

MINUTES
Town of Vienna
Planning Board (PB) - Regular Meeting
June 19, 2025

Call to order: Bill Shaughnessy filling in for Interim Chairman MacMurray called the meeting to order at 7:00 pm with a quorum of four members present.

Attendance:

Board Members: Bill Shaughnessy, Martha Link, Dave Carpenter, Miranda Ward, and Tammy Crawford (7:05 pm). Orrin MacMurray (Mac) was 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 Town Council Liaison in attendance.

Minutes Approval:

Martha Link made **the motion to approve the minutes from the May 15, 2025 regular meeting**, seconded by Dave Carpenter. Poll vote: Orrin MacMurray – Absent Bill Shaughnessy – Aye
Martha Link – Aye Tammy Crawford – Absent for this vote Dave Carpenter – Aye
Miranda Ward – Aye Vacancy – n/a **Motion Carried.**

Dave Carpenter made **the motion to approve the minutes of the May 28, 2025 special meeting**, seconded by Martha Link. Poll vote: Orrin MacMurray – Absent Bill Shaughnessy – Aye
Martha Link – Aye Tammy Crawford – Absent for this vote Dave Carpenter – Aye
Miranda Ward – Aye Vacancy – n/a **Motion Carried.**

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

- Contacted Denise Mangini for additional information on disposal and filtering of fluids used in t-shirt screening business (SUP2025-03).
- Submitted 239m review to DEC based on information provided for SUP2025-03
- Submitted legal notice for public hearing this evening.
- Received a phone call from Jeff Moore regarding a reallocation application that will need to be sent to ZBA for an area variance. Secretary Pavelock explained that it would be up to the board to hear about this last minute agenda item received on 6/17/2025.

Public Hearings:

7:10 pm SUP2025-03 Denise Mangini; Primal Tee Shop; 3088 Pine Rd; 218.000-1-50.1; Zone RR1; Expand existing building and use addition for screen printing apparel.

Martha Link made the **motion to open the public hearing for SUP2025-03**, seconded by Miranda Ward. Poll vote: Orrin MacMurray – Absent Bill Shaughnessy – Aye
Martha Link – Aye Tammy Crawford – Aye Dave Carpenter – Aye
Miranda Ward – Aye Vacancy – n/a **Motion Carried at 7:10 pm.**

There were no comments from the public. Dave Carpenter asked if the DEC was requested to review the application for the original special use permit. They were not. Orrin MacMurray requested that the secretary send the information to DEC for this special use permit application since the board had requested information on chemicals and filtering related to the business.

Dave Carpenter made the **motion to close the public hearing for SUP2025-03**, seconded by Martha Link. Poll vote: Orrin MacMurray – Absent Bill Shaughnessy – Aye
Martha Link – Aye Tammy Crawford – Aye Dave Carpenter – Aye
Miranda Ward – Aye Vacancy – n/a **Motion Carried at 7:15 pm.**

Unfinished Business:

SUP2025-03 Denise Mangini; Primal Tee Shop; 3088 Pine Rd; 218.000-1-50.1; Zone RR1; Expand existing building and use addition for screen printing apparel. Condition of SUP2021-01 requires planning board review and approval for all changes in plans submitted with application. Submitted 239m review materials to DEC on 5/29. They have 30 days to respond (6/28/26). As of today, no response has been received. Having no response from DEC as of today, the board will wait until the July meeting to take final action.

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 provided specifications for the planned restroom trailer and pavilion. He is still waiting for his engineer to complete the site plans. The engineer will have the site plan to present in July. Mr. Woodcock stated that there are no plans for a manufactured home within the boundary of the campground. On a previous survey, there was a “mobile home” with in the boundary. Mr. Woodcock stated that he will be reducing the size of the campground and the “mobile home” will no longer be within the boundary. Mr. Woodcock stated that he could not find any requirements for ADA compliance for the restroom trailer. Dave Carpenter will investigate and inform Mr. Woodcock of anything that he finds.

SUB2025-02 Mark Corey; 2-lot Subdivision; 780 Stone Barn Rd; 215.000-1-3; Zone RR3;42 Acres total. Mr. Corey provided his opinion on copying applicants on any correspondence sent to government agencies. Mr. Corey presented the plat updated by his surveyor. The survey now shows 231’ road frontage for the new 6.3-acre lot. The surveyor informed Mr. Cory that this will meet the current Zoning Law requiring $\frac{1}{4}$ of the original frontage or 200’ whichever is greater. The board reviewed the updated plat and could not determine based on the notations if the new lot will meet the Zoning Law requirement for road frontage. The surveyor was to include the total original frontage on the updated plat. The board attempted to calculate the total original frontage based on the notations on the updated plat. They calculated 970.51 feet. Based on this figure, the lot frontage will need to be 242.62 feet. This is one of the recommended changes to the Zoning Law, however, the Planning Board must enforce the current law. Mr. Corey will consult again with his surveyor. He was reminded there is the option to request an area variance from the Zoning Board of Appeals.

New Business:

New Reallotment Application; Application number TBD; 217.000-1-14.1 related to SUB2024-10 Migon, 7840 Yager Road approved in March 2025.

Jeffrey Moore representing the applicant Virginia Migon, explained that he was unable to submit and pay for the application since the Town Clerk’s Office was closed on June 19, 2025. He explained that this boundary line adjustment will require an area variance due to not meeting 200’ road frontage. To submit an application to the Zoning Board of Appeals (ZBA), a denial from the codes officer or Planning Board is required. He is looking for the board to deny the application so that he can submit an application to the ZBA for an area variance of 66.44’.

After review of the draft application and plat, the board agreed that they cannot approve the reallotment due to not meeting the frontage requirement of $\frac{1}{4}$ original frontage or 200’ whichever is greater. Mr. Moore will ensure that the reallotment application is submitted and paid to the town clerk as soon as possible. Once the reallotment application is submitted, Mr. Moore will submit an application to the ZBA attaching a copy of minutes from this meeting and the preliminary plat. The ZBA is meeting on June 30, 2025, to discuss/act on other business before the board.

Sketch Plan Review: None

Other:

- Zoning Law updates
 - Martha and Tammy met to discuss and review the proposed changes as reviewed by the board at previous meeting. They have several suggestions related to definitions and campgrounds.
 - Martha suggested that the planning board is not ready to go forward to the Town Council with all the recommended changes.
 - Martha handed out guidelines for “Good Exterior Lighting.”.

Next Meeting: July 17, 2025. New agenda items are due to the secretary by July 10, 2025.

Bill Shaughnessy made a **motion to adjourn**, seconded by Tammy Crawford **Motion carried 8:28 pm.**

Minutes prepared by:

/s/Kathy Pavelock
Planning Board Secretary