

MINUTES
Town of Vienna
Planning Board (PB) - Regular Meeting
September 18, 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, Martha Link, Dave Carpenter, and Tammy Crawford. Miranda Ward was unable to attend. There is 1 vacancy.

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 minutes from the August 21, 2025 regular meeting.** Seconded by Tammy Crawford. Poll vote: Orrin MacMurray – Aye

Bill Shaughnessy – Aye Martha Link – Aye Tammy Crawford – Aye
Dave Carpenter – Aye Miranda Ward – Absent Vacancy – n/a

Motion Carried 5 to 2.

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

- Submitted 239m review (OCP & Town of Verona) for SUP2024-06 Woodcock Campground.
- Updated and distributed letter of determination for SUP2025-03 Primal Tee shop expansion.
- Submitted legal notices for 3 public hearings scheduled for tonight.
- Assisted residents with application processes.
- Received notice from Amy Galway (SUP2025-04) that she does not yet have a survey as requested at the last meeting. She will have it for the October meeting.

Public Hearings:

7:05 pm SUP2024-06 Richard Woodcock; Establish a new seasonal campground with 40 sites, 1 manufactured home, and pavilion; 7107 Cove Rd; 237.000-1-56.1; Zone WR;106.84 acres.

Bill Shaughnessy made the **motion to open the Public Hearing for SUP2024-06.** Seconded by Dave Carpenter. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye

Martha Link – Aye Tammy Crawford – Aye Dave Carpenter – Aye
Miranda Ward – Absent Vacancy – n/a **Motion Carried 7:06 pm.**

There were no comments from the public.

Tammy Crawford made the **motion to close the Public Hearing for SUP2024-06.** Seconded by Bill Shaughnessy. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye

Martha Link – Aye Tammy Crawford – Aye Dave Carpenter – Aye
Miranda Ward – Absent Vacancy – n/a **Motion Carried 7:07 pm.**

7:15 pm SUB2025-02 Mark Corey; 2-lot Subdivision; 780 Stone Barn Rd; 215.000-1-3; Zone RR3; 42 acres. Tammy Crawford made the **motion to open the Public Hearing for SUB2025-02.**

Seconded by Martha Link. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye

Martha Link – Aye Tammy Crawford – Aye Dave Carpenter – Aye
Miranda Ward – Absent Vacancy – n/a **Motion Carried 7:15 pm.**

There were no comments from the public.

Dave Carpenter made the **motion to close the Public Hearing for SUB2025-02.** Seconded by Bill Shaughnessy. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye

Martha Link – Aye Tammy Crawford – Aye Dave Carpenter – Aye
Miranda Ward – Absent Vacancy – n/a **Motion Carried 7:16 pm.**

Public Hearings (Cont.)

7:20 pm SUP2024-08 Justin Schuessler; Duplex to Multi-family Use; 217.018-1-44; 7580 W Lake St; Zone HR; 0.2 acre. Bill Shaughnessy made the **motion to open the Public Hearing for SUP2024-08**. Seconded by Dave Carpenter. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye
Martha Link – Aye Tammy Crawford – Aye Dave Carpenter – Aye
Miranda Ward – Absent Vacancy – n/a **Motion Carried 7:20 pm.**

There were no comments from the public.

Dave Carpenter made the **motion to close the Public Hearing for SUP2024-08**. Seconded by Tammy Crawford. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye
Martha Link – Aye Tammy Crawford – Aye Dave Carpenter – Aye
Miranda Ward – Absent Vacancy – n/a **Motion Carried 7:21 pm.**

Unfinished Business:

SUP2024-06 Richard Woodcock; Establish a new seasonal campground with 40 sites, 1 manufactured home, and pavilion; 7107 Cove Rd; 237.000-1-56.1; Zone WR; 106.84 acres. The board reviewed the status of this application. Upon receipt of the letter from the Engineers in August, the application is now complete. The SEQR was completed at the August meeting and the Public Hearing was held at this meeting. The Board asked if the lavatories will be ADA compliant. The applicant said yes if it is required. The board explained that it is a NYS requirement. The consensus of the board was to move on with this application. Bill Shaughnessy made the **motion to approve SUP2024-06 for a 40-site campground with an existing mobile home and a new pavilion. Conditions of the special use permit are as follows:**

- **Wait until the expiration of the 239m review period (9/21) to prepare the notice of determination since the Town of Verona has not yet responded.**
- **The 40 campsites are for seasonal use only.**
- **No parking of campers, trailers, or other structure of any kind within 30 feet of the property lines.**
- **Compliance with all permits and approvals (Health Department requirement for water and sewer facilities, water treatment and testing, pump out procedures, ADA compliance on lavatories, etc.).**
- **The usual conditions for all TOV special use permits (TOV permits, violations, significant changes to site plans).**

The motion was seconded by Dave Carpenter. Poll vote: Orrin MacMurray – Aye
Bill Shaughnessy – Aye Martha Link – Aye Tammy Crawford – Aye
Dave Carpenter – Aye Miranda Ward – Absent Vacancy – n/a **Motion Carried.**

SUB2025-02 Mark Corey; 2-lot Subdivision; 780 Stone Barn Rd; 215.000-1-3; Zone RR3; 42 acres. The board reviewed the status of this application. Consensus is that this application is ready for action. Tammy Crawford made the **motion to approve SUB2025-02**. Seconded by Bill Shaughnessy. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link – Aye
Tammy Crawford – Aye Dave Carpenter – Aye Miranda Ward – Absent
Vacancy – n/a **Motion Carried.**

The chairman will sign the plats after the applicant signs them. The applicant will file the plats with Oneida County.

Unfinished Business (Cont.)

SUP2024-08 Justin Schuessler; Duplex to Multi-family Use; 217.018-1-44; 7580 W Lake St; Zone HR; 0.2 acre. The ZBA granted the variance (Var2025-01) which will allow the multi-family use at 7580 W Lake St. The applicant explained that he was able to speak with neighbors to the north and to the south. All are okay with the 4-unit family residence. Bill Shaughnessy made the **motion to approve SUP2024-08 for a 4-unit family residence. Conditions of the special use permit are as follows:**

- **The building footprint shall remain as is except for any requirements of NY State Codes such as additional egress structures. These items are not considered additional square footage of the building footprint**
- **All parking will be off-street in accordance with the site plan.**
- **The usual conditions for all TOV special use permits (TOV permits, violations, significant changes to site plans).**

The motion was seconded by Dave Carpenter. Poll vote: Orrin MacMurray – Aye
Bill Shaughnessy – Aye Martha Link – Aye Tammy Crawford – Aye
Dave Carpenter – Aye Miranda Ward – Absent Vacancy – n/a **Motion Carried.**

The applicant was advised that the Notice of Determination will be prepared and signed in a few days. Once the applicant receives the letter, he may contact the Codes Officer for the next steps.

Relot2025-02 St. John’s Church/Allen (Patrick for Father Ballard) Lot line adjustment; 217.000-1-32; 217.000-1-31 (Kurt Allen); 2187-2191, 2007 NYS Rte. 49; Zone C and HR. Patrick acting on behalf of Father Ballard, explained that the property is currently on the market to be sold. The easternmost lot line has Mr. Allen encroaching on the church property. Patrick provided the signed application and plats as requested in August. The board reviewed the plats provided. It was noted that the plat needs to be corrected. The surveyor needs to change “RR2” to “HR”. Leave Commercial Zone. Dave Carpenter made the **motion to approve Relot2025-02 upon receipt of the corrected plats.** Seconded by Tammy Crawford. Poll vote: Orrin MacMurray – Aye Bill Shaughnessy – Aye
Martha Link – Aye Tammy Crawford – Aye Dave Carpenter – Aye
Miranda Ward – Absent Vacancy – n/a **Motion Carried.**

The applicant will notify the secretary when the plats have been corrected. The secretary will coordinate the chairman’s signature on the plats and return the signed plats so that the applicant can file the plats with Oneida County.

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. As noted earlier the applicant will return next month with a survey.

New Business:

SUB2025-03 Perry Point LLC (Jeff Moore); 3-lot Subdivision; 308 Drive 26; 234.007-2-6.2; Zone SR;9.5 acres. Jeff Moore acting on behalf of the applicant explained the proposed 3-lot subdivision. The board reviewed the plats. There were questions on access to the lots and wetlands. Jeff answered all the questions. The board completed the SEQR. Dave Carpenter made the **motion to declare a negative environmental impact.** Seconded by Bill Shaughnessy. Poll vote:

Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link – Aye
Tammy Crawford – Aye Dave Carpenter – Aye Miranda Ward – Absent
Vacancy – n/a **Motion Carried.**

The SEQR is uncoordinated (no 239m review needed). Bill Shaughnessy made the **motion to set a public hearing for SUB2025-03 for 10/16/25 at 7:05 pm.** Seconded by Tammy Crawford. Poll vote:
Orrin MacMurray – Aye Bill Shaughnessy – Aye Martha Link – Aye
Tammy Crawford – Aye Dave Carpenter – Aye Miranda Ward – Absent
Vacancy – n/a **Motion Carried.**

New Business (Cont.)

SUP2025-05 NY Lake Front Property LLC (Jeff Moore); Special use permit for a tourist home; 217.017-1-45; 2042 Lake Shore Dr; Zone SR. Jeff Moore acting on behalf of the applicant explained the proposed use of the property for a tourist home. The board asked about the number of sleeping rooms (6 sleeping rooms), parking area (8 spots), and potential traffic increase (not anticipating an increase in traffic since this has been a rental property for many years). Jeff will obtain a written statement from the applicant on the number of sleeping rooms and the board will check the Zoning Law for parking requirements. The board completed the SEQR. Bill Shaughnessy made the **motion to declare a negative environmental impact**. Seconded by Dave Carpenter. Poll vote:

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|-----------------------|------------------------|------------------------|
| Orrin MacMurray – Aye | Bill Shaughnessy – Aye | Martha Link – Aye |
| Tammy Crawford – Aye | Dave Carpenter – Aye | Miranda Ward – Absent |
| Vacancy – n/a | | Motion Carried. |

The SEQR is uncoordinated (no 239m review needed). Bill Shaughnessy made the **motion to set a public hearing for SUP2025-05 for 10/16/25 at 7:15 pm**. Seconded by Martha Link. Poll vote:

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|-----------------------|------------------------|------------------------|
| Orrin MacMurray – Aye | Bill Shaughnessy – Aye | Martha Link – Aye |
| Tammy Crawford – Aye | Dave Carpenter – Aye | Miranda Ward – Absent |
| Vacancy – n/a | | Motion Carried. |

SUP2025-06 North Shore Prop. Maint. LLC (Jeff Moore); Special use permit to erect an equipment building; 217.000-2-20.2; 7596 NYS Rte, 13; Zone C. Jeff Moore acting on behalf of the applicant explained the proposed plans for a new 9,600 sq.ft. equipment building on the property directly south of the Car Wash. The building complies with the size requirements in the Zoning Law. There is at least a 30’ setback from the south side property line. There is a building currently near the front of the proposed building that will be taken down upon completion of the new building. There will be storm water provisions in place while constructing the new building. The board asked about lighting. The plan is to use the current lighting that is just south of the Car Wash and shines down on the land to the south. There may be perimeter lighting. The concern is that light does not shine onto Route 13. The board completed the SEQR. Bill Shaughnessy made the **motion to declare a negative environmental impact**. Seconded by Tammy Crawford. Poll vote:

| | | |
|-----------------------|------------------------|------------------------|
| Orrin MacMurray – Aye | Bill Shaughnessy – Aye | Martha Link – Aye |
| Tammy Crawford – Aye | Dave Carpenter – Aye | Miranda Ward – Absent |
| Vacancy – n/a | | Motion Carried. |

The SEQR is coordinated (239m review required). Bill Shaughnessy made the **motion to set a public hearing for SUP2025-06 for 10/16/25 at 7:25 pm**. Seconded by Dave Carpenter. Poll vote:

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|-----------------------|------------------------|------------------------|
| Orrin MacMurray – Aye | Bill Shaughnessy – Aye | Martha Link – Aye |
| Tammy Crawford – Aye | Dave Carpenter – Aye | Miranda Ward – Absent |
| Vacancy – n/a | | Motion Carried. |

Secretary Pavelock requested an electronic copy of the site plan for submitting to the 239m review.

Sketch Plan Review: None

Other: Zoning Law updates. Orrin MacMurray (Mac) distributed a revised Preliminary Zoning Law dated 9/18/2025. He does plan on meeting with the Town Council in October on 10/1 at 6:30 pm after confirming with Jason Spellicy. There are 5 items that he would like to focus on. 1. Lot frontage, 2. Billboards, 3. Battery Energy Storage Systems, 4. Commercial Building Size, and 5. Short Term Rentals. Dave provided information to Mac on item 5. Mac also mentioned that he will be in contact with Tug Hill Commission (Matt Johnson) who will assist with the preparing the updates to the Zoning Law.

Next Meeting: October 16, 2025. New agenda items are due to the secretary by October 9, 2025.

Public Comments: None

Bill Shaughnessy made a **motion to adjourn**, seconded by Martha Link. **Motion carried 8:39 pm.**

Minutes prepared by:

/s/Kathy Pavelock

Planning Board Secretary