

MINUTES
Town of Vienna
Planning Board (PB) - Regular Meeting
April 17, 2025

Call to order: Interim Chairman Orrin MacMurray (Mac) called the meeting to order at 7:00 pm with a quorum of five members present. Chairman MacMurray asked for a moment of silence in memory of long-time member and chairman Calvin Collins.

Attendance:

Board Members: Orrin MacMurray (Mac), Dave Carpenter, Bill Shaughnessy, Mike Piper, and Martha Link. There are 2 vacancies.

Others: Secretary Kathy Pavelock, Liaison Darrin Smith, and several applicants and residents.
Codes/Zoning Officer Reay Walker was unable to attend.

Minutes Approval:

Bill Shaughnessy made **the motion to approve the minutes from the March 20, 2025 regular meeting**. Seconded by Matha Link. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye
Martha Link – Aye Mike Piper – Aye Dave Carpenter – Aye
Vacancy 1 – n/a Vacancy 2 – n/a **Motion Carried.**

Correspondence: Secretary Pavelock directed attendees to the correspondence on the agenda including:

- Mac explained that Supervisor Davis contacted him following the passing of Calvin and asked Mac if he would be interim chairman until the Town Council is able to appoint a new chairman for 2025. Mac agreed.
- Submitted public hearing legal notices for publication in the QCN.
- Submitted 239m reviews for SUB2025-01 and SUP2025-02.
- Contacted C/ZEO Walker regarding SUP2025-01 Jason Lamb; Definition of use with no special use permit (SUP) needed.
- Prepared and distributed Notice of Reaffirmation for Solar Farm (SUP2023-06).
- Prepared Notice of Determination for SUP2024-07 Verizon Wireless; Cell Tower. Still needs to be distributed.
- Prepared a notice of action for SUP2024-08 Justin Schuessler; Duplex to Multi-family. Advised the applicant of the process for appeal should he wish to appeal the decision of the planning board.
- Contacted Town Attorney Evan Rossi to obtain his review and approval of the Verizon Wireless cell tower bond. Attorney Rossi responded that the bond was good based on his review.
- Contacted the 2 applicants for the open planning board positions to invite them to this meeting.

Public Hearings and Unfinished Business:

7:05 pm SUB2025-01 Kathleen Schofield (Jeff Moore) 2-lot Subdivision; 199.000-1-16.1; 8266 Halstead Rd / Yager Rd; Zone RR2/RR1; 100+/- acres. Mike Piper made the **motion to open the public hearing for SUB2025-01**, seconded by Bill Shaughnessy. Poll vote:

Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link – Aye
Mike Piper – Aye Dave Carpenter – Aye Vacancy 1 – n/a
Vacancy 2 – n/a **Motion Carried 7:05 pm.**

There were no comments from the public. Mike Piper made **the motion to close the public hearing for SUB2025-01**, seconded by Bill Shaughnessy. Poll vote: Orrin MacMurray – Aye

Bill Shaughnessy – Aye Martha Link – Aye Mike Piper – Aye
Dave Carpenter – Aye Vacancy 1 – n/a Vacancy 2 – n/a

Motion Carried 7:06 pm.

The board reviewed the final plat presented by Jeff Moore. Dave Carpenter made the **motion to approve SUB2025-01**, seconded by Bill Shaughnessy. Poll vote: Orrin MacMurray – Aye

Bill Shaughnessy – Aye Martha Link – Aye Mike Piper – Aye
Dave Carpenter – Aye Vacancy 1 – n/a Vacancy 2 – n/a **Motion Carried.**

Interim Chairman Mac signed the plats. The applicant will file the plats with Oneida County.

Public Hearings and Unfinished Business (Continued):

While awaiting the scheduled time for the next public hearing, Mac explained that Supervisor Davis requested that the planning board consider recommending a member to be the 2025 chairman. Mac stated that he is not interested in being chairman and asked the board to think about a recommendation to be acted upon at the May meeting.

7:15 pm SUP2025-02 James Dibble; Special Use Permit for adding retail sales & service

(landscaping materials); 237.000-1-48.1; 7440 Higginsville Rd; Zone WR; 9.4 Acres.

Mike Piper made the **motion to open the public hearing for SUP2025-02**, seconded by Bill

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

Martha Link – Aye Mike Piper – Aye Dave Carpenter – Aye

Vacancy 1 – n/a Vacancy 2 – n/a **Motion Carried 7:15 pm.**

There were no comments from the public. Martha Link made **the motion to close the public hearing for SUP2025-02**, seconded by Dave Carpenter. Poll vote: Orrin MacMurray – Aye

Bill Shaughnessy – Aye Martha Link – Aye Mike Piper – Aye

Dave Carpenter – Aye Vacancy 1 – n/a Vacancy 2 – n/a

Motion Carried 7:15 pm.

The board discussed the status of the application. 239m reviews were sent to Oneida County Planning, Oneida County DPW, DEC and the Town of Verona. This parcel is located within 500 feet of an agricultural district, a county road, and a municipality. Recommendations were received from Oneida County Planning (no recommendations) and DEC (recommendations were provided to the applicant). Oneida County DPW and the Town of Verona have until April 21 to respond. According to town law, the planning board may not take final action until all 239m recommendations have been received or if the 30 days from the submittal has lapsed. The planning board has 62 days following the public hearing to take final action. This application will be on the next meeting agenda.

Unfinished Business:

SUP2024-06 Richard Woodcock; Establish a new seasonal campground with 50 sites, manufactured home, and pavilion; 7720 Higginsville Rd; 237.000-1-56.1; Zone WR; 106.84 acres.

The applicant was present just prior to the start of this meeting. He had nothing new to present and will have more information for the May meeting.

New Business: None

Sketch Plan Review: None

Other:

- Zoning Law updates

In addition to the items that Mac described at the last meeting, he met with C/ZEO Walker and at his advice, the following are added to the list:

- Change Tier II solar projects from requiring a SUP to Zoning Permit.
- Remove the Groundwater Overlay Zones in North Bay and McConnellsville since they are no longer needed or used. C/ZEO Walker will investigate the ownership of the parcels in these zones.
- Delineate Recreational Vehicles and Tiny Homes.
- Provide a provision for the Town Council to appoint a Zoning Assistant as needed.
- Modify the setbacks for campgrounds and the applicable porches that are added to recreational vehicles at campgrounds.
- Change or eliminate the maximum front setbacks in Commercial Zones.

The board discussed having a special meeting to discuss all the Zoning Law recommended changes. An agreed upon date is April 30, 2025 at 5pm. Secretary Pavelock will announce this special public meeting and coordinate with the town clerk. Mr. Dibble will be invited to this meeting since action on his SUP may be carried out.

Other (Continued):

- Secretary Pavelock reminded the board that copies of training certificates need to be sent to her.
- Planning Board member applicants

The town received 2 applications for membership to this board. Supervisor Davis has requested that the planning board interview the applicants and make a recommendation to the town council. This will be done in Executive Session. Before going into executive session, the board entertained public comments.

Public Comments

Jeff Moore is working with a client on a potential rental house (Air-B-and-B). This is termed Tourist Home in the Zoning Law. He asked if a sketch rather than a full survey of the property was sufficient. The board stated that a sketch would be adequate.

Executive Session

Dave Carpenter made the **motion to enter executive session for the purpose of interviewing planning board applicants**, seconded by Bill Shaughnessy. Poll vote: Orrin MacMurray – Aye
 Bill Shaughnessy – Aye Martha Link – Aye Mike Piper – Abstain
 Dave Carpenter – Aye Vacancy 1 – n/a Vacancy 2 – n/a

Motion Carried 7:37 pm.

Dave Carpenter made the **motion to return from the executive session**, seconded by Martha Link.
 Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link – Aye
 Mike Piper – Aye Dave Carpenter – Aye Vacancy 1 – n/a Vacancy 2 – n/a

Motion Carried 8:08 pm.

Dave Carpenter made the **motion recommend to the town council that they appoint Miranda Ward to the 2025 term and to appoint Tammy Crawford to the 2030 term**, seconded by Martha Link.

Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link – Aye
 Mike Piper – Aye Dave Carpenter – Aye Vacancy 1 – n/a Vacancy 2 – n/a

Motion Carried.

The board thought it would be good to specifically invite Miranda and Tammy to the April 30, 2025 special meeting. Secretary Pavelock will contact them.

Next Meeting: May 15, 2025. New agenda items are due to the secretary by May 8, 2025.

Bill Shaughnessy made a **motion to adjourn**, seconded by Martha Link. **Motion carried 8:12 pm.**

Minutes prepared by:

/s/Kathy Pavelock
 Planning Board Secretary