Town of Constantia Planning Board

Meeting Minutes – May 24, 2022

Attendees

Planning Board members in attendance included:

- Chairman James Peck
- Dave Antos
- Martin Godzwon
- Dan Poné
- Sandra Retajczyk
- Sandra Tuori-Bell
- Sandra Williams

Others in attendance included: Frank Tomaino (Town Supervisor), Ron Chapman (Town Councilman), Tom Moran (Town Councilman), Paul Baxter, Matt Johnson, Ronald Starusnak, Molly Walsh, and Amy Connolly (Secretary). Jacob Roberts, Marcy Korczakowski, and Adam Dorn were in attendance for the regular meeting beginning at 7pm.

Work Session- Comprehensive Plan

Chairman Peck opened the work session meeting at 6:02pm.

Comprehensive Plan Update

Matt Johnson explained how the Tug Hill Commission(THC) has been involved with the updating of comprehensive plans in the past. He expressed that new maps and statistical data are available at the Commission and they are ready to help the town compile the new Comprehensive Plan.

Mr. Johnson explained the breakdown of the plan as he sees it : Part One is statistical information, easily updated. Part 2 is the bulk of the plan for the town, resources, and strategies the town intends to use. Part 3 is land use. Part 2 is the section which will require the largest amount of work and necessary changes. Infrastructure sections need to be updated to reflect projects like water and sewer. Strategies are also important to update.

Councilman Chapman stated that the Town Board would like the Plan updated quickly so that the Town can qualify for grant money for town improvements.

Discussion ensued regarding the appropriateness of doing quick updates to the plan versus doing an in depth revision. Mr. Johnson and Mr. Baxter form the Tug Hill Commission assured those present that quick updates are in fact acceptable as long as the updates do not focus on the survey results gathered by the Town in 2013 and that all other procedures are followed. Chairman Peck suggested that public input be gathered by making the document available to the public online and advertising public meetings. A minimum of two public hearings is required.

Mr. Poné asked what agencies would need to see in the Comprehensive Plan for grant applications. Mr. Johnson and Mr. Baxter agree that the strategies section is what most needs to be addressed. Any big changes, such as zoning, would not be a good idea to undertake with this quick update.

Multiple planning board members asked about grants being applied for now and what the Town might be looking at for the future. The Community Development Block Grant is currently being applied for and Barton & Loguidice are looking for new grants for the sewer project as well.

Mr. Starusnak asked about the boundaries of the sewer district and if it would be expanded. Councilman Moran stated that the district has already been created and would not be expanded any time soon.

Councilman Moran spoke about the results of the 2013 community survey as well as subsequent surveys conducted by THC.

Chairman Peck, Mr. Baxter, and Mr. Johnson discussed THC involvement and general next steps. Regular meetings, each with a set topic, were recommended going forward. THC can work independently to update the statistics and maps. THC will be the entity to compile all updates and form the completed Plan document.

Someone from the Town government will need to look through Town Board minutes form 2003 to find when the Comprehensive Plan was officially adopted.

Chairman Peck closed the work session at 7:02pm.

Call to Order

Chairman Peck opened the regular Planning Board meeting at 7:10pm

Approval of Minutes

A motion to approve the minutes of the previous April 26, 2022 meeting was made by Martin Godzwon and seconded by Sandra Retajczyk. Motion passed unanimously.

Glass Ark

Discussion began with the existing septic system as the Board has concerns that it may not meet requirements for the Oswego County Health Department. Mr. Roberts stated that the contractor and engineer involved with the installation of the system have been contacted to see if details of the system can be obtained. Mr, Dorn (PE) is conducting testing to verify what is existing. Ms. Korczakowski stated that they have done exploratory digging and seen several of the components of the system already.

Discussion then turned to the number of available parking spaces. Applicants state that at this time they are only moving forward with public use on the first floor of the building which reduces their square footage. Chairman Peck clarifies that if the second floor will be used in future that another site plan review will need to be completed ahead of time. Applicants acknowledge that they understand. Square footage and usage discussion continued including the reading of the applicable section of the Land Development Law, individual interpretations, and intended use of the space. Mr. Poné asked the applicants what they would do if the parking lot were filled and cars began to park on the side of the road. Applicants stated that they would ask people to move their vehicles and that signs could be available, directing people elsewhere in the case of a full parking lot.

Planning Board members asked for updates to the site plan drawings to reflect that changes discussed including stated use for second floor of building and the currently unlabeled lot line. Chairman Peck stated the importance of the application documents being internally consistent.

Completed documents, once received, will be forwarded on to the County for 239 review. A traffic review must be done for the County as well. Applicants express a desire to move forward swiftly and ask when a public hearing can be scheduled.

Chairman Peck states that after the discussed changes have been made and the Board sees the updated engineer drawings, the plan can be informally approved and forwarded on to the County. The public hearing can occur before the normal meeting in June.

Doris Park

Documents were distributed to members for review of a lot line adjustment that has been requested.

Other Business

Land owner for an empty lot in town, adjacent to the Circle K has been in contact with Town officials, would like to clear out cars from the lot and sell the land. Planning Board members clarify that the site has been vacant for over a year and because of this a site plan review would be warranted for any use going forward. Any individual is responsible for a business or activity happening is the person responsible for filing a site plan.

Mr. Baxter asks if the board will plan another meeting for the Comprehensive Plan.

The June meeting was planned for Wednesday June 29th beginning at 5:45 for a work session to discuss the Comprehensive Plan update. A public hearing for Glass Ark at 6:45pm, followed by the regular monthly meeting at 7pm.

Mr. Baxter gave an update about surveys conducted regarding the Local Government Conference organized by the Tug Hill Commission and stated that next years conference is already being planned for early April at Turning Stone.

Adjournment

Martin Godzwon moved that the meeting be adjourned, seconded by Dan Poné. Members voted unanimously to adjourn at 8:38pm.

Amy Connolly

Secretary
Town of Constantia Planning Board

Date of Approval