

MINUTES
Town of Vienna
Planning Board (PB) - Regular Meeting
May 15, 2025

Call to order: Interim Chairman Orrin MacMurray (Mac) called the meeting to order at 7:03 pm with a quorum of four members present. Chairman welcomed new member Tammy Crawford.

Attendance:

Board Members: Orrin MacMurray (Mac), Bill Shaughnessy, Tammy Crawford and Martha Link.
Dave Carpenter and Miranda Ward were unable to attend. There is 1 vacancy.
Others: Secretary Kathy Pavelock and several applicants. Codes/Zoning Officer Reay Walker was unable to attend. There was no Liaison in attendance.

Minutes Approval:

Bill Shaughnessy made **the motion to approve the minutes from the April 17, 2025 regular meeting.** Seconded by Martha Link. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye
Martha Link – Aye Tammy Crawford – Aye Dave Carpenter – Absent
Miranda Ward – Absent Vacancy – n/a **Motion Carried.**

Bill Shaughnessy made **the motion to approve the minutes of the April 30, 2025 special meeting.** Seconded by Martha Link. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye
Martha Link – Aye Tammy Crawford – Aye Dave Carpenter – Absent
Miranda Ward – Absent Vacancy – n/a **Motion Carried.**

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

- Notified that Tammy Crawford and Miranda Ward were appointed by the Town Council to fill the two vacancies.
- A letter of resignation from Mike Piper was received
- Prepared and distributed Notice of Determination for SUP2025-02 Dibble Landscape Supply Yard, 7440 Higginville Road.
- Forwarded May NOCCOG announcement with a NYSERTA Energy Storage webinar.
- The secretary received a phone call from an attorney related to the seasonal campground application SUP2024-06. Advised him of the upcoming meeting.
- Received two new applications (Subdivision and Special Use Permit)
- Received a phone call from Mr. Woodcock (SUP2024-06) that they would not be attending this evening, their engineer has not completed the site plans

Tammy Crawford made a **resolution of appreciation to Mike Piper for his many years of service on the Planning Board.** Seconded by Bill Shaughnessy. Poll Vote: Orrin MacMurray – Aye

Bill Shaughnessy – Aye Martha Link – Aye Tammy Crawford – Aye
Dave Carpenter – Absent Miranda Ward – Absent Vacancy – n/a

Resolution Passed.

Public Hearings: None

Unfinished Business:

SUP2024-06 Richard Woodcock; Establish a new seasonal campground with 50 sites, manufactured home, and pavilion; 7720 Higginville Rd; 237.000-1-56.1; Zone WR;106.84 acres. The applicant was not present. Tabled until the June meeting.

New Business:

SUP2025-03 Denise Mangini; Primal Tee Shop; Expansion of existing structure and use for screen printing apparel; 3088 Pine Rd; 218.000-1-50.1; Zone RR1; Condition of SUP2021-01 requires planning board review and approval for changes in plans submitted with the application.

Ms. Mangini explained the 30’x40’ addition to the existing building. The board reviewed the zoning law as applied to this parcel. This parcel is over 4 acres and coverage with the addition is well within the required maximum coverage. Other discussion items included:

- No signs since this is not open to the public.
- The parking lot is adequate with only employees and UPS requiring parking space.
- They would like some lighting for security, however after discussing with Town Highway Superintendent Conover, it is not feasible. They have opted for security cameras. There will be no additional lighting.
- No special drainage will be added.
- Will have a driveway installed to the addition.
- The applicant would like to have public water. They were advised to contact the Town Council.

The applicant updated the site plan diagram to show where the driveway will be installed.

The board reviewed SEQR part 1 and completed SEQR parts 2 and 3.

The board asked about the disposal of chemicals and ink. They have 2 filtration systems to drains (and ultimately to septic). The filters are changed twice a month.

Bill Shaughnessy made **the motion to declare a negative environmental impact and to schedule a public hearing for June 19, 2025 at 7:10.** Seconded by Tammy Crawford. Poll vote:

Orrin MacMurray – Aye

Bill Shaughnessy – Aye Martha Link – Aye

Tammy Crawford – Aye

Dave Carpenter – Absent

Miranda Ward – Absent

Vacancy – n/a

Motion Carried.

Ms. Mangini was advised that this application will most likely require a 239m review and the board will be unable to take final action until all responses have been received or 30 days from submittal whichever is first.

SUB2025-02 Mark Corey; 2-lot Subdivision; 780 Stone Barn Rd; 215.000-1-3; Zone RR3;42 Acres total. Mr. Corey explained his plan to subdivide his property with one lot being 6.237 acres. His plan is to sell this 6.237-acre lot. The board reviewed the plat and could not determine based on the notations if the new lot will meet the Zoning Law requirement for road frontage. The current Zoning Law requires ¼ of the original frontage or 200’ whichever is greater. This is one of the recommended changes to the Zoning Law, however, the Planning Board must enforce the current law. Mr. Corey will consult with his surveyor. There is the option to request an area variance from the Zoning Board of Appeals.

Sketch Plan Review: None

Other:

- Zoning Law updates
 - Briefly discussed the “¼ of the original frontage or 200’ whichever is greater” requirement.
 - Also discussed lighting. Martha will provide a template for updating lighting requirements. Mac has updated the “signs” proposed law to take into account the lighting information and the size requirements.
- Administration
 - Interim Chairman Orrin MacMurray will not be able to attend the June meeting. Bill Shaughnessy will fill in as chair in his absence.
 - Recommendation to the Town Council for a new Chairman was tabled until other members are present (July or August).
 - The board discussed having a special meeting to continue discussions on Zoning Law recommended changes. An agreed date is May 28, 2025 at 5pm. Secretary Pavelock will announce this special public meeting and coordinate with the town clerk.

Next Meeting: June 19, 2025. New agenda items are due to the secretary by June 12, 2025.

Bill Shaughnessy made a **motion to adjourn**, seconded by Martha Link. **Motion carried 8:20 pm.**

Minutes prepared by:

/s/Kathy Pavelock
Planning Board Secretary