



Melinda Beuf
Planning Board Acting Chair
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TOWN OF JAY

Office of the Planning Board

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Carol Greenley Hackel
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Town of Jay Planning Board

Regular Meeting Minutes — July 8, 2026

Date: July 8, 2026

Time: 6:00 PM

Regular Meeting Attendance & Call to Order

- **Regular Meeting Call to Order:** 6:00 PM by Board Chair Melinda Beuf.
- **Board Members Present:**
 - Melinda Beuf (Chair)
 - Wally Walters
 - Mike Straight
 - Frank Pagano
 - Matt Gillman
- **Board Members Absent:**
 - Dustin Frederick
- **Guests Present:**
 - Kevin Hall
 - Liz & Charles Segard
 - Mark Buckley
 - Ralph C. Schissler (representing Adirondack Surveying PLLC)

Pledge of Allegiance

1. Approval of Prior Minutes:

- **April 8 Public Hearing Minutes:** Approved as written (moved by W. Walters, seconded by M. Gillman, all in favor).
- **April 8 Regular Meeting Minutes:** Approved as written (moved by W. Walters, seconded by F. Pagano, all in favor).
- **March 11 Regular Meeting Minutes:** Approved conditionally upon the addition of attendance details (moved by M. Gillman, seconded by W. Walters, all in favor).

2. Education & Training:

- AARCH Training Videos - <https://www.youtube.com/@adkarch>
- NY DOS Training resources <https://dos.ny.gov/training-assistance>
- NY DOS online training <https://dos.ny.gov/local-government-training-schedule>
- APA Planning Conference - May 6 and 7 - Hotel Saranac



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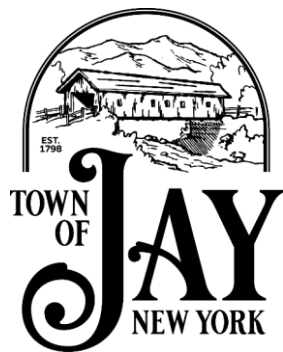
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3. Applications for Review

A. Segard Application (Discussion & Action Items)

- **Roadway Layout and Grade:**
 - The proposed roadway runs near the Gould property line. The Gould residence is set back approximately 150 feet from the line, extending beyond the standard sight distance line.
 - The designed roadway grade is **16%**. M. Gillman raised concerns about emergency vehicle access during winter conditions.
 - The single-family driveway connecting Lot 6 to Lot 8 features an **18% grade**.
 - Applicant understands the Adirondack Park Agency (APA) guidelines as the baseline cutoff is 15% for roadways but permits steeper grades (up to 20%) for limited, specific increments. Planning Board members do not believe these to be the accepted standards.
- **Emergency Access:**
 - Jay Fire Department Chief Jamie went to the site, walked the layout with the applicant, and confirmed the terrain would prevent a full roadway circle.
 - Chief Jamie sent a written update via text message during the meeting: *A hammerhead or "T" turnaround at the end of each road is acceptable provided it accommodates a 33-foot-long fire apparatus. He requested that "Emergency Vehicle Turnaround" signs be posted to prevent parked vehicles from blocking these spaces.*
- **Infrastructure & Drainage:**
 - A DOT-recommended 12-inch drainage culvert has been installed at Lot 1 (not directly on the main road).
 - **Roadway Maintenance Plan:** The Board reviewed Hamlin Way maintenance logistics. It was strongly suggested that a **collective road maintenance agreement** be drafted to prevent individual property owners from neglecting sections and blocking subsequent access.
- **Setback & Utility Line Easement:**
 - The board noted 20-foot building setbacks are designated in the legend.
 - Discussion was held regarding a substantial, visible overhead power line crossing the site. Surveyor Kevin Hall noted that a formal deeded easement for New York State Electric & Gas (NYSEG) was not found in the abstract, but estimated a typical utility easement of this type would span 30 to 50 feet. He will recheck the title abstract.
- **Draft Covenants & Restrictions:**
 - The applicant outlined draft covenants designed to protect the character of the development and address neighboring rental concerns:
 - All homes must be constructed primarily of wood, with on-site builds only. No mobile or manufactured homes are permitted.



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- No junkyards, auto repair businesses, storage containers, or accumulation of debris.
- Trash receptacles must be completely concealed from public view.
- Lot 2 will feature an APA visual view restriction.
- **Next Steps / Outstanding Action Items:**
 - Add exact roadway cross-section dimension lines to Sheet 4 of 7.
 - Obtain formal, updated confirmation from Fire Chief Jamie regarding the revised single-access layout.
 - Submit a draft copy of the collective road maintenance agreement and draft covenants.
 - Update on NYSEG utility easement research.

B. Wayne and Donna Ignatuk Application (Tax Parcel 36.1-1-60.100)

Recusal: Board Member Mike Straight recused himself from the review and vote on this application.

- **Project Overview:** Presented by Ralph Schissler of Adirondack Surveying PLLC. Proposal is for a 2-lot subdivision of a parcel located at 522 Trumbulls Road.
 - **Lot 2:** A 40-acre parcel to be subdivided on the southerly side of the road, featuring a single-family dwelling serviced by private well water and on-site septic. It includes an existing lean-to and privy.
 - **Lot 1:** The remaining 134.5± acres on both sides of Trumbulls Road (107.5± acres on the south side), which contains the existing Ignatuk family home and garage.
 - The land spans Low Intensity and Resource Management APA classifications. The APA has issued Permit No. 2025-0214, with the building location specifically approved and aligned with the engineer's CAD drawings.
- **Actions:**
 - **SEQR Review:** The short Environmental Assessment Form was read aloud. Motion to declare a Negative Declaration. Moved by M. Gillman, seconded by F. Pagano. All in favor.
 - **Subdivision Classification:** Motion to classify as a Minor Subdivision. Moved by M. Gillman, seconded by F. Pagano. All in favor.
 - **Public Hearing Set:** Scheduled for **August 12, 2026, at 5:30 PM.**

C. Rod Eric Carey Application (Tax Parcel 17.4-3-4)

- **Project Overview:** Presented by Ralph Schissler of Adirondack Surveying PLLC. Proposed 2-lot subdivision of a parcel surrounding 167 Carey Road.
 - **Lot 1:** Located north of Carey Road and Stickney Brook, containing 47.5± acres. This parcel retains the historic spring house on the back west corner.
 - **Lot 2:** Located south of Carey Road and Stickney Brook, containing 45.8± acres.
 - **Boundary Line & Brook:** The dividing property boundary follows the centerlines of Carey Road and Stickney Brook. Schissler confirmed that the boundary line is defined by



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riparian law. In a gradual natural course, the boundary line moves with the center of the brook over time. In a catastrophic flooding event where the stream course shifts abruptly, the boundary line remains fixed to the historical channel.

- **Wetlands and APA Status:** The APA performed site evaluations, completed soil test pits, and delineated wetland flags. The project remains under APA review. No construction is planned; the applicant is strictly seeking to split the lots. Schissler requested the public hearing move forward contingent upon the pending final APA permit.
- **Actions:**
 - **SEQR Review:** The short Environmental Assessment Form was read aloud. Motion to declare a Negative Declaration. Moved by M. Gillman, seconded by F. Pagano. All in favor.
 - **Subdivision Classification:** Motion to classify as a Minor Subdivision. Moved by F. Pagano, seconded by M. Gillman. All in favor.
 - **Public Hearing Set:** Scheduled for **August 12, 2026, at 5:45 PM.**

4. Correspondence

- **Local Government Day Form:** Form regarding the Town Highway Garage was successfully completed and returned by Matt Stanley.
- **Traffic Study Request:** A firm conducting a traffic study requested information regarding any proposed large-scale development projects within a 1-mile radius of Route 9N (near the Fire Department / Carr and Granite building). The Board noted there are currently no active projects meeting that description.

5. Comprehensive Plan Update

- **Status:** Consultant Ann submitted the second and final draft of the Comprehensive Plan Update this week.
- **Public Outreach Phase:** The town will begin the public rollout process within the next few months. This will require a minimum of two public hearings. It will also include a town-wide mailing to every household in Jay containing feedback forms, which can be returned online, by mail, or at local libraries.
- **Review Comments:** Board members noted that the draft is informational and data-driven. The document provides a strong foundation for revising future land use regulations.
- **Key Demographics & Housing Trends Shared:**
 - **Affordability:** Residential assessments in Jay have increased collectively by over 100% since 2019, despite the local population only growing by roughly 5%.
 - **Building Permits:** Single-family housing permits have accelerated. Of the 134 single-family building permits issued since 2014, 88 were issued between 2019 and 2025.



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- **Non-Resident Ownership:** Assessor records indicate that properties owned by individuals residing outside of the town increased from 38% in 2019 to 43% in 2025. Outside capital is significantly driving local market value and changing housing demand.
- **Saranac Lake Code:** The Town/Village of Saranac Lake is completing a five-year process to rewrite and consolidate its site plan, zoning, and subdivision codes into a single document. The Board will reference this as a template for land use planning within APA guidelines.

6. Adjournment

- **Next Meeting:** Scheduled for **August 12, 2026.**
- **Motion to Adjourn:** Moved by M. Gillman, seconded by W. Walters. All in favor.
- **Adjournment Time:** 7:05 PM