



Office of the Planning  
**TOWN OF JAY**

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## Public Hearing (Sheldrake) and Planning Board Meeting Minutes – April 12, 2023

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### **Public Hearing (Sheldrake) called to order 5:30 PM**

Ralph Schissler presented overview and details of project  
No questions.

Mr. Gillman motion to adjourn hearing, Mr. Pagano second  
Approved – hearing closed at 5:59 pm

### **Planning Board Meeting called to order 6:00 PM**

#### **1. Roll Call**

##### **-Present**

Melinda Beuf – Acting Chair for meeting  
Frank Pagano – Interim Chair  
Peter Vincent  
Mike Straight – Recused from Point 44 project presentation and discussion  
Matthew Gillman – Alternate member ILO Mr. Frederick  
Wally Walters – Alternate member ILO Mr. Straight for Point 44 project; Acting Secretary

##### **-Absent**

Dustin Frederick

##### **-Guests**

Rhonda Butler  
Dave Brunner  
Knut Sauer  
Tommy Thompson  
Olivia Dwyer  
Ralph C. Schissler III

#### **2. Pledge of Allegiance**

#### **3. Approval of Minutes**

03/08/2023 Planning Board Meeting  
Mr. Pagano motion to approve, Mr. Straight 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>
- APA Planning Forum 4/26-27/2023: Ms. Beuf, Mr. Gillman and Mr. Walters to attend

## 5. Applications

**Sheldrake:** Final 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:

- Issues from Preliminary review in March resolved: recency of prior subdivision; landowner notifications; map contours; public hearing
- Ms. Beuf led a verbal NYS SEQR environmental review during meeting; no concerns raised
- Mr. Straight proposed approval of project with no conditions, as public hearing and materials were well prepared; motion seconded by Mr. Gillman. All approved

**Points 44:** Preliminary review (Ralph Schissler representing Thomas and Christine Hofstetter of Points 44 North LLC)

- Mr. Walters participated ILO Mr. Straight who recused; Prior to recusal Mr. Straight noted that the 3 properties were already advertised on MLS listings, which is improper under NYS law prior to approval of subdivision, but is a common practice

This project is a 3-lot minor subdivision of a 248+ acre parcel between Stickney Bridge Road and Clark Road, with access from Stickney Bridge Road, with proposed Lots 1 and 2 within tax parcel 17.4-1-25.110 and having 8.48 acres and 12.76 acres respectively: Lot 1 would have 2.75 acres, Lot 2 - 3.11 acres. There would be a common entryway and driveway maintenance agreement for the three lots; and the access easement to lots 17.4-1-29 (Ward Lumber) and 17.4-1-27 would be maintained.

Discussion included:

- APA Permit No. P2022-00989 issued March 21, 2023 as a major subdivision (3 parcels)
- Whether to request the town to challenge advertisement before subdivision approval. No motion made
- Neighbor (Stephanie Fields) concern to assure easement is maintained and presented to any purchasers
- Assuring driveway maintenance agreement will provide to keep easement open
- Whether county approval will be required for entryway entering county road: referred to Town Attorney
- Prior ownership and subdivision history of parcel and neighboring properties
- Motion made by Mr. Pagano to define as minor subdivision for Jay (under four parcels); seconded by Mr. Gillman, all approved
- Approved for public hearing for 10 May at 5:30 pm prior to May PB meeting

6. **Correspondence:** email exchange between Ms. Beuf and Stephanie Fields re Right of Way through proposed Points 44 subdivision, including copies of deed and easement

## 7. Discussion

- Discussion of whether construction of numerous cabins and supporting roads constitutes a development
- Oaths/Training/Terms: Town Board approved terms specific/staggered terms for members. Alternates do not require specific terms.
- Revised application form/checklist: Review of fees and costs Jun 2022-Mar 2023. Fees appear sufficient to cover costs except for training. No action taken to propose alternative fees.
- Checklist update: no action taken
- Comprehensive Plan update: Mr. Walters reports Town Supervisor is coordinating with Essex County to draft a grant proposal for submission to NYS in June/July.
- Next meeting 5/10/2023: Meeting to start at 6:00 PM following 5:30 PM hearing (Points 44)

## 8. Public Comments:

- Mr. Straight noted other towns have Town Clerks record and prepare minutes. Mr. Sauer noted the PB could ask the Town Board for this support.

## 9. Executive Session

Motion to close meeting Ms Beuf  
Second Mr Gillman  
All approved. Meeting closed 7:39 PM