

TOWN OF JAY

Office of the Planning Board

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Carol Greenley Hackel
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Planning Board Meeting Agenda October 8, 2025

Meeting called to order at 6:01 PM

1. Roll call

Present-

Mike Straight

Wally Walters -- Recorder

Melinda Beuf – Chair

Matt Gillman – Board Secretary– Alternate ILO

Absent-

Frank Pagano

Guests-

Steve Forbes – Town Board Member

2. Pledge of Allegiance

3. Approval of August 13th meeting minutes. Motion by Mr. Gillman, 2nd by Mr. Walters, all approved; Also approved minutes of September 10th meeting. Motion by Mr. Gillman, 2nd by Chair Beuf, all approved except Mr. Walters who abstained due to absence from that meeting.

4. Education & Training

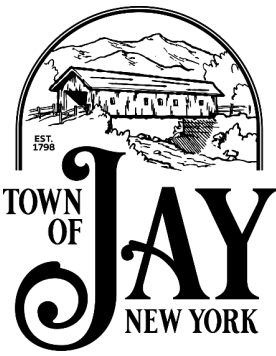
- AARCH Training Videos - <https://www.youtube.com/@adkarch>

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

- Upcoming training opportunities also at Potsdam and Lake Placid

5. Applications – Vacca

- None of the board had any questions about the project



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- The project involves no moderate or large environmental impacts. The board unanimously approved to have negative impacts. (Motion by Chair Beuf, seconded by Mr. Gillman.)

- Mr. Gillman motioned for approval of Vacca as a minor subdivision, Mr. Straight seconded and the board unanimously approved.

6. Correspondence:

- None

7. Oaths/Training/Terms/Roles:

- The draft budget will be the same as the previous year.

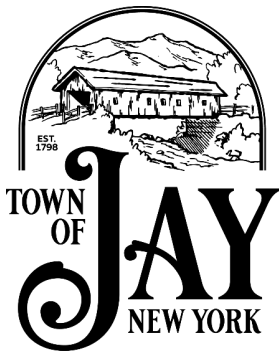
8. Discussion Items:

- Mr. Walters gave a status report on the Comprehensive Plan Update. Community Survey #2 results and an analysis were recently released on Jay Community News and are on the plan's website, planjay.com. The Comprehensive Plan Special Board continues work, focusing on drafting a community profile. In December and January the plan's consultant will be conducting stakeholder interviews. Mr. Gillman noted survey results included public concerns for affordable housing, especially for seniors and working families.

- Mr. Gillman attended a Drinking Water Source Prevention Plan conference sponsored by the Lake Champlain Lake George Regional Planning Commission. Reviewed lots of information about town water systems and capacities and potential concerns.

9. Public Comments:

- Mr. Schissler inquired whether any future subdivision requests would be in compliance with the comprehensive plan if they did not include affordable housing. Mr. Gillman noted the wording of the plan could be done to ensure this does not happen. Mr. Walters thanked him for this point and encouraged his participation in reviewing the plan draft once it is written.



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- Chair Beuf asked about the effort to publicize the survey. Mr. Walters noted the survey was available to the public for an identical amount of time as Community Survey #1, an with greater efforts to encourage participation including widely distributed tri-folds, paper copies at libraries and events and Jay Community News. Chair Beuf asked if a post card direct mailing was done. [While post cards were not used, a direct mailing was done to every household in the town as part of the town's newsletter including a description of the survey, its website and a QR code. Subsequently, the CPSB considered this input and will take this into account in planning for public engagements in 2026 as the plan is drafted and finalized. Multiple public hearings will be held and direct mailing is planned.]

10. Subdivision Regulations Workshop: Postponed to January.

11. Next meeting – November 12, 2025 at 6PM

- No current applications for November. [The meetings for November and December were subsequently cancelled due to lack of applications.]

12. Motion to close meeting at 6:20 PM – 1st by Mr. Gillman, 2nd by Chair Beuf, all approved.