MINUTES
Town of Vienna
Planning Board (PB) - Regular Meeting
July 16, 2026

Call to order: Chairman Orrin MacMurray (Mac) called the meeting to order at 7:01 pm with a quorum of 5 members.

Attendance:

Board Members: Orrin MacMurray (Mac), Bill Shaughnessy, Miranda Ward, Mike Fischer, and Martha Link. Dave Carpenter and Tammy Crawford were unable to attend.

Others: Secretary Kathy Pavelock, Town Council Liaison Darrin Smith and several residents. Newly appointed Codes/Zoning Officer Tyler Kimball was unable to attend.

Minutes Approval:

Bill Shaughnessy made **the motion to approve the June 25, 2026, regular meeting minutes**, seconded by Mike Fischer. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye
Miranda Ward – Aye Tammy Crawford – Absent Mike Fischer – Aye
Martha Link – Aye Dave Carpenter – Absent **Motion Carried 5 to 2.**

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

- Prepared Letters of Determinations for SUP2015-01 Update (Local Gas), SUP2026-01 (Mine), and SUP2026-03 (Embers). Distributed to applicants, Town Clerk, Assessor, and Codes Officer.
- Submitted 239m review for SUB2026- 04 (Forrester).
- Assisted Mark Newman (Treasure Isle) with his plans to expand by 10 sites.
- Received one new subdivision application.

While waiting for the scheduled 7:10 pm public hearing, Mac provided status of the proposed Zoning Law changes. On August 5, Mac will attend the Town Council meeting to provide them with a draft. The council at some time will hold a Public Hearing, prepare SEQR documents, and submit the draft for a 239m review. The Planning Board can expect some back and forth with the Council. The board discussed Martha's concern that the comprehensive plan has not yet been updated. To the best of our knowledge, the proposed Zoning Law updates comply with the current Comprehensive Plan (2022).

Public Hearings:

7:10 pm SUB2026-04 Mark Forrester; 4-lot subdivision NYS-49 at Drive 38; 235.008-1-2; 9.61 acres; Zone SR. Bill Shaughnessy made **the motion to open the public hearing for SUB2026-04**, seconded by Mike Fischer. No discussion. Poll vote: Orrin MacMurray – Aye
Bill Shaughnessy – Aye Miranda Ward – Aye Mike Fischer – Aye
Martha Link – Aye Tammy Crawford – Absent Dave Carpenter – Absent
Motion Carried 5 to 2 at 7:15 pm. There were no public comments. Miranda Ward made **the motion to close the public hearing for the SUB2026-04**, seconded by Martha Link. No discussion. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye
Miranda Ward – Aye Mike Fischer – Aye Martha Link – Aye
Tammy Crawford – Absent Dave Carpenter – Absent
Motion Carried 5 to 2 at 7:16 pm.

Unfinished Business:

SUB2026-04 Mark Forrester; 4-lot subdivision NYS-49 at Drive 38; 235.008-1-2; 9.61 acres; Zone SR. Mr. Forrester was unable to attend. Alexa Forrester attended the request of her father. Waiting for responses to the 239m review which was sent out on June 29. No action can be taken this month. Mr. Forrester or a representative should attend next month for final action.

New Business:

SUB2026-05 Kristin Hanvey (Darrin Smith, LLS); 2-lot subdivision 8722 Elpis Rd; 180.000-1-36; 18.548 acres; Zone RR3. Darrin Smith, acting on behalf of Kristin Hanvey, presented the preliminary plat. This is a 2-lot subdivision on the south corner of Elpis Rd and Whiskey Island Rd. One lot will be 5.04 acres and the other will be 13.51 acres. The board reviewed the plat and determined that it meets the required road frontages and lot size. The board then reviewed the submitted SEQR part 1. This is the first time that the board has reviewed the recently updated SEQR forms. The board then completed SEQR parts 2 and 3. This will be a coordinated review due to the property being an Ag District. Mike Fischer made the **motion to declare a negative environmental impact, act as lead agency, and to schedule a Public Hearing for August 20,2026 at 7:10 pm.** Seconded by Bill Shaughnessy. No discussion. Poll vote:

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

Sketch Plan Review:

Mark Newman, Treasure Isle RV Park; 218.000-1-76.2. Related to SUP2018-4 approved 12/27/2018. Mark wants to add 10 sites. As of 7/15/26 Mark was unable to contact the Codes Office and was waiting on his engineer for site plans. The new codes officer Tyler Kimball was planning on attending this meeting but was unable to come due to a death in his family. This is related to Relot2026-01 3114 Haskins Rd. Needs advice on new application or an update to SUP2018-4. Mr. Newman had 2 copies of the site plan. The board reviewed and discussed the plans with Mr. Newman. The board advised Mr. Newman to contact the codes officer, DEC, and the county health department. The board recommends that Mr. Newman submit a new application which will be clearer than updating SUP2018-4. The codes officer can get the new application process started.

Other:

Zoning Law (ZL) draft: Mac described some of the most recent updates (Operating License typo, Rec. Camping Vehicle, Public Utility definition, Battery Storage Systems (Not allowed in Zone I), Fences (page 28 clarify for Zone SR). The board also asked about shipping containers. We will save this item for future updates. Orrin MacMurray made the **motion to forward the proposed updates of the Zoning Law (including updates discussed this evening) to the Town Council for their consideration, s**econded by Mike Fischer. No discussion. Poll vote: Orrin MacMurray – Aye

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

Public Comments: None

Next Meeting: August 29, 2026. New agenda items are due to the secretary by August 13, 2026.

Bill Shaughnessy made a **motion to adjourn**, seconded by Martha Link. **Motion carried 8:26 pm.**

Minutes prepared by:
/s/Kathy Pavelock
Planning Board Secretary