

# Town of Constantia Zoning Commission

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## Meeting Minutes – September 22, 2026

### Call to Order

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

### Attendees

Voting members in attendance included:

- Chair James Peck
- Sandra Retajczyk
- Dave Antos
- Martin Godzwon
- Joseph Markham
- Randall West
- Brien Connolly
- Brenda Mosher, Secretary

Guests in attendance included:

Members not in attendance included: Jeff Rumble, Sandi Touri-Bell, Terri John

### Approval of Minutes

A motion to approve the minutes of the previous September 8, 2026 meeting was made by Mr. Godzwon and seconded by Mr. Connolly. Motion passed unanimously.

### Review of Final Draft Zoning Law

Chair Peck reported all of the hard work of related members and parties with the business group and collaboration with Mr. Johnson of Tug Hill Commission on what is hoped to be the final draft of the Zoning Law. Group edits and additional corrections identified by Ms. Retajczyk (and others) were incorporated:

- Misplaced section references and numbering errors corrected.
- One “penguin” (likely transcription error for pending/section) sign/reference removed as out of place.
- Several additional minor errors and one more incorrect section reference located and fixed.
- Minor grammatical and typographical items noted but not requiring full group time.

One substantive observation (previously flagged by email) concerned language on thermal signature of structures and related sections. These are excerpted from the general building code of New York and, after discussion with Mr. Johnson, will remain for the present.

An outdated reference related to RVs and grandfathering language through 2020) was identified during a full read-through and removed as no longer applicable.

Consensus: The draft is substantially complete. No further substantive changes are required. Minor remaining items do not warrant another full group read-through.

Two groups of appendices discussed and agreed upon: overall zoning map with excerpted, individual closeups of Panther Lake and hamlets of Constantia and Bernhards Bay , 2020 population density heat map (to support residential area designations and density justifications). Other data from the comprehensive plan was considered but left in the existing document rather than duplicated. The Village of Cleveland is a separate municipality and is excluded from Constantia regulation (visible as a cut-out).

**Decision:** Include the smaller inset maps. Titles will be required for each hamlet/area; simple zoom/crop from existing materials is expected.

#### **Adoption Process and Timeline**

State-law process outline reviewed:

- Final draft complete.
- Two public meetings/hearings required
- Referral to County Planning for review (expected to examine consistency with state-level requirements; local counsel may also review).
- Town Board resolution to adopt, followed by required public hearing.

Public-meeting logistics discussed. If attendance overwhelms capacity, a larger venue can be scheduled later. Supervisor Chapman is expected to favor a concise presentation. Joint or coordinated timing with a Town Board meeting was suggested so Planning Board members can be present. Town Board meetings occur roughly one week earlier in the monthly cycle and start at 6:00 p.m.; schedule coordination will be required.

#### **Next Steps / Scheduling**

- Present the approved draft to the Town Board at its next available public meeting (request for agenda time and possible brief PowerPoint).
- Schedule Planning Board public presentation (normal meeting or coordinated with Town Board).
- Work on application-form refinements; next regular Planning Board meeting timing to be confirmed (possibly two weeks out or aligned with Town Board presentation).

**Motion** to Approve Draft and Forward to Town Board made by Mr. Markham, seconded by Ms. Retajczyk.

#### **Roll-call vote:**

- Mr. West – Yes
- Mr. Godzwon – Yes
- Mr. Connolly – Yes
- Mr. Antos – Yes
- Mr. Markham – Yes
- Ms. Retajczyk – Yes

**Result:** Unanimous approval.

The Chair noted the work began with a Town Board resolution in July 2023 and thanked all participants, including those unable to attend.

## **Adjournment**

Chair Peck moved to adjourn the meeting, seconded by Mr. West and Mr. Antos. The motion passed unanimously, and the meeting adjourned at 6:31 p.m.

*Brenda Mosher*

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