

MINUTES
Town of Vienna
Planning Board (PB) - Regular Meeting
October 16, 2025

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

Attendance:

Board Members: Orrin MacMurray, Bill Shaughnessy, Miranda Ward, Dave Carpenter, Tammy Crawford, and newly reappointed Mike Piper. Martha Link was unable to attend.

Others: Secretary Kathy Pavelock, Town Council Liaison Darrin Smith and several residents.

Codes/Zoning Officer Reay Walker was unable to attend.

Minutes Approval:

Bill Shaughnessy made **the motion to approve the minutes from the September 18, 2025 regular meeting**, seconded by Dave Carpenter. Mac noted that there was one point missing from the discussions on SUP2025-05 Equipment Building at 7596 NYS Route 13. The board had asked for information on drainage to ensure that water would not drain to adjoining properties. It did not need to be added to the minutes since the board will be discussing the application this evening Poll vote:

Orrin MacMurray – Aye	Bill Shaughnessy – Aye	Martha Link – Absent
Tammy Crawford – Aye	Dave Carpenter – Aye	Miranda Ward – Aye
Mike Piper – Abstained		Motion Carried 5 to 2.

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

- Submitted 239m review for SUP2025-06 North Shore Prop. Equip. Building.
- Prepared and distributed letters of determination for SUP2024-08 Schuessler Multi-family and SUP2024-06 Woodcock Campground.
- Submitted legal notices for 3 public hearings scheduled for tonight.
- Coordinated plat updates for Relot2024-02 St. John’s Church.
- Received notification that Mike Piper was appointed by the Town Board to fill vacancy.
- Received 2 new applications.
- Assisted with Zoning Law updates research for Campgrounds and Water Resource overlays.
- Received a letter from Dale Race to extend Special Use Permit SUP2024-02 Deer Ridge Cabins for one year due to construction delays.

While awaiting the time for the first scheduled public hearing, Chairman MacMurray welcomed back, newly reappointed member, Mike Piper. He was appointed to fill the vacancy with term ending December 2031.

Public Hearings:

7:05 pm SUB2025-03 Perry Point LLC (Jeff Moore); 3-lot Subdivision; 308 Drive 26; 234.007-2-6.2;

Zone SR; 9.5 acres. Bill Shaughnessy made the **motion to open the Public Hearing for**

SUB2025-03, seconded by Mike Piper. Poll vote: Orrin MacMurray – Aye

Bill Shaughnessy – Aye Martha Link – Absent Tammy Crawford – Aye

Dave Carpenter – Aye Miranda Ward – Aye Mike Piper – Aye

Motion Carried 7:05 pm. There were no comments from the public.

Tammy Crawford made the **motion to close the Public Hearing for SUB2025-03**, seconded by

Miranda Ward. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye

Martha Link – Absent Tammy Crawford – Aye Dave Carpenter – Aye

Miranda Ward – Absent Mike Piper – Aye **Motion Carried 7:06 pm.**

While awaiting the time for the second scheduled public hearing, Chairman MacMurray provided a status of the proposed Zoning Law updates. Mac met with the Town Board. There was time to discuss four items: road frontages, billboards, battery energy storage systems, and commercial building size limits. There were no significant changes requested by council members. The board expressed an interest in holding a special planning board meeting to further discussions on the proposed Zoning Law changes.

Public Hearings (Cont.)

7:15 pm SUP2025-05 NY Lake Front Property LLC (Jeff Moore); Special use permit for a tourist home; 217.017-1-45; 2042 Lake Shore Dr; Zone SR. Bill Shaughnessy made the **motion to open the Public Hearing for SUP2025-05**, seconded by Miranda Ward. Poll vote:

Orrin MacMurray – Aye	Bill Shaughnessy – Aye	Martha Link – Absent
Tammy Crawford – Aye	Dave Carpenter – Aye	Miranda Ward – Aye
Mike Piper – Aye	Motion Carried 7:16 pm. There were no comments from the public. Mike Piper made the motion to close the Public Hearing for SUP2025-05 , seconded by Dave Carpenter. Poll vote: Orrin MacMurray – Aye	
Martha Link – Absent	Bill Shaughnessy – Aye	Dave Carpenter – Aye
Miranda Ward – Aye	Tammy Crawford – Aye	Dave Carpenter – Aye
Mike Piper – Aye	Mike Piper – Aye	Motion Carried 7:17 pm.

7:25 pm SUP2025-06 North Shore Prop. Maint. LLC (Jeff Moore); Special use permit to erect an equipment building; 217.000-2-20.2; 7596 NYS Rte. 13; Zone C. Mike Piper made the **motion to open the Public Hearing for SUP2025-06**, seconded by Miranda Ward. Poll vote:

Orrin MacMurray – Aye	Bill Shaughnessy – Aye	Martha Link – Absent
Tammy Crawford – Aye	Dave Carpenter – Aye	Miranda Ward – Aye
Mike Piper – Aye	Motion Carried 7:27 pm. There were no comments from the public. Dave Carpenter made the motion to close the Public Hearing for SUP2025-06 . Seconded by Bill Shaughnessy. Poll vote: Orrin MacMurray – Aye	
Martha Link – Absent	Bill Shaughnessy – Aye	Dave Carpenter – Aye
Miranda Ward – Aye	Tammy Crawford – Aye	Dave Carpenter – Aye
Mike Piper – Aye	Mike Piper – Aye	Motion Carried 7:28 pm.

Unfinished Business:

SUB2025-03 Perry Point LLC (Jeff Moore); 3-lot Subdivision; 308 Drive 26; 234.007-2-6.2; Zone

SR; 9.5 acres. Immediately following the public hearing, the board reviewed the status of the application. Jeff Moore, acting on behalf of the applicant, arrived while the board was reviewing the preliminary plats. Jeff explained that there were no changes between the preliminary and final plats. Dave Carpenter made the **motion to approve SUB2025-03**. Seconded by Bill Shaughnessy.

Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link – Absent
Tammy Crawford – Aye Dave Carpenter – Aye Miranda Ward – Aye
Mike Piper – Aye **Motion Carried.** The plats will be signed at the end of the meeting.

SUP2025-05 NY Lake Front Property LLC (Jeff Moore); Special use permit for a tourist home;

217.017-1-45; 2042 Lake Shore Dr; Zone SR. Jeff Moore acting on behalf of the applicant provided a signed letter from the applicant (signed by Jeff Moore acting on behalf of the owner) stating there are 6 sleeping rooms. The board reviewed the site plan showing 8 parking spaces. Bill Shaughnessy made the **motion to approve SUP2025-05 with the conditions that the tourist home will be limited to 6 sleeping rooms, provide at least 8 off road parking spaces, and the usual conditions for permits and returning to the planning board for any significant changes to the site plan**, seconded by

Dave Carpenter. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye
Martha Link – Absent Tammy Crawford – Aye Dave Carpenter – Aye
Miranda Ward – Aye Mike Piper – Aye **Motion Carried.**

A Letter of Determination will be prepared, signed by the chairman, and distributed to the applicant, codes officer, and property file.

Unfinished Business (cont.):

SUP2025-06 North Shore Prop. Maint. LLC (Jeff Moore); Special use permit to erect an equipment building; 217.000-2-20.2; 7596 NYS Rte, 13; Zone C. Jeff Moore acting on behalf of the applicant explained the updates to the site plan since September. Contours were added and the building was moved north to provide adequate side setbacks. The contours show an existing swale that will provide for adequate drainage. This application required a 239m review by Oneida County Planning, NYS DOT, and NYS DEC. Responses are due by 10/30/2025. No responses have been received yet. Tammy Crawford made the **motion to approve SUP2025-06 contingent on satisfactory responses from the 239m review by 10/30/2025. The conditions of the special use permit will include drainage shall be to the rear of the property and not to adjacent properties, and the usual conditions for permits and returning to the planning board for any significant changes to the site plan**, seconded by Dave Carpenter. Poll vote: Orrin MacMurray – Aye

Bill Shaughnessy – Aye Martha Link – Absent Tammy Crawford – Aye
Dave Carpenter – Aye Miranda Ward – Aye Mike Piper – Aye

Motion Carried. A Letter of Determination will be prepared on October 31, 2025 assuming satisfactory responses from the 239m review, signed by the chairman, and distributed to the applicant, codes officer, and property file.

Relot2025-02 St. John’s Church/Allen (Patrick for Father Ballard) Lot line adjustment; 217.000-1-32; 217.000-1-31 (Kurt Allen); 2187-2191, 2007 NYS Rte. 49; Zone C and HR. This reallocation was approved at the September meeting contingent upon corrected plats (replace references to RR2 to C on the plats). The updated plats were delivered to the town hall, but the changes were not completed. Still waiting for correct plats. Secretary Pavelock will contact the applicant.

SUP2025-04 Amy Galway; Add a second residential structure to parcel; 215.000-2-10; 7800 Mill Rd; Zone RR2; 36.4 acres. At the August meeting, the board requested a survey be done to determine the proper setbacks and to check that the area where the 2nd residential structure is planned is “subdividable” in the future. The applicant contacted the secretary to say that she will return next month with a survey.

New Business:

SUB2025-04 Christmas & Assoc. 3-lot Subdivision; 198.000-2-23.2; 8055 Preston Hill Rd; 16.5 acres, Zone: RR-2. Marc Christmas presented the proposed 3-lot subdivision (each lot is at least 5 acres). Secretary Pavelock noted that an Ag Data Statement is needed due to the proximity of an Ag District. Marc will provide the statement. The board reviewed the SEQR part one and completed parts 2 and 3. Marc noted that he has verified that there are no wetlands for this property. Mike Piper made the **motion to declare no significant environmental impacts for this action and to set a public hearing for November 20, 2025 at 7”10pm**, seconded by Bill Shaughnessy. Poll vote:

Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link – Absent
Tammy Crawford – Aye Dave Carpenter – Aye Miranda Ward – Aye
Mike Piper – Aye **Motion Carried.** This will be a coordinated review due to County

Road, Preston Hill Rd and the proximity of an Ag District.

Relot2025-04 Jeff Moore (McDonald) Reallocation; 218.000-1-4 and 217.000-1-11; 2676 Eckel Rd; Zone RR-2. Jeff Moore acting on behalf of the applicant presented the proposed reallocation. This fixes a currently landlocked property. Reallocations do not require a SEQR or public hearing. Dave Carpenter made the **motion to approve Relot2025-04**. Seconded by Mike Piper. Poll vote:

Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link – Absent
Tammy Crawford – Aye Dave Carpenter – Aye Miranda Ward – Aye
Mike Piper – Aye **Motion Carried.** The plats will be signed at the end of the meeting.

Sketch Plan Review: None

Other:

- **Deer Ridge Cabins Special Use Permit SUP2024-02 Extension.** The letter of determination for this SUP is dated 12/28/2024. Construction has not been started due to byrom National Grid. The board discussed the request. Bill Shaughnessy made the **motion to extend SUP2024-02 for 6 months to June 28, 2026**, seconded by Mike Piper. Poll vote: Orrin MacMurray – Aye
Bill Shaughnessy – Aye Martha Link – Absent Dave Carpenter – Aye
Tammy Crawford – Recused (neighbor) Miranda Ward – Aye Mike Piper – Aye
Motion Carried. A letter will be prepared and sent to the applicant, codes officer, and property file.
- Zoning Law updates. Mac continued his summary of the status of the proposed changes.
 - He plans on meeting with the Town Board at the next regular town meeting.
 - Bill and Mac met with Matt Johnson of the Tug Hill Commission. Tug Hill will assist with the markups and final versions. They also provided some good information for general design requirements/parameters.
 - Reay Walker asked for a change to Section 2015 which will clarify that permit applications are the responsibility of the codes officer. Applications may be dropped off with the Town Clerk, who will deliver to the codes office.
 - Mac would like to have an informational meeting with the campground owners to discuss the setback changes being proposed. Mac and Kathy will coordinate this meeting.
 - Mac provided some additional information on short-term rentals. We should consider a requirement for the maximum number of people allowed. Tug Hill recommends a maximum of 20. Other ideas are 2 or 3 per sleeping room or basing the number on occupancy calculations from NYS Code.
- Darrin provided information on the 2026 Budget related to the Planning Board. He is promoting an increase to the annual stipend for the board members.

Next Meeting: November 20, 2025. New agenda items are due to the secretary by November 13, 2025.

Public Comments: None

Bill Shaughnessy made a **motion to adjourn**, seconded by Dave Carpenter. **Motion carried 8:37 pm.**

Minutes prepared by:

/s/Kathy Pavelock

Planning Board Secretary