

MINUTES
Town of Vienna
Planning Board (PB) - Regular Meeting
July 17, 2025

Call to order: Interim Chairman MacMurray called the meeting to order at 7:04 pm with a quorum of five members present.

Attendance:

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

Others: Secretary Kathy Pavelock and several applicants. Codes/Zoning Officer Reay Walker was unable to attend. There was no Town Council Liaison in attendance.

Minutes Approval:

Bill Shaughnessy made **the motion to approve the minutes from the June 19 regular meeting**, seconded by Miranda Ward. Poll vote: Orrin MacMurray – Abstain 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:

- Documented correspondence between Orrin MacMurray and Jeffrey Moore was received and saved to the Planning Board Files.
- An email from Denise Mangini, Primal Tee Shop, was received. She is unable to attend tonight but is ready for the board to take final action.
- I assisted several residents with subdivision application questions. The board can expect several new applications soon.
- An email from the chair of the Town of Annsville Planning Board was received. She requested information on our Zoning Law and fee schedule. She was directed to the town website.

Public Hearings: None

Unfinished Business:

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. Submitted 239m review materials to DEC on 5/29. There was no response from DEC by the deadline of 6/28/2025. Held public hearing on 6/19/2025. There are no additional changes to the site plan.

Although absent this evening, the applicant is ready for final action.

The board briefly summarized this application. Bill Shaughnessy made the **motion to approve application SUP2025-03 with conditions**, seconded by Tammy Crawford. Discussion included the following conditions as documented in an email from Mac on 5/16/2025:

1. The new building addition used for manufacturing shall have no outside lighting.
2. Overland drainage from the facility will not adversely impact neighboring properties.
3. Commercial vehicle parking will be on the side and to the rear of the new addition.
4. No signage will be placed on the site.
5. No cleaning products, solvents, ink or other hazardous chemicals will be discharged on site.
6. Chemicals, or their residue, shall be stored indoors and disposed of off-site as required.

In addition to the conditions listed the usual conditions for all special use permits will be included in the determination (Zoning Law compliance, obtain and maintain permits, handling violations of the special use permit conditions, and returning to this board for significant changes in the site plan.

Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link – Aye
Tammy Crawford – Aye Dave Carpenter – Absent Miranda Ward – Aye
Vacancy – n/a **Motion Carried 5 to 2.**

The notice of determination will be prepared by the secretary, approved by the chairman, and distributed as appropriate.

SUP2024-06 Richard Woodcock; Establish a new seasonal campground with 50 sites, manufactured home, and pavilion; 7720 Higginsville Rd; 237.000-1-56.1; Zone WR;106.84 acres.

The applicant provided updated plans for the proposed campground. The site plans which are “construction plans” were presented by the engineer, Drew Campany working for Nelson Associates. Some key points made during the presentation included:

- SPEDES permit has been prepared.
- They have approval from the department of health (DOH).
- Zone map C100 shows 45 sites, utilities out of floodway, 2 restroom trailers, 2 potable water trailers, 5% recreation area (1/2 acre with Pavillion – total area of campground is 9 acres).
- Disturbance is calculated to be less than 1 acre. The board requested the calculations used to determine the disturbance.
- C101 shows that water will come from the creek and chlorinated. DOH requires monthly testing of the water and 30 days prior to spring opening. Plan also shows underground septic holding tank (RV dump station), dumpster, silt fences while constructing, floating docs, and note 10 states 46 sites (believe that mobile home is counted with the 45 RV sites). The mobile home is seasonal. Sites 1-8 and the mobile home may not be constructed or included in the campground. It was suggested that the applicant take them out if they are not going to be constructed right away (if ever).
- County health will take a couple of weeks. They will submit to them soon.
- C501 shows that the septic tank is in floodway. The board asked how the tank is sized. The applicant will check with Paradise Cove on the size of their tank. The tank is built to prevent floating and leakages. The campground owners will schedule regular pump outs.
- The campground will be seasonal only May 1 through Oct. 15, with no transient RVs.
- The board would like to have all the documented plans if the notes in the site plan do not include everything. The applicant contends that everything has been provided previously. The board asked that it be consolidated and 1 copy presented at the next meeting. Most site plans are provided in a binder.
- E100, E500, E501 show that electrical is out of floodway and flood elevation.
- The applicant stated that he believes they have covered the Zoning Law.
- They will have a display board (Kiosk). The owners will need to keep a register of customers.
- The sign will be shown on an updated site plan including sized and if lighted.
- The roadway will not be lit.
- The board asked about guest parking. They believe each site is large enough for guest parking. It should be shown in the site plan. Site 6-8 could also be used for parking.

The applicant was advised that the board needs time to review the site plans presented this evening and the consolidated information. We would then be ready to review the SEQR in August with a public hearing in September. The applicant will meet with the secretary to go over everything we have.

SUB2025-02 Mark Corey; 2-lot Subdivision; 780 Stone Barn Rd; 215.000-1-3; Zone RR3;42 Acres total. Due to his ice cream stand business, Mr. Corey was unable to attend. He will attend in August with his updated plans.

New Business: None

Sketch Plan Review: None

Other:

- Zoning Law updates. Mac provided an updated proposed Zoning Law changes document and pointed out the following:
 - Page 23 Short-term rentals – parking and # of people
 - Page 39 Water overlays – waiting on information from Dave Carpenter
 - Page 49 Notices for Public Hearings – signs on property?
 - Page 49 Revocation of SUP?
 - Martha indicated we need to improve on the Noise law.

Next Meeting: August 21, 2025. New agenda items are due to the secretary by August 14, 2025.

Bill Shaughnessy made a **motion to adjourn**, seconded by Martha Link **Motion carried 8:55 pm.**

Minutes prepared by:

/s/Kathy Pavelock

Planning Board Secretary