

**MINUTES**  
**Town of Vienna**  
**Planning Board (PB) - Regular Meeting**  
**August 21, 2025**

**Call to order:** Bill Shaughnessy filling in for Orrin MacMurray as interim chairman, called the meeting to order at 7:05 pm with a quorum of four members present.

**Attendance:**

Board Members: Bill Shaughnessy, Martha Link, Miranda Ward, and Tammy Crawford. Orrin MacMurray and Dave Carpenter were unable to attend. There is 1 vacancy.

Others: Secretary Kathy Pavelock and several residents. 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 July 17, 2025 regular meeting**, seconded by Tammy Crawford. Poll vote: Orrin MacMurray – Absent      Bill Shaughnessy – Aye  
Martha Link – Aye      Tammy Crawford – Aye      Dave Carpenter – Absent  
Miranda Ward – Aye      Vacancy – n/a      **Motion Carried 4 to 3.**

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

- Several phone calls for SUP2024-06 Woodcock campground.
- Distributed ZBA Decision Var2025-01 for SUP2024-08 Schuessler Multi-unit on W. Lake St. and Var2025-03 for Relot2025-01 Migon reallocation on Yager Rd. The associated planning board applications are back on the agenda.
- Prepared and distributed the Notice of Determination for SUP2025-03. Received and distributed letter from Codes/Zoning Officer regarding Letter of Determination for SUP2025-03 Primal Tee shop expansion. The application is back on the agenda to consider revising condition 1.
- Met with Bill and Orrin for a briefing related to this meeting.
- Assisted residents with reallocation applications.
- Process discussions with Jeffrey Moore regarding two draft special use permit applications. These applications should be on the September agenda.

**Public Hearings: None**

**Unfinished Business:**

**SUP2024-06 Richard Woodcock; Establish a new seasonal campground with 40 sites, 1 manufactured home, and pavilion;** 7107 Cove Rd; 237.000-1-56.1; Zone WR; 106.84 acres.

The applicant provided updated plans for the proposed campground prior to this meeting. There was only one hard copy. The engineer provided a second hardcopy. The engineering firm, Nelson Associates, distributed copies of a letter addressing environmental concerns. The applicant updated the application to include the physical address for the proposed campground. The board reviewed and discussed a briefing document prepared by Orrin MacMurray. Agreeing that the application was substantially complete, the board prepared SEQR parts 2 and 3. The applicant submitted part 1 in December. Tammy Crawford made the **motion to declare the application substantially complete, declare a negative environmental impact and to schedule a public hearing for September 18, 2025 at 7:05 pm.** Seconded by Miranda Ward. Poll vote: Orrin MacMurray – Absent

Bill Shaughnessy – Aye      Martha Link – Aye      Tammy Crawford – Aye  
Dave Carpenter – Absent      Miranda Ward – Aye      Vacancy – n/a      **Motion Carried 4 to 3.**

Secretary Pavelock explained that Oneida County will need to review the plans (239m Review) since the property is an Ag. District. Nelson Associates will email an electronic version of the site plans. NOTE: Secretary Pavelock discovered that the property borders on the Town of Verona. The Town of Verona will also need to review the plans. The applicants were advised that final action by the planning board is required within 62 days following public hearing.

**SUB2025-02 Mark Corey; 2-lot Subdivision; 780 Stone Barn Rd; 215.000-1-3; Zone RR3;42 acres.**

As discussed in June, the road frontage for the lots is ¼ the original lot frontage or 200’ whichever is greater. In June, the board determined that 242.62’ is needed for the proposed one lot with the remaining 727.89’ for the other lot. (Refer to the June 2025 Planning Board minutes).

Mr. Corey brought updated plats showing the one lot will have 243’ frontage with the remaining 727.51’ frontage for the other lot. The planning board reviewed the updated plat. Martha Link made the **motion to declare this application complete with no environmental impact for subdivision actions (Type II SEQR) and to schedule a public hearing for September 18, 2025 at 7:15 pm.**

Seconded by Miranda Ward. Poll vote: Orrin MacMurray – Absent Bill Shaughnessy – Aye  
Martha Link – Aye Tammy Crawford – Aye Dave Carpenter – Absent  
Miranda Ward – Aye Vacancy – n/a **Motion Carried 4 to 3.**

**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. The Notice of Determination for SUP2025-03 was prepared and distributed in July. A letter from the Codes/Zoning Officer (CZO) regarding condition 1 was received. The CZO explained that condition 1 prohibiting exterior lighting is in direct conflict with the Building Code of New York State. The board discussed the CZO letter and the Notice of Determination condition 1. It was agreed by all that it was not their intent to prohibit all lighting on the building. Tammy Crawford made the **motion to update condition 1 from “The new building addition used for manufacturing shall have no outside lighting” to “The new building addition used for manufacturing shall have no outside lighting except for lighting required by the Building Code of New York State.”** Seconded by

Martha link. Poll vote: Orrin MacMurray – Absent Bill Shaughnessy – Aye  
Martha Link – Aye Tammy Crawford – Aye Dave Carpenter – Absent  
Miranda Ward – Aye Vacancy – n/a **Motion Carried 4 to 3.**

The updated Notice of Determination will be prepared by the secretary, approved by the chairman (Orrin MacMurray), and distributed as appropriate.

**SUP2024-08 Justin Schuessler; Duplex to Multi-family Use; 217.018-1-44; 7580 W Lake St;**

Zone HR; 0.2 acre. The ZBA granted the variance (Var2025-01) which will allow the multi-family use at 7580 W Lake St. The board reviewed the latest site plan which shows adequate parking and trash receptacle. The board asked about lighting and Mr. Schuessler explained that there will be no additional lighting added except as required by the Codes Officer. The last public hearing for the special use permit was held in March which is over the 62 days to take action The action in March was to disapprove with the ZBA granting a variance in July. A negative environmental impact was declared in January 2025. Tammy Crawford made a motion to **schedule a public hearing for**

**September 18, 2025 at 7:20 pm.** Seconded by Miranda Ward. Poll vote:

Orrin MacMurray – Absent Bill Shaughnessy – Aye Martha Link – Aye  
Tammy Crawford – Aye Dave Carpenter – Absent Miranda Ward – Aye  
Vacancy – n/a **Motion Carried 4 to 3.**

**Relot2025-01 Veronica Migon (Jeffrey Moore) Lot line adjustment; 217.000-1-14.1; 7840 Yager Rd;**

Zone RR2. The ZBA granted the variance (Var2025-03) which will allow 66’ relief for frontage. The owner is considering future gifting of lots to their children. The board reviewed the application and plat. Miranda Ward made the **motion to approve Relot2025-01 (complete application, lot line adjustments are Type II SEQR, no public hearing required for reallocations) and to authorize Interim-chairman Bill Shaughnessy to sign the plats as chairman.** Seconded by Martha Link.

Poll vote: Orrin MacMurray – Absent Bill Shaughnessy – Aye Martha Link – Aye  
Tammy Crawford – Aye Dave Carpenter – Absent Miranda Ward – Aye  
Vacancy – n/a **Motion Carried 4 to 3.**

Bill Shaughnessy will sign the plats at the end of the meeting and the applicant will file the plats.

**New Business:**

**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. Patrick acting on behalf of Father Ballard, explained that the property is currently on the market to be sold. The eastern-most lot line has Mr. Allen encroaching on the church property. A boundary line adjustment will allow for a cleaner sale. The board reviewed the plats provided. The applicant needs to obtain Kurt Allen signature on the application and on all copies of the plat. The planning board cannot sign off until all owners have signed.

**Relot2025-03 Fratini Kathy/Goff Pam** Adjust Fratini East property line and Goff West property line; 215.017-1-12, 215.017-1-13; 215.017-1-14; 308,310, and 312 Drive 10; Zone SR. Goff and Fratini jointly purchased the lot (310 Drive 10) between their properties (308 and 312 Drive 10). Fratini East property line will move .08 acres to the East and Goff West property line will move .08 acres to the West. This will eliminate the 310 Drive 10 lot. The board reviewed the plats. It was noted that there was no Mylar plat. Oneida County requires a mylar map when filing. It was suggested that the surveyor could make a copy of an approved paper plat and print it on mylar so the applicants can file the plats. Miranda Ward made the **motion to approve Relot2025-03 (complete application, Type II SEQR, no public hearing required for reallotments) and to authorize Interim-chairman Bill Shaughnessy to sign the plats as chairman.** Seconded by Tammy Crawford. Poll vote: Orrin MacMurray – Absent  
Bill Shaughnessy – Aye Martha Link – Aye Tammy Crawford – Aye  
Dave Carpenter – Absent Miranda Ward – Aye Vacancy – n/a **Motion Carried 4 to 3.**  
Bill Shaughnessy and all owners signed the plats. The applicants will obtain a Mylar from the surveyor, and the applicant will file the plats.

**SUP2025-04 Amy Galway; Add a second residential structure to parcel;** 215.000-2-10; 7800 Mill Rd; Zone RR2; 36.4 acres. The board looked at the proposed plans that were provided for the building permit. There will be a separate septic system. There will be a separate tie-in to the OCWA public water. The board requested a survey be done to determine the proper setbacks and to check that the area where the 2<sup>nd</sup> residential structure is planned is “subdividable” in the future. The applicant will return next month with a survey and SEQR part 1.

**Sketch Plan Review: None**

**Other:**

- Zoning Law updates. Martha Link attended the town council meeting where Mac introduced the proposed changes to the Zoning Law. Martha arrived at the meeting near the end of Mac’s presentation. Martha suggested that updates be provided when Mac is in attendance.
- The planning board was advised by Secretary Pavelock that the ZBA is waiting on justification documentation for the Use Variance Application Var2025-2.

**Next Meeting:** September 18, 2025. New agenda items are due to the secretary by September 11, 2025.

**Public Comments:** Jeff Moore will be coming before the planning board with a special use permit application and asked some questions of the board regarding requirements for a storage building.

Tammy Crawford made a **motion to adjourn**, seconded by Miranda Ward. **Motion carried 8:45 pm.**

Minutes prepared by:

*/s/Kathy Pavelock*  
Planning Board Secretary