

TOWN OF BROADALBIN PLANNING BOARD

**WEDNESDAY
APRIL 23, 2025
7:00 P.M.
BROADALBIN TOWN HALL**

MEETING MINUTES

PRESENT:

MIKE CRISPIN, CHAIRMAN
PHILIP COMINI, MEMBER
JAMES MAGIELDA, MEMBER
MIKE DEPAULA, MEMBER

OTHERS:

Supervisor DiGiacomo, Ryan Douglass, Larry Ruzicky, Cody LeClaire, Charlene Buyce, Dave Mello

The meeting was called to order at 7:02p.m.

I. MINUTES FROM MARCH 26, 2025 MEETING:

PLANNING BOARD ACTION:

MOTION: To approve the minutes to the March 26, 2025 meeting.
MADE BY: Member Comini
SECONDED: Member Magiella
VOTE: Unanimous

II. NEW BUSINESS:

A. KYLE HORTON & MARISSA RUBSCHA MINOR SUBDIVISION (PROJECT NO. 2025-04):

A. Background/Information Submitted:

- Completed application for subdivision (unsigned).
- Survey Map & Subdivision of Lands of Kyle F. Horton & Marissa M. Rubscha prepared by Ferguson & Foss Professional Land Surveyors, PC dated March 19, 2025.
- A completed Part 1 Short Environmental Assessment Form.
- The applicants would like to subdivide parcel 139.-1-6 totaling 45.644+/- acres as follows:

Lot	Acreage	Amenities	Road Frontage
1	43.637+/-	House, sheds, garage	721.40+/- feet
2	2.007+/-	Vacant	160.00+/- feet

PLANNING BOARD DISCUSSION: Chairman Crispin reviewed the background information as identified in the agenda. Member Magielda questioned what the small lot is directly to the West of parcel 139.-1-8. Chairman Crispin indicated that that is the second lot having parcel number 139.-1-7.

B. Review of Minor Subdivisions:

1. The Preliminary Plat must include the following information (Provided, To Be Provided, Waived):

REQUIREMENT	STATUS
a. A survey of the tract of land to be subdivided prepared by a NYS Licensed and Registered Land Surveyor giving complete descriptive data by bearings and distances showing the parcel(s) to be subdivided in relation to the entire tract and the distance to the nearest existing street intersection.	Provided
b. The proposed subdivision name, the date, north arrow, map scale, name and address of record owner and subdivide.	Provided
c. The total area (acres) of the lot(s) to be subdivided.	Provided
d. All existing structures, wooded areas, streams and other significant physical features within the portion to be subdivided and within 200 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than five (5) feet.	Waive
e. The name of the owner(s) and all adjoining property owners as disclosed by the most recent municipal tax records.	Provided
f. The tax map sheet, block and lot number of the parcel(s) to be subdivided.	Provided
g. All existing utilities and streets.	Provided
h. The proposed layout of lots including lot width, depth, and lot area, street layout, street cross section, proposed open spaces or recreation areas, and the proposed storm water management systems within the subdivided area.	Provided
i. The location of all groundwater wells and septic systems for each lot and the distances between each well and all adjoining septic systems.	To be provided
j. Soil percolation and/or deep hole test results on each lot in the proposed subdivision as required by the Planning Board.	To be provided
k. All existing restrictions on the use of land including easements, covenants, and Town requirements. A copy of such covenants or deed restrictions that are	

intended to cover all or part of the tract shall be included.	To provide a deed and add easement area for waterline.
l. A Full Part I Environmental Assessment Form completed by the applicant.	Waive (ok with Short EAF)
m. Minor Subdivision Application and lot fee: \$100 application fee, \$150 for each new lot created.	To be provided

2. The Planning Board reserves the right to waive any of the above-mentioned requirements where appropriate.
3. The Planning Board shall review the Preliminary Plat against the design standards in Subsection F.

C. Design Standards for Minor Subdivisions:

a) Lots to be buildable.

- 1) The lot arrangement shall be such that in constructing a building in compliance with Town requirements, there will be no foreseeable difficulties for reasons of topography or other natural conditions.
- 2) Lots should not be of such depth as to encourage the later creation of a second building lot at the front or rear.
- 3) No buildings or structures shall be erected within 50 feet of the right-of-way line of any public highway or street and no closer than 20 feet from any adjacent property line.
- 4) The total square footage of all buildings and accessory structures on any one lot shall not exceed 50 percent of the minimum lot area.

- **Based upon the information provided to date, does the Planning Board feel as though the Required Documents have been met?**

PLANNING BOARD DISCUSSION: The Planning Board determined that the required documents had been met.

b) Lot Access to public or private street.

- 1) All buildable lots shall have at least 40' of frontage onto:

- A public street.
- A private street built on the requirements of these regulations and the Town's specification that leads directly to a public street.

- **Based upon the information provided to date, does the Planning Board feel as though the Required Documents have been met?**

PLANNING BOARD DISCUSSION: The Planning Board determined that the required documents had been met.

c) Corner lots.

- 1) In general, corner lots should be larger than interior lots to provide for proper building setback from each street and provide a desirable building site.

➤ **Based upon the information provided to date, does the Planning Board feel as though the Required Documents have been met?**

PLANNING BOARD DISCUSSION: N/A

d) Lots subject to flooding.

- 1) Lots subject to flooding or land deemed by the Planning Board to be uninhabitable shall not be platted for residential occupancy nor for such other uses as may increase danger to health, life or property or aggravate the flood hazard, but such land within the plat shall be set aside for such uses as shall not be endangered by periodic or occasional inundation or improved in a manner satisfactory to the Planning Board to remedy said hazardous conditions.

➤ **Based upon the information provided to date, does the Planning Board feel as though the Required Documents have been met?**

PLANNING BOARD DISCUSSION: N/A

D. State Environmental Quality Review:

Section 617.1 of 6 NYCRR states that, the basic purpose of SEQR is to incorporate the consideration of environmental factors into the existing planning, review and decision making processes of State, regional and local government agencies at the earliest possible time. To accomplish this goal, SEQR requires that all agencies determine whether the actions they directly undertake, fund or approve may have a significant effect on the environment, and if it is determined that the actions may have a significant effect, prepare or request an environmental impact statement. Under these terms, the review of a subdivision application is subject to SEQR.

- **The applicant has provided a completed Part 1 SEQR EAF.**
- **Does the Planning Board feel as though there is enough information to commence SEQR at this time?**
- **Are there any other agencies that the Planning Board can identify that would require a Coordinated Review?**
- **The Planning Board should recommend that the applicant submit a Parcel Jurisdictional Determination of wetlands from NYS DEC.**

PLANNING BOARD DISCUSSION:

MOTION: To propose that the Town of Broadalbin Planning Board act as the SEQR Lead Agency under Section 617.6(b)(4) Uncoordinated Review of Unlisted Actions for the Kyle Horton & Marissa Rubscha Minor Subdivision (Project No. 2025-04).

MADE BY: Member Comini
SECONDED: Member Mageilda
VOTE: Unanimous

E. Public Hearing:

In accordance with Section 276 of the Town Law of New York State, the Planning Board must hold a public hearing on any subdivision application within sixty-two (62) days of the date of submittal of the completed application.

The Public Hearing shall be advertised in a newspaper of general circulation in the Town at least five (5) days before such hearing.

- **Does the Planning Board feel as though there has been enough information provided to schedule a public hearing at this time?**
- **A copy of the Public Hearing notice should be sent to the City of Amsterdam Municipal Clerk since the subdivision includes a City of Amsterdam Waterline Right of Way.**

PLANNING BOARD DISCUSSION: The Planning Board determined that the application was complete enough to schedule the Public Hearing.

MOTION: To schedule a public hearing for the Kyle Horton & Marissa Rubscha Minor Subdivision (Project No. 2025-04) for 7:00 P.M. on Wednesday May 28, 2025 at the Town of Broadalbin Town Hall and to mail said Public Hearing notice to the City of Amsterdam Municipal Clerk.

MADE BY: Member Comini
SECONDED: Member Mageilda
VOTE: Unanimous

END OF AGENDA ITEM

B. LECAVANNA LLC SITE PLAN AMENDMENT (PROJECT# 2025-05):

1. Background/Information Submitted:

- Notification of Permit Amendment letter dated March 22, 2025.
- Complete application for Site Plan Review dated April 8, 2025.
- Request for Site Plan Amendment letter dated April 9, 2025.
- Copy of APA Permit 2022-0099A dated January 23, 2025.
- Copy of NYS DOH Temporary Residence Inspection Summary Report dated March 26, 2025.

PLANNING BOARD DISCUSSION: Chairman Crispin reviewed the background information as identified within the agenda. Chairman Crispin stated that the \$200 application would need to be paid.

2. Site Plan Amendment Request:

- The Planning Board issued an approved Site Plan for the LeCavanna, LLC Glamping project (Project No. 2022-05) on October 26, 2022.
- During the March 26, 2025 meeting, the applicant discussed with the Planning Board a change in use of the single family home located on the project site to be rented year round.
- The Planning Board recommended that the applicant submit a request for a Site Plan Amendment.

3. Site Plan Review Law:

➤ The Town of Broadalbin's Site Plan Review Law states:

- A. The terms and conditions of any Site Plan approval may be amended in the same manner as required to approve a Site Plan, following the criteria and procedures in this Article.
- B. Any enlargement, alteration, or construction of accessory structures not previously approved shall require a Site Plan amendment.

PLANNING BOARD DISCUSSION:

4. Site Plan Amendment Considerations:

a. Additional Traffic Considerations:

PLANNING BOARD DISCUSSION: Cody LeClaire stated that there will be no notable traffic increase with the transition of the single family home to a year round guest accommodation. He stated that during the camping season, the home will be used bon-site staff. He stated that in the off season it will be used as an "Airbnb" style accommodation.

b. Management of Short Term Rental:

PLANNING BOARD DISCUSSION: Cody LeClarie stated that there is a property manager that lives within 15 minutes of the home and would be responsible for its operation and any issues that may come up.

c. Additional Signage:

PLANNING BOARD DISCUSSION: Cody LeClarie stated that he is not adding any additional signage.

d. Other Considerations:

PLANNING BOARD DISCUSSION: None

5. Article 5.0 Public Hearing states that:

- A. The Planning Board shall hold a public hearing on a complete Site Plan application within sixty two (62) days from the determination of the Planning Board that the application is complete and that a hearing is appropriate. The time which a public hearing shall be held may be lengthened only upon consent of the Applicant and the Planning Board.
- B. At least five (5) days prior to the date of such hearing, the Planning Board shall give public notice by causing the publication of a notice of such hearing in the Town's official newspaper.
- C. The Planning Board shall mail notice of said hearing to the Applicant at least ten (10) days prior to the hearing.
- D. The Planning Board shall mail notice, with return receipt, to all adjoining property owners and to any other owners of property located within 200 to 500 feet at the discretion of the Planning Board from the parcel for which the site plan is proposed. The Planning Board may notify other owners of other parcels if it deems appropriate.
- E. In the case of a hearing held on an application of a property that is located within 500 feet of an adjacent municipality, the Planning Board shall give notice of the hearing to the clerk of the adjacent municipality, by either mail or electronic transmission, at least ten (10) days prior to the hearing pursuant to General Municipal Law Section 239-m.
- F. The Planning Board may waive the requirement for a public hearing if the Board determines the project would have no impacts or has no public opposition.

➤ **Does the Planning Board feel as though there is a need to schedule and hold a Public Hearing on the Site Plan Amendment?**

PLANNING BOARD DISCUSSION: The Planning Board determined that there was enough information to schedule a public hearing.

MOTION: To schedule a public hearing for the Lecavanna, LLC Glamping Tourist Accommodations Amendment (Project #2025-05) for 7:00P.M. Wednesday May 28, 2025 and to mail said hearing notice, with return receipt, to all adjacent and property owners within 200 feet of the project property.

MADE BY: Member Comini
SECONDED: Member DePaula
VOTE: Unanimous

END OF AGENDA ITEM

C. RYSCOTT DEVELOPMENT, LLC VACATION CAMPGROUND EXPANSION (PROJECT NO. 2025-06):

- **The Planning Board reviewed a concept plan for Ryscott Development, LLC during the October 23, 2024 meeting.**

1. Background/Information Submitted:

- Letter dated October 15, 2024 to the Town Code Enforcement Officer.
- Completed Short Environmental Assessment Form submitted by Larry J. Ruzycky, P.E. dated September 19, 2024.
- Pine Park Campground Expansion Site Drawing prepared by Larry J. Ruzycky, P.E. dated March 3, 2024 and revised July 9, 2024.
- Per the Town Clerk, the Vacation Campground is issued a license to operate by the Town every year.

PLANNING BOARD DISCUSSION:

2. Project Overview:

- Pine Park Campground is owned by Ryscott Development, LLC.
- Tax Parcel No. 137.-3-8 is approximately nine (9) acres in size and is located within the Town of Broadalbin.
- Pine Park Campground is located along NYS Highway 29 with the entrance via County Highway 126 and through Tax Parcel No. 137.20-6-13 also owned by Ryscott Development, LLC.
- Tax Parcel No. 137.20-6-13 is located within the Village of Broadalbin.
- Pine Park Campground currently consists of 35 vacation trailer sites that are serviced by existing municipal water supplied via the Village of Broadalbin and onsite septic.
- The proposed project will add 35 additional vacation trailer sites and is proposed to be connected to the Village of Broadalbin's municipal sewer system.
- The existing onsite septic systems will be decommissioned.

PLANNING BOARD DISCUSSION: Chairman Crispin reviewed the background information as identified within the agenda. It was noted that the number of proposed RV sites decreased by 5 sites from 35 to 30 sites.

3. Chapter 163 Mobile Homes and Parks, Vacation Trailers and Campgrounds

- The addition of 35 RV camp sites within an existing RV park is defined as a Vacation Campground within Chapter 163 as follows:

Vacation Campground: Any parcel of land which is planned and improved for the placement of two (2) or more vacation-travel trailers which are used as temporary living quarters.

4. **§ 163-5. Issuance of license.**

- A. The Town Clerk of the Town of Broadalbin shall be responsible for issuing license for mobile home parks and vacation campgrounds in the Town of Broadalbin. The Town Clerk of the Town of Broadalbin shall issue a license to be effective for 12 months from the date of issuance. Mobile home parks and vacation campgrounds existing at the time of adoption of this chapter shall have 60 days from such date to obtain a license.
- B. No license for a proposed mobile home park or vacation campground shall be issued by the Town Clerk until all provisions of this chapter have been met and the following information has been received:
 - (1) A written application from the applicant.
 - (2) The required fee as established by the Town Board.
 - (3) Approval of the application by the Town Planning Board.
 - (4) Approval of the application by the New York State Department of Health District Office.
 - (5) Approval of the application by the Code Enforcer.
 - (6) Approval of the application by the Adirondack Park Agency, if located within the Adirondack State Park.
- C. No license for an existing mobile home park or vacation campground shall be issued by the Town Clerk until the following information has been received:
 - (1) A written application from the applicant.
 - (2) The required fee as established by the Town Board.
 - (3) Documentation from the New York State Department of Health District Office that the facility is in compliance with the Department of Health regulations.
- D. This license shall not be transferable or assignable.

PLANNING BOARD DISCUSSION: Chairman Crispin reviewed the information as identified within the agenda. The planning Board had no further comments.

5. **§ 163-6. Supplemental license.**

- A. Any person holding a license for a mobile home park or vacation campground and desiring to add additional lots to such park or campground shall file an application for a revised license.
- B. The application for such supplemental license must be accompanied by two (2) complete sets of plans and specifications as required by § 163-9 of this chapter. The application for a supplemental license shall be filed and handled according to the procedures established in § 163-5B of this chapter.

- C. When approved and upon receipt of the required fee, the Town Clerk shall issue a supplemental license which will be effective from the date of issuance to the date of license to which the license is supplemental thereto.

PLANNING BOARD DISCUSSION: Chairman Crispin reviewed the information as identified within the agenda. The planning Board had no further comments.

6. **§ 163-9. Application data.**

Each application shall be accompanied by 10 complete sets of plans, prepared by a licensed surveyor, licensed engineer or licensed architect, which application and plans are acceptable to the Town Planning Board. The plans shall be drawn to a scale of 20 feet, 40 feet or 50 feet to one inch; shall include the date, North point, and scale; and shall furnish the following information:

- The Planning Board reviewed the application information below and determined whether or not the information has been submitted or if there were additional information required.

A. Legal data:

- (1) The name and address of the applicant; or the name and address of each partner if the applicant is a partnership; or the name and address of each officer and director if the applicant is an association or corporation. *The Planning Board determined that the information has been submitted.*
- (2) The location and description of the land that is proposed to be used as mobile home park or vacation campground. *The Planning Board determined that the information has been submitted.*
- (3) The number of lots to be provided in such park or campground. *The Planning Board determined that the information has been submitted.*

B. Physical features:

- (1) Contours at two-foot intervals. *The Planning Board determined that the information has been submitted.*
- (2) Location of watercourses, marches, and areas subject to flooding. *N/A*
- (3) Wooded areas. *The Planning Board determined that the information has been submitted.*

C. Existing development:

- (1) A location map which shows all land within 500 feet of the subject property, and all structures on the lands which abut the proposed park or campground. *The Planning Board requested an inset map be provided.*
- (2) The location, names and widths of all adjacent streets. *The Planning Board determined that the information has been submitted.*
- (3) The location of all water supplies, septic systems and utilities within 200' to the proposed site. *The Planning Board noted that the adjacent properties are on municipal Water and Sewer.*

D. Proposed development:

- (1) The location and widths of all entrances, exits, streets, and walkways. *The Planning Board determined that the information has been submitted.*
- (2) The location, size and arrangement of each lot within the park or campground. *The Planning Board determined that the information has been submitted.*
- (3) Street and area lighting. *The Planning Board determined that the information has been submitted.*
- (4) The location and plan of all proposed structures and improvements. *The Planning Board determined that the information has been submitted.*
- (5) Any proposed grading and plans for landscaping. *The Planning Board requested that the applicant propose more extensive landscaping features.*
- (6) Any proposed stormwater drainage. *The Planning Board determined that the information has been submitted.*
- (7) Any proposed utilities. *The Planning Board determined that the information has been submitted.*
- (8) Any public improvements proposed by the Town in or adjoining the proposed park or campground. *The Planning Board determined that the information has been submitted.*
- (9) Existing zoning, if any. *N/A*

PLANNING BOARD DISCUSSION: Chairman Crispin asked whether or not a sewer district would be needed? Larry Ruzycky stated that NYS DEC informed him that one is not needed and that they consider the sewer infrastructure already be providing sewer to the site (the portion within the Village). Chairman Crispin asked if he would provide a copy of the letter from DEC to the Planning Board. Mr. Ruzycky stated that he would.

F. SEQR: State Environmental Quality Review:

Section 617.1 of 6 NYCRR states that, the basic purpose of SEQR is to incorporate the consideration of environmental factors into the existing planning, review and decision making processes of State, regional and local government agencies at the earliest possible time. To accomplish this goal, SEQR requires that all agencies determine whether the actions they directly undertake, fund or approve may have a significant effect on the environment, and if it is determined that the actions may have a significant effect, prepare or request an environmental impact statement. Under these terms, the review of a subdivision application is subject to SEQR.

- **The applicant has provided a completed Part 1 SEQR EAF.**
- **Does the Planning Board feel as though there is enough information to commence SEQR at this time?**
- **Are there any other agencies that the Planning Board can identify that would require a Coordinated Review?**

PLANNING BOARD DISCUSSION:

MOTION: To propose that the Town of Broadalbin Planning Board act as the SEQR Lead Agency under Section 617.6(b)(3) Coordinated Review of Unlisted Actions for the Ryscott Development, LLC Vacation Campground Expansion (Project No. 2025-06) and to coordinate with the following agencies:

- NYS DOT
- NYS DEC
- NYS DOH
- Village of Broadalbin

MADE BY: Member Comini

SECONDED: Member Magiella

VOTE: Unanimous

END OF AGENDA ITEM

III. OLD BUSINESS:

A. JOSEPH MELLO & MEAGAN COONS MINOR SUBDIVISION (PROJECT NO. 2025-02):

A. Background/Information Submitted:

- Boundary & Lot Split Survey of lands of Joseph D. Mello prepared by Lawson Surveying & Mapping dated December 12, 2024.
- A completed Part 1 Short Environmental Assessment Form.

New Information Submitted for the April 23, 2025 meeting:

- Revised Boundary & Lot Split Survey of lands of Joseph D. Mello prepared by Lawson Surveying & Mapping.
- Copy of Warranty Deed
- Formal Application

- Mr. Mello would like to subdivide parcel 168.-3-31 totaling 11.449+/- acres as follows:

Lot	Acreage	Amenities	Road Frontage
A	1.0+/-	Vacant	199.96+/- feet
B	10.449+/-	2 Story home, driveway, garage	481.58+/- feet

B. Review of Minor Subdivisions:

1. The Preliminary Plat must include the following information (Provided, To Be Provided, Waived):

REQUIREMENT	STATUS
a. A survey of the tract of land to be subdivided prepared by a NYS Licensed and Registered Land Surveyor giving complete descriptive data by bearings and distances showing the parcel(s) to be subdivided in relation to the entire tract and the distance to the nearest existing street intersection.	Provided
b. The proposed subdivision name, the date, north arrow, map scale, name and address of record owner and subdivide.	Provided
c. The total area (acres) of the lot(s) to be subdivided.	Provided
d. All existing structures, wooded areas, streams and other significant physical features within the portion to be subdivided and within 200 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than five (5) feet.	Provided
e. The name of the owner(s) and all adjoining property owners as disclosed by the most recent municipal tax records.	Provided
f. The tax map sheet, block and lot number of the parcel(s) to be subdivided.	Provided
g. All existing utilities and streets.	Provided
h. The proposed layout of lots including lot width, depth, and lot area, street layout, street cross section, proposed open spaces or recreation areas, and the proposed storm water management systems within the subdivided area.	Provided
i. The location of all groundwater wells and septic systems for each lot and the distances between each well and all adjoining septic systems.	Comply – Add existing well septic location on adjacent lot 180.2-1-18 owned by Barbara Kempf.
j. Soil percolation and/or deep hole test results on each lot in the proposed subdivision as required by the Planning Board.	Waived
k. All existing restrictions on the use of land including easements, covenants, and Town requirements. A copy of such covenants or deed restrictions that are	To be provided if any.

intended to cover all or part of the tract shall be included.	
l. A Full Part I Environmental Assessment Form completed by the applicant.	Waive – Accepted Short EAF.
m. Minor Subdivision Application and lot fee: \$100 application fee, \$150 for each new lot created.	To Be Provided.

➤ During the March 26, 2025 meeting, the Planning Board requested the following:

- Add existing well septic location on adjacent lot 180.2-1-18 owned by Barbara Kempf.
- Status?

PLANNING BOARD DISCUSSION: The Planning Board determined that the information has been provided.

- Has the application fee and lot fees been paid?
- Status?

PLANNING BOARD DISCUSSION: The Planning Board acknowledged that the fees have been paid.

G. State Environmental Quality Review:

Section 617.1 of 6 NYCRR states that, the basic purpose of SEQR is to incorporate the consideration of environmental factors into the existing planning, review and decision making processes of State, regional and local government agencies at the earliest possible time. To accomplish this goal, SEQR requires that all agencies determine whether the actions they directly undertake, fund or approve may have a significant effect on the environment, and if it is determined that the actions may have a significant effect, prepare or request an environmental impact statement. Under these terms, the review of a subdivision application is subject to SEQR.

- During the March 26, 2015 meeting, the Planning Board chose to act as the SEQR Lead Agency and to perform an Uncoordinated Review of Unlisted Actions for the Joseph Mello and Meagan Coons Minor Subdivision (Project No. 2025-02).

H. Public Hearing:

In accordance with Section 276 of the Town Law of New York State, the Planning Board must hold a public hearing on any subdivision application within sixty-two (62) days of the date of submittal of the completed application.

The Public Hearing shall be advertised in a newspaper of general circulation in the Town at least five (5) days before such hearing.

- During the March 26, 2025 meeting, the Planning Board scheduled the required Public Hearing for 7:00P.M. April 23, 2026.

MOTION: To open the Public Hearing for the Joseph Mello and Meagan Coons Minor Subdivision (Project No. 2025-02) at 7:07 P.M.

MADE BY: Member Comini
SECONDED: Member Magiolda
VOTE: Unanimous

Speakers:

None

MOTION: To close the Public Hearing for the Joseph Mello and Meagan Coons Minor Subdivision (Project No. 2025-02) at 7:09 P.M.

MADE BY: Member Comini
SECONDED: Member DePaula
VOTE: Unanimous

I. Complete SEQR:

MOTION: To declare that the Town of Broadalbin Planning Board the SEQR Lead Agency and to authorize the Fulton County Planning Department to complete Parts 2 and 3 of the Short Environmental Assessment Form on the board's behalf issuing a negative declaration for the Joseph Mello and Meagan Coons Minor Subdivision (Project No. 2025-02) in the Town of Broadalbin since:

1. The proposed lot exceeds the 1-acre minimum area guidelines of the Town of Broadalbin.
2. The proposed lot meets the required 40-foot minimum lot access along a public roadway.
3. There will be no notable traffic impacts resulting from the proposed action.

MADE BY: Member Comini
SECONDED: Member DePaula
VOTE: Unanimous

K. Decision:

In accordance with Article 5.2 of the Town of Broadalbin Site Plan Review Law, the Planning Board shall approve, approve with modifications or disapprove an application for Site Plan Review within sixty-two (62) after the close of a Public Hearing.

MOTION: To approve the Joseph Mello and Meagan Coons Minor Subdivision (Project No. 2025-02) and to authorize Chairman Crispin to sign the Site Plan map.

MADE BY: Member Comini
SECONDED: Member DePaula
VOTE: Unanimous

END OF AGENDA ITEM

III. CHAIR REPORT:

IV. CODE ENFORCEMENT OFFICE REPORT:

1. None

V. NEXT MEETING:

The next regularly scheduled meeting of the Planning Board will be held on:

May 28, 2025
7:00 p.m.
Town Hall

VI. CLOSE OF MEETING:

MOTION: To close the meeting at 9:08 P.M.
MADE BY: Member Comini
SECONDED: Member DePaula
VOTE: Unanimous

DRAFT