Call to order: Orrin MacMurray called the meeting to order at 7:00 pm with a quorum of 4 members.

Attendance:

Board Members: Orrin MacMurray (Mac), Bill Shaughnessy, Dave Carpenter, Miranda Ward, and Martha Link (7:05). Tammy Crawford was unable to attend. There is 1 vacancy.

Others: Secretary Kathy Pavelock and several residents. Town Council Liaison Darrin Smith and Codes/Zoning Officer Reay Walker were unable to attend.

Minutes Approval:

Miranda Ward made **the motion to approve the “December 18, 2025, regular meeting minutes”**, seconded by Bill Shaughnessy. No discussion. Poll vote: Orrin MacMurray – Aye

Bill Shaughnessy – Aye Miranda Ward – Aye Martha Link – Absent for this vote
Tammy Crawford – Absent Dave Carpenter – Aye Vacancy – n/a **Motion Carried 4 to 3.**

Correspondence: Secretary Pavelock summarized the correspondence on the agenda including:

- Prepared Letter of Determination for SUP2025-06 (Equipment Building).
- Notified that Mike Piper resigned from the Planning Board.
- Received an application from Michael Fischer for planning board vacancy. Secretary Pavelock contacted Mr. Fischer to attend this meeting.
- Received 2026 Local Government Conference Registration information.

While awaiting the time for the scheduled public hearing, Orrin MacMurray (Mac) provided updated information pages regarding the proposed Zoning Law Changes. There are 2 new items added related to suggestions from ZBA Chairman Mike Taylor.

Public Hearings: None

Unfinished Business:

SUP2025-04 Amy Galway; Add a second residential structure to parcel; 215.000-2-10; 7800 Mill Rd; Zone RR2; 36.4 acres. Secretary Pavelock explained that we heard back from Oneida County Planning and Oneida County DPW. Nothing was received from NYS DEC. Copies of the 239m review were provided to the applicant. Mac thanked Amy Galway for her patience. Dave Carpenter made **the motion to approve Special Use Permit SUP2025-06 for a second residential structure at 7800 Mill Rd, with the conditions to obtain all necessary permits and to meet with the board prior to executing any significant changes to the site plan**, seconded by Bill Shaughnessy. No discussion.

Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link – Aye
Tammy Crawford – Absent Dave Carpenter – Aye Miranda Ward – Aye
Vacancy – n/a **Motion Carried 5 to 2.**

Secretary Pavelock explained that a letter of determination will be prepared and distributed. Upon receipt of the letter, the applicant may contact the Codes Officer to obtain a building permit.

New Business: None

Sketch Plan Review: None

Other:

- Applicant Michael Fischer. The planning board provided an overview of the roles and responsibilities for Planning Board members. The board then asked several questions, which Mike responded to. Zoning Law updates. Dave Carpenter made **the motion to recommend that the Town Council appoint Mike Fischer to the vacancy with term ending 2031**, seconded by Bill Shaughnessy. No discussion. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye
Martha Link – Aye Tammy Crawford – Absent Dave Carpenter – Aye
Miranda Ward – Aye Vacancy – n/a **Motion Carried 5 to 2.**

- Mac continued his summary of the proposed changes briefly addressing the following topics:
 - Short-term Rentals/Tourist Homes. The board felt that including items such as campers and boats would be difficult to enforce.
 - Duration of Special Use Permits, Zoning Permits, and Solar Permits. The durations of all types of permits will be the same.
 - ZBA interpretations. Mac discussed this addition to the Zoning Law with Town Attorney Evan Rossi. He didn't think it would be a problem to include this, however NYS could change the law related to the 60-day appeal period or definition of aggrieved party.
 - Mac requested that the board read through the summary document and let him know of any issues.
- Public Information Meeting. Mac explained that we are now ready to hold a Public Information Meeting. Mac would lead the discussion of the proposed changes. This is not a public hearing, but we will encourage the public to provide their views on the proposed changes. The board agreed that this should be held at the town hall. Mac and Kathy will coordinate a meeting with Supervisor Spellicy and Town Clerk Huber. The board would like to hold this meeting on February 12, 6 pm to 9 pm and request Constables to be in attendance. Miranda suggested using Zoom to record the meeting (she will assist Secretary Pavelock with the notes and provide the technology for recording the meeting). Other Planning Board members are encouraged to attend the meeting and to assist with taking notes. Dave Carpenter made **the motion to hold a Public Information Meeting on February 12, 2026, from 6 pm to 9 pm at the Town Hall**, seconded by Bill Shaughnessy. No discussion. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link – Aye
 Tammy Crawford – Absent Dave Carpenter – Aye Miranda Ward – Aye
 Vacancy – n/a **Motion Carried 5 to 2**
- Local Government Conference (LGC) – Kathy will submit names to the Town Council for those which to attend the LGC on April 21. Bill, Miranda, and Martha would like to attend. Mac is already registered. Dave already has his training hours completed.

Next Meeting: February 19, 2026. New agenda items are due to the secretary by February 12, 2026.

Public Comments: None

Dave Carpenter made a **motion to adjourn**, seconded by Bill Shaughnessy. **Motion carried 8:25 pm.**

Minutes prepared by:

/s/Kathy Pavelock

Planning Board Secretary