



# TOWN OF JAY

Office of the Planning Board

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Planning Board Acting Chair  
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Carol Greenley Hackel  
Town Clerk  
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## Planning Board Meeting Minutes – March 8, 2023

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### Planning Board Meeting called to order 6:01 PM

#### 1. Roll Call

##### -Present

Melinda Beuf – Acting Chair  
Wally Walters – Acting Secretary  
Mike Straight  
Matthew Gillman

##### -Absent

Frank Pagano  
Peter Vincent  
Dustin Frederick

##### -Guests

Steve Forbes  
Knut Sauer  
Ralph Schissler  
Joanna Siquier  
Tommy Thompson

#### 2. Pledge of Allegiance

#### 3. Approval of Minutes

02/08/2023 Planning Board Meeting (with minor corrections)  
Mr. Straight motion to approve, Mr. Gillman second  
All approved

#### 4. Education & Training Opportunities

AARCH Training Videos - <https://www.youtube.com/@adkarch>  
NY DOS Training resources <https://dos.ny.gov/training-assistance>

#### 5. Applications

**Sheldrake:** Preliminary review (Ralph Schissler representing)

This project is a 2-lot minor subdivision: Lot 1 would have 206.43 acres, Lot 2 - 5.36 acres, dividing along the APA boundary distinguishing “hamlet” from “rural use”

Discussion included:

- Review of submitted materials for sufficiency and completeness, including APA Non-Jurisdictional determination; no alteration of town roads
- Potential need for easement for existing driveway crossing property boundary
- Passage of time since prior subdivision of property in 2008-9

- Extent of landowner notifications needed based on new boundary line or entire parcel boundary
- Need for contours in application to assure not creating an unbuildable lot
- Public hearing scheduled for 12 April meeting at 5:30 PM

**Siquier:** Courtesy review

This project is a 2-lot minor subdivision: Lot 1 would have 2.75 acres, Lot 2 - 3.11 acres

Discussion included:

- Plot required for public hearing; final survey can be deferred until submission for final approval
- Availability and representation for submission: tentatively, preliminary review will be 10 May, public hearing on 14 June
- Separate driveways recommended, spaced as required by DOT

**6) Correspondence**

Letter, Laberge Group: availability of engineering and related services

**7) Discussion**

- Oaths/Training/Terms: Terms need to be staggered and typically would be 5 years. Proposal to be submitted to Town Board 9 March. Alternates do not require specific terms.
- Revised application form/checklist: Minor revisions proposed. Fees to be evaluated for coverage of town costs.
- Comprehensive Plan update: Mr Forbes related the town would require a NYS grant. Mr Walters discussed coordination with NYS Dept of State rep and discussion with Town Supervisor, supporting development of grant application for submittal in June/July.
- Legal Issues for Town Counsel: landowner notifications; Town responsibilities & authorities for emergency response/access
- Value/ease of posting applications on website prior to public hearings/meetings
- Next meeting 4/12/2023: Meeting to start at 6:00 PM following 5:30 PM hearing (Sheldrake)

Motion to close meeting Ms Beuf

Second Mr Gillman

All approved. Meeting closed 7:10 PM