

# TOWN OF JAY

## Office of the Planning Board

P.O. Box 730, 11 School Lane  
Au Sable Forks, NY 12912  
Telephone: (518) 647-2204  
Fax: (518) 647-5692

Melinda Beuf  
Planning Board Chair  
planning@townofjayny.gov

Carol Greenley Hackel  
Town Clerk  
townclerk@townofjayny.gov

## Public Hearing (Sawyer) and Planning Board Meeting Minutes- June 14, 2023

Public Hearing (Sawyer) called to order 5:30 PM

- Ralph Schissler presented overview and details of the project for owners Jeffrey and Donna Sawyer
- Two-lot merger with boundary line adjustment within Orchard Park
- There have been no changes to the application since last month
- Mr. Gillman motion to adjourn hearing; Mr. Straight second
- Approved- hearing closed at 5:55 PM

Planning Board Meeting called to order 5:56 PM

### 1. Roll Call

-Present

Melinda Beuf – Chair

Matthew Gillman

Wally Walters

Mike Straight

Frank Pagano - Alternate

Pete Vincent

-Absent

Dustin Frederick – Alternate

-Guests

Ralph Schissler

Kevin Hall

Tommy Thompson

Bill Campbell (online)

### 2. Pledge of Allegiance

### 3. Approval of Minutes

Approval of Public Hearing (Point 44) - May 10, 2023

Mr. Straight motion to approve, Mr. Gillman second

All approved

Approval of Planning Board Meeting – May 10, 2023

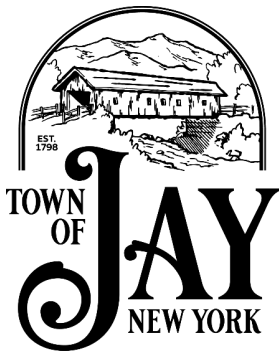
Mr. Gillman motion to approve, Mr. Pagano second

All approved

### 4. Education & Training Opportunities

- AARCH Training Videos- <https://www.youtube.com/@adkarch>

- NY DOS Training resources- <https://dos.ny.gov/training-assistance>



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### 5. Application:

Sawyer: Final review (Ralph Schissler presenting)

- Recapped from public hearing; no changes from May submission/documents
- No SEQR needed due to APA jurisdiction
- No new issues
- Motion to accept Sawyer application as a Minor Division and Boundary Line Adjustment by Mr. Walters, second by Mr. Straight, all approved

Havas: Presented by Ralph Schissler for Debra Havas

- Owns 120 acres in 2 lots on Wainwright Way – private, gravel drive
- Wishes to convey 3.1 acre parcel to daughter – house has already been built on the property
- Deemed non-jurisdictional by APA

Discussion included:

- There is access to the parcel by existing roadway
- Mr. Gillman asked if the 30' easement will be established with this application, answer was yes
- Existing roadway is maintained by residents which are a mix of year-round, seasonal and rental
- Motion to classify as minor 2 lot subdivision with Public Hearing July 12, 2023 @ 5:30 by Mr. Straight, second by Mr. Walters, all approved

Wellscroft Ice House LLC: Presented by Kevin Hall

- 1 deed in 2002 shows multiple established tax map IDs- 5 in Town of Wilmington, 4 in Town of Jay
- This application is a request for 1 – 2.6 acre lot east of the entrance to the Wellscroft Lodge, drawing boundary along established land use lines separating hamlet from low intensity use

Discussion included:

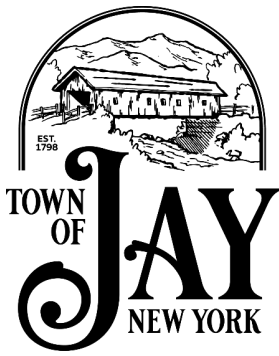
- Desire is to give parcel to sister
- Current access from old wood road, will need permit to establish new entrance from 9N
- Town water line runs out front
- Parcel is within ¼ mile of the river, will require APA permit to build
- Motion to classify as minor subdivision with Public Hearing July 12, 2023 @ 5:45 by Mr. Straight, second by Mr. Walters, all approved

### 6. Correspondence

- None

### 7. Discussion

- Mr. Walters and Mr. Pagano updated their oaths
- Ms. Beuf still intends to look at the application format for possible updates
- Checklist is still working well for all
- Mr. Walters updated on the progress of the Comprehensive Plan update
  - Working with Town Supervisor Matt Stanley on grant application and related materials
  - Supervisor Stanley intends to have special board responsible to develop the comprehensive plan update
  - Working with Essex County Office of Community Resources on application



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- Letters sent out to 6 firms looking for estimates, hoping for 3 responses by end of the month
- Application must be submitted no later than July 28, 2023; town board will discuss and vote on application submittal at July meeting
- Town board is approving authority for comprehensive plan
- Ms. Beuf would like to invite Pride of Ti to join a meeting to talk about the land bank initiative they are working on

### 8. Public Comments

- None

Next meeting July 12, 2023 @ 6 PM

Planning Board Meeting Closed 7:13

Motion to close meeting by Mr. Gillman, second by Mr. Straight, all approved