

Town of Constantia Planning Board

Meeting Minutes – January 24, 2023

Call to Order

Mr. Peck opened the meeting at 7:00pm.

Attendees

Planning Board members in attendance included:

- Chair James Peck
- Sandra Williams

- Dan Poné
- Dave Antos
- Martin Godzwon
- Sandra Retajczyk

Others in attendance included: Ron Starusnak, David Bardoun, J.J. Maderus, and Amy Connolly (Secretary). Paul Baxter of Tug Hill Commission arrived near the end of the meeting.

Members not in attendance included: Sandra Tuori-Bell

Approval of Minutes

A motion to approve the minutes of the previous November 17, 2022 meeting was made by Martin Godzwon and seconded by Sandra Williams. Motion passed unanimously. *December 2022 meeting was cancelled due to lack of quorum.

Updates from November Meeting

Mr. Peck shared new information received after the November meeting regarding some of the projects presented.

With Thanks to Code Enforcement Officer Dolan, it was shown that the McIntosh Pallet property on State Route 49 in Bernhards Bay does not have a Site Plan on file with the Town of Constantia. Advice given regarding additions to existing building under 25% of the total building size is therefore inapplicable to this project. A complete Site Plan will be submitted as a baseline and the proposed project will require full review.

CEO Dolan made a suggestion that all Site Plan applications be reviewed by the Code Enforcement Officer(s) prior review by the Planning Board.

CEO Dolan looked at the subdivision request for Mr. Sherlock and Mr. Dean and noted that both lots are currently non-conforming. As this is the case, he does not believe that a permit could be granted. His suggestion is for both lots to be merged and subsequently divided into two lots.

Cottet Subdivision- David Bardoun

Mr. Bardoun presented maps for preliminary review a request for a subdivision on a property of about 50 acres in size. Members did not note any issues with the application as new lot sizes would both be conforming.

MOTION Martin Godzwon made a motion to schedule a public hearing and vote on the project at the next Planning Board meeting. Seconded by Dave Antos. Motion passed unanimously. Public hearing to be scheduled at 6:45pm on February 28th.

1577 State Route 49

Mr. Starusnak purchased this property with the understanding that it contained 3 commercial units. After the purchase was completed he found that the property was housing residential tenants. Mr. Starusnak described a timeline of events at the property which led to a citation by Town Codes and a subsequent interaction with CEO Dolan who instructed Mr. Starusnak to come to the Planning Board for a Site Plan Review before permits can be issued.

Mr. Starusnak presented the Board with preliminary drawings for the property. He states that the plans include commercial use only with no plans for residential use.

Mr. Peck explains that the property does not currently have a Site Plan on file with the town and a full application will need to be submitted including a property survey as well as drawings stamped and signed by an engineer. Mr. Peck notes that applications are available in Town Hall and that the Land Development Law should be used as a resource. The Chair emphasizes that this property will require a full Site Plan in order to establish a baseline for the property.

Mr. Starusnak elaborates on the issue stating that he is currently being fined on a daily basis for a broken pipe that he would like to fix but has been told the work cannot be completed before a Site Plan Review.

Mr. Poné, Mr. Antos, and Ms. Williams all state that they believe that, noting the length of time the process takes, there should not need to be a Site Plan Review before Mr. Starusnak is allowed to fix mechanical issues in the building.

Mr. Peck suggests that Mr. Starusnak request a meeting with the Town Attorney and the Code Enforcement Officer, at a minimum, to forge a path forward.

Mr. Antos and Mr. Poné state that they are unsure what Mr. Dolan has in mind for the Planning Board in this instance. Mr. Poné asks other Board members if they agree that this matter is not under the Planning Board's purview. All members present agree. Ms. Williams states that if one of the Code Enforcement Officers tells a resident to come before the Planning Board, that individual should also be in attendance at the meeting.

Planning Board Meeting Schedule for 2023

Planning Board members review a draft meeting schedule provided by Mr. Baxter of the Tug Hill Commission. The schedule continues with the fourth Thursday of each month, except for December, moving the meeting to Wednesday the 20th.

MOTION Dave Antos made a motion to accept the meeting schedule. Seconded by Dan Poné. Motion passed unanimously.

Future Planning Board Projects

Mr. Peck asks Board members to review the Town website to evaluate its function and ease of use and to see if there are any suggestions on ways to improve or inconsistencies noted. Discussion followed.

Mr. Peck then asked Board members their thoughts on the possibility of working on Zoning for the Town in the upcoming year. Discussion followed. Board members agree that the Town Board should decide on this issue.

Comprehensive Plan

Mr. Peck stated that he received a suggestion to place overarching goals for the Town into the Comprehensive Plan document. Mr. Poné suggests saving that item for the next update when more time can be taken to solicit feedback from the public.

MOTION Dan Poné made a motion to approve the draft of the Comprehensive Plan to send the the Town Board for their review and approval. Seconded by Martin Godzwon. Motion passed unanimously.

Tug Hill Commission- Paul Baxter

Mr. Baxter wanted Board members to know about the Local Government Conference coming up in April and brought registration forms for anyone who might need one.

Adjournment

Dave Antos moved that the meeting be adjourned, seconded by Martin Godzwon. Members voted unanimously to adjourn at 8:25pm.

Amy Connolly

Secretary
Town of Constantia Planning Board

Date of Approval