

# Town of Constantia Zoning Commission

Meeting Minutes – April 28, 2026

## Call to Order

Chair Peck opened the meeting at 6:02 PM with the Pledge of Allegiance.

## Attendees

### **CHECK MEMBERS**

Voting members in attendance included:

- Chair James Peck
- Sandra Retajczyk
- Sandra Touri-Bell
- Dave Antos
- Martin Godzwon
- John Mura
- Randall West
- Brien Connolly
- Terri John
- Brenda Mosher, Secretary

Guests in attendance included: Ron Chapman, Town Supervisor; Matt Johnson, Tug Hill Commission

Members not in attendance included: Joseph Markham, Jeff Rumble

## Approval of Minutes

A motion to approve the minutes of the previous March 2026 meeting was made by Ms. John, seconded by Ms. Retajczyk. Motion passed unanimously.

## Complete Zoning District Matrix

The Commission discussed the next steps for completing the new zoning law. The immediate priority is to finish the Zoning Matrix.

Mr. Johnson indicated that once the Zoning Matrix and definitions are finalized, he can begin drafting the new zoning law by incorporating elements from the existing Land Development Law with new language, maps and tables. He estimated the draft could be ready within approximately one month after the Commission signs off on the Matrix and maps. Reconciling the existing Subdivision Law with the new zoning law would take an additional month or less.

The group reviewed an updated set of goals and general timeline to finish the Zoning Law prepared by Chair Peck and agreed with input and slight changes from Mr. Johnson. The Commission will hold meetings every other week as needed going forward until completion starting May 12th.

### Zoning Matrix & Definitions Review

The Commission continued its detailed review of the Zoning Use Matrix and associated definitions. Key discussions and decisions included:

- Maps: The Commission confirmed that the maps (previously marked with highlighters) are sufficient for Matt and his team to convert into professional digital zoning maps.
- Retail Categories: The group refined three retail groupings:
  - Indoor Retail Sales
  - Outdoor Retail Sales / Storage
  - Retail Services (personal services, finance, real estate, legal, amusement, etc.)
- Specific use decisions (examples):
  - Indoor Retail Sales: Allowed by Zoning Permit (Z) or Site Plan Review (SP) in Commercial; Special Use Permit (ZSP) in Residential (primarily along Route 49); Not Allowed (NA) in Waterfront; ZSP in Rural.
  - Outdoor Retail Sales: Generally more restricted, with allowances tied to commercial zones and incidental uses at marinas.
  - Fast Food Restaurants: Limited to Commercial zones only (Not Allowed in Rural or Waterfront due to traffic, hours, and consistency with rural character goals).
  - Accessory Structures / Buildings: Consolidated under “Accessory Structure.” Allowed by simple Zoning Permit (Z) across most districts.
  - Accessory Dwelling Units (including mother-in-law apartments, secondary suites, granny flats): Discussed definitions and placement. Allowed with Special Use Permit in Commercial; simple Zoning Permit in other appropriate districts.

The Commission successfully completed the remaining items on the Zoning Matrix.

## Definition refinement, renewable energy, subdivision law

### Renewable Energy Language (Solar & Battery Storage)

The Commission reviewed sample renewable energy language provided by Mr. Johnson based on current “latest and greatest” standards that they have provided to other municipalities and changes requested by the Town Council.

It was agreed to combine the renewable energy / solar / battery storage language directly into the new zoning law as a dedicated article and replace the existing standalone law. Related battery storage categories (residential, co-located with solar, and standalone grid-scale) will be included.

American Rescue Plan / Recovery Act Funds- Discussion was held regarding available grant funds (approximately \$3,000–\$4,000) potentially usable for zoning project expenses such as printing maps,

public notices, or comprehensive plan updates. After discussion, the consensus leaned toward not forcing spending if no clear, appropriate use exists. Alternatives include using funds for printing large maps or text copies for public hearings, or saving for future comprehensive plan work. No final decision was made; the group agreed to continue evaluating options.

#### *Public Outreach & Town Board Coordination*

- The Commission discussed the importance of keeping the Town Board informed throughout the process. Mr. Chapman suggested boilerplate or pdf versions to share with the Town Board for review. Suggestion: Hold a joint meeting or special session with the Town Board once a near-final package is ready, to present the Matrix, maps, and draft before formal legal and county review.
- Standard process confirmed: After internal work → Attorney review → Oswego County Planning review → Public hearing(s) → Town Board vote.

It was agreed that early coordination with the Town Board would help surface any major issues before significant printing or public meetings occur.

Next steps and timeline finalized.

## Adjournment

Special Session Reminder: May 12, 2026 at 6:00 PM.

Chair Peck moved that the meeting be adjourned, seconded by Members Mr. Connolly and Mr. Godzwon. Commission voted unanimously to adjourn at 7:01 pm.

*Brenda Mosher*

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Brenda Mosher  
Secretary  
Town of Constantia Planning Board, Zoning  
Board, and Appeals Board