MINUTES
Town of Vienna
Planning Board (PB) - Regular Meeting
November 20, 2025

Call to order: Orrin MacMurray called the meeting to order at 7:00 pm with a quorum of five members.

Attendance:

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

Others: Secretary Kathy Pavelock, Town Council Liaison Darrin Smith and several residents. Codes/Zoning Officer Reay Walker was unable to attend.

Minutes Approval:

- Bill Shaughnessy made **the motion to approve the October 16, 2025, regular meeting minutes**, seconded by Dave Carpenter. No discussion. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link –Aye Tammy Crawford – Absent Dave Carpenter –Aye Miranda Ward – Absent Mike Piper – Aye
  Motion Carried 5 to 2.
- Mike Piper made **the motion to approve the November 13, 2025, special meeting minutes**, seconded by Bill Shaughnessy. No discussion. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link –Aye Tammy Crawford – Absent Dave Carpenter –Aye Miranda Ward – Absent Mike Piper – Aye
  Motion Carried 5 to 2.
- Orrin MacMurray (Mac) discussed the informational meeting held on November 12 with the campground owners. Since this was not a public meeting, no minutes are required.

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

- Submitted 239m review for SUB2025-04 Preston Hill Rd.
- Prepared and distributed letters of determination for SUP2025-05 Tourist Home.
- Received recommendations from DOT on SUP2025-06 Equipment Building. No letter of determination has been created since we are waiting for further information from DOT/applicant.
- Reminded St. John's Church about updated reallotment survey maps.
- Submitted legal notice for 1 public hearing scheduled for tonight.
- Coordinated plat updates and approvals for Relot2024-02 St. John's Church.
- Prepared and distributed a letter to extend SUP2024-04 6 months (Deer Ridge Cabins).
- Coordinated and attended Campground Information meeting on 11/12/2025.
- Coordinated the special PB meeting on 11/13/2025.
- Received training certificates from Miranda Ward. Sent training reminders to PB.
- Received a call from Paul Rosati asking for a site plan review.
- Researched a 2021 Special Use Permit Application for a campground at 7592 Vienna Rd.

While awaiting the time for the scheduled public hearing, Mac provided an overview of the status of his meetings with the Town Council regarding the proposed Zoning Law Changes. He anticipates at least one more meeting with the Town Council before arranging for a Public Informational Meeting and the required Planning Board Public Hearing.

Public Hearings:

7:10 pm SUB2025-03 Christmas & Associates; 3-lot Subdivision; 198.000-2-23.2; 8055 Preston Hill Rd; 16.5 acres, Zone: RR-2. Dave Carpenter made **the motion to open the public hearing for SUB2025-04**, seconded by Mike Piper. No discussion. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link –Aye Tammy Crawford – Absent Dave Carpenter –Aye Miranda Ward – Absent Mike Piper – Aye
Motion Carried at 7:10 pm. There were no comments from the public.

Mike Piper made **the motion to close the public hearing for SUB2025-04**, seconded by Bill Shaughnessy. No discussion. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link –Aye Tammy Crawford – Absent Dave Carpenter –Aye Miranda Ward – Absent Mike Piper – Aye **Motion Carried at 7:11 pm.**

Unfinished Business:

SUB2025-04 Christmas & Assoc. 3-lot Subdivision; 198.000-2-23.2; 8055 Preston Hill Rd; 16.5 acres, Zone: RR-2. Marc Christmas provided an overview of the proposed 3-lot subdivision (each lot is at least 5 acres) and distributed copies of the final plat. We received 239m responses from Oneida DPW and Oneida County (due date was 11/19/2025). Oneida County Planning had no recommendations and the DPW had some comments related to potential future driveways. Marc was provided with a copy of their response and will pass along to future buyers of the lots. The board asked Marc about the DEC changes in wetlands setbacks and Marc explained what he was aware of (no impact to this subdivision). The board noticed that the plats were not clearly printed, especially the location inset map and the gradient lines. Marc will get the plats reprinted. Mike Piper made the **motion to approve SUB2025-04**, seconded by Bill Shaughnessy. Poll vote: Orrin MacMurray – Aye

Bill Shaughnessy – Aye	Martha Link – Aye	Tammy Crawford – Absent
Dave Carpenter – Aye	Miranda Ward – Absent	Mike Piper – Aye

Motion Carried.

Marc will provide the reprinted plats and the secretary will coordinate the chairman's signature on the plats..

SUP2025-06 North Shore Prop. Main. LLC (Jeff Moore); Special use permit to erect an equipment building; 217.000-2-20.2; 7596 NYS Rte., 13; Zone C. This was approved at the October meeting, assuming satisfactory responses from the 239m review. Several comments were received from the DOT and forwarded to the applicant. Jeff Moore is currently addressing the comments and will notify us when DOT is satisfied with the response. When we receive this information from Jeff Moore, the board can then take appropriate action.

SUP2025-04 Amy Galway; Add a second residential structure to parcel; 215.000-2-10; 7800 Mill Rd; Zone RR2; 36.4 acres. At the August meeting, the board requested a survey be done to determine the proper setbacks and to check that the area where the 2nd residential structure is planned is "subdividable" in the future. Amy presented the survey including a draft survey showing a potential future subdivision. The planning board reviewed the submitted SEQR part 1 and completed parts 1 and 2. Mike Piper made the **motion to declare no significant environmental impacts with this proposed action**, seconded by Bill Shaughnessy. Poll vote: Orrin MacMurray – Aye

Bill Shaughnessy – Aye	Martha Link – Aye	Tammy Crawford – Absent
Dave Carpenter – Aye	Miranda Ward – Absent	Mike Piper – Aye

Motion Carried.

Dave Carpenter made the **motion to schedule a public hearing for SUP2025-04 for December 18 at 7:10 pm**, seconded by Martha Link. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye

Martha Link – Aye	Tammy Crawford – Absent	Dave Carpenter – Aye
Miranda Ward – Absent	Mike Piper – Aye	**Motion Carried**.

This action requires a coordinated 239m review with Oneida Co. Planning, Oneida County DPW, and DEC.

New Business: None

Sketch Plan Review: Paul Rosati requested a site plan review but was not present at this meeting.

Other:

- Zoning Law updates. Mac continued his summary of the status of the proposed changes.
  - At the November 13, 2025, meeting the board agreed to table the changes related to overlays and the new process for special use permit notices.
  - Mac plans on discussing tiny homes and campgrounds next with the town council
  - Dave recommended that we not grandfather the campground garbage disposal setbacks. Mac will add this along with the 5' setback for storage.
  - Mac thinks that after January 1, we will be ready for a public information meeting. In February and March, revisions will be prepared. Tug Hill will prepare the redlined Zoning Law in March and April. The planning board will perform their final review and hold a public hearing by May.
  - Martha stated that she is still working on the lighting requirements and would like to include it in this revision of the Zoning Law.

Other (continued):

- Darrin provided information on the following:
  - Town Christmas luncheon is on Dec. 10
  - Town tree lighting is on Dec. 6.
  - The Cell Tower on town property is progressing.
  - The solar farm on Route 49 is also being worked on.

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

Public Comments: None

Dave Carpenter made a **motion to adjourn**, seconded by Bill Shaughnessy. **Motion carried 8:03 pm.**

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