

TOWN OF MAYFIELD

PLANNING BOARD

WEDNESDAY, JUNE 17, 2026
6:00 P.M.

MEETING MINUTES

PRESENT:

X JOHN KESSLER, CHAIR
AARON HOWLAND, VICE CHAIR
X RICHARD MILES
X JERRY MOORE
X GRANT RAUCH
BONNIE VANPATTEN, ALTERNATE
X MIKE ANGUS, ALTERNATE

RALPH DESIDERIO, TOWN BOARD LIASON TO THE PLANNING BOARD

X DAVE EDWARDS, CODE ENFORCEMENT OFFICER
X AARON ENFIELD, FULTON COUNTY SENIOR PLANNER

OTHERS PRESENT: James Beach Jr., James Beach III, Mariah Beach, Gustin Hilts, Daniel Hilts, Sam Negrich, Mark Deyle (Mayfield Comprehensive Plan Commission)

AGENDA ITEMS:

- Public Hearing – James D. Beach, Jr. – Special Use Permit for a Motorized Vehicle Sales, Rental or Repair at 290 Riceville Road (103.-5-50)
- Daniel and Kaitlyn Hilts – Minor Subdivision at 4 Hummingbird Lane (151-3-1)
- Deborah Nowakski and Claudia Harrison – Lot Line Adjustment along County Highway 106 (Black Street) (SBL 152.-5-55.1 & 152.-5-59)

I. CALL MEETING TO ORDER:

The meeting was called to order at 6:00 pm

II. ROLL CALL AND ABSENTIONS:

Planning Board members indicated they did not need to abstain from any project.

III. APPROVE MINUTES OF THE PREVIOUS MEETING:

MOTION: To approve the minutes of the previous meeting.

MADE BY: Grant Rauch
SECONDED: Rich Miles
VOTE: Unanimous

IV. JAMES BEACH, JR. – PUBLIC HEARING – SITE PLAN AND SPECIAL USE PERMIT FOR A MOTORIZED VEHICLE SALES, RENTAL, OR REPAIR AT 290 RICEVILLE ROAD (103.-5-50):

A. Background:

James Beach, Jr. owns 290 Riceville Road (Tax Map Parcel Number 103.-5-50), approximately 0.69 +/- acres. He seeks to establish a motorized vehicle sales, rental, and repair business on-site. The site will include a 3-bay garage with 10 parking spots (2 of which are ADA), a restroom, a fire exit, a furnace, and a lighted sign. The property also abuts the Mayfield Creek.

Under the Town of Mayfield Zoning Ordinance, the project is permitted within the Mixed Use Zoning District – 1 under a Special Use Permit and is defined as “a Retail Structure in which motor vehicles are sold, rented, serviced, or repaired, and where associated parts are sold.”

B. February 18, 2026 meeting:

During the previous meeting, the Planning Board reviewed the concept plan for the applicant, going through the requirements of

1. Provide so low-lying shrubs along Riceville Road, given the Mixed-use element of the neighborhood.

STATUS: Not Provided.

C. Fulton County Agricultural District #1:

A letter was sent to the property owners in Fulton County Agricultural District #1. To date, no comments have been received.

D. State Environmental Quality Review Act:

During the previous meeting, the Planning Board classified the project as a Type II Action under SEQRA, which required no further review. However, there was concern about Mayfield Creek, which abuts the property to the south.

The Fulton County Planning Department spoke with the Division of Environmental Permits at the NYS Department of Environmental Conservation regarding any permits required for the project, possibly through the Division of Water. In an email dated June 5, 2026, the agency indicated that no permits were needed for this project.

DISCUSSION: Mr. Angus inquired if there was a concern with runoff?

Mr. Enfield stated that as the applicant is not disturbing 1-acre or more and will not have drain pipes, NYSDEC indicated there were no permits necessary.

E. GML 239-m:

DISCUSSION:

Mr. Enfield indicated that he forgot to forward to the Fulton County Planning Board, but will do so for the July meeting.

F. Public Hearing:

The Public hearing was opened at: 6:10 pm

Speakers: None

MOTION: To close the Public Hearing at : 6:11 p.m.

MADE BY: Rich Miles

SECONDED: Mike Angus
VOTE: Unanimous

G. Planning Board Action

Does the Planning Board feel as though they are ready to make a final determination on this project?

MOTION: To approve James Beach's Special Use Permit with the Condition that the shrubs be provided on the final Site Plan before signature and should the Fulton County Planning Board have any concerns that they be reviewed by the Town Planning Board in July.

MADE BY: John Kessler
SECONDED: Jerry Moore
VOTE: Unanimous

V. DANIEL AND KAITLIN HILTS – MINOR SUBDIVISION ALONG HUMMINGBIRD LANE:

A. Background:

Daniel and Kaitlin Hilts own Tax Map Parcel Number 151.-3-1 which is approximately 26.726 acres in size along Hummingbird Lane. They would like to subdivide the parcel into two lots: Lot One – 3.888 acres and Lots Two – 19.838 acres. Proposed lot one will be sold to a relative to construct a home.

DISCUSSION: Gustin Hilts, brother of the applicant, indicated that he is planning on purchasing the parcel from his brother and sister in law so he can build a family. He indicated he was looking to receive approval from the Planning Board so he can put foundation and home on the lot before the weather gets too cold.

The Planning Board had a back and forth conversation with the applicant. They indicated there were several items that needed to be provided on the plat before a Public Hearing could be scheduled.

B. Fulton County Planning Department Review:

The Fulton County Planning Department has reviewed the Minor Subdivision application in accordance with Article X: Subdivision Regulation of the Town of Mayfield Zoning Ordinance (2017). As a result of this review the following comments have been made. Subsequently, the Planning Board has the right to waive any requirement.

1. The location of that portion which is to be subdivided in relation to the entire tract and the distance to the nearest existing street intersection.

STATUS: Provided.

2. All existing structures, wooded areas, streams and other significant physical features within the portion to be subdivided and within 250 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than five (5) feet.

STATUS: Not provided. Would the Planning Board like to waive this provision?

DISCUSSION: The Planning Board would like to see the entire parcel with topography.

3. The name of the owner(s) and all adjoining property owners as disclosed by the most recent municipal tax records.

STATUS: Provided.

4. The tax map sheet, block and lot number, if available.
STATUS: Provided.
5. All available utilities and all existing streets.
STATUS:
6. The proposed pattern of lots including lot width and depth, street layout, recreation areas, systems of drainage, sewer and water supply within the subdivided area.
STATUS: Partiall Provided. Home, well and septic are not provided.
DISCUSSION:
7. All existing restrictions on the use of land including easements, covenants, and zoning lines. A copy of such covenants or deed restrictions that are intended to cover all or part of the tract shall be included.
DISCUSSION: National Grid Easement will need to be shown on the plat.
8. An actual field survey of the boundary lines of the tract giving complete descriptive data by bearings and distances made and certified by a licensed land surveyor. The corners of the tract shall also be located on the ground and marked by monuments as described in Article III of this document and shall be referenced and shown on the plat.
STATUS: Provided.
9. Statement saying "All on-site sanitation and water supply facilities shall be designed to meet the minimum specifications of the State Department of Health and a note to this effect shall be stated on the plat and signed by a licensed engineer."
STATUS: Not Shown
DISCUSSION: Will need to be provided.
10. The proposed subdivision name and the name of the Town and County in which it is located.
STATUS: Provided
11. The date, north arrow, map scale, name, and address of the record owner and subdivider.
STATUS: Provided
12. A Short Environmental Assessment Form with Part I completed by the applicant. The Planning Board may require a Full Environmental Assessment Form if circumstances are warranted.
STATUS: Provided. Planning Board and Senior Planner made necessary adjustments.
13. Right to farm statement must be placed on Survey map as follows: "It is the policy of this state and this community to conserve protect and encourage the development and improvement of agricultural land for the production of food and other products and also for its natural and ecological value. This disclosure notice is to inform prospective residents that farming activities occur within the Town. Such activities may include but not be limited to activities that cause noise, dust and odors."
STATUS: Not Shown
DISCUSSION: Will need to be provided.
14. Perc. and Pit Test / Septic Design
STATUS: Not Provided. Would the Planning Board like to waive this?
DISCUSSION:
15. Location Map:

STATUS: Not Provided.

DISCUSSION: The Planning Board indicated that it will need to be provided on the plat.

Other:

Mr. Kessler asked that a proposed driveway, home, well and septic be provided on the plat. Additionally he added that if the well and septic were going to be close to the property line, that the neighboring parcels also have it shown.

C. Fulton County Agricultural District #1:

The project is located within 500' of parcels within Fulton County Agricultural District #1 and an Agricultural Data Statement will be necessary.

MOTION: To send an agricultural data statement to parcels within 500' of the proposed subdivision.

MADE BY: Rich Miles
SECONDED: Grant Rauch
VOTE: Unanimous

D. State Environmental Quality Review Act:

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 Site Plan application is subject to SEQR. Therefore, the following issues must be addressed:

1. Does the Planning Board feel that the Environmental Assessment Form, provided by the Applicant, has been completed adequately?
2. Does the Planning Board feel that any additional information should be provided as part of the SEQR process?
3. Type I or an Unlisted Action: Section 617.6 (b)(3) of 6 NYCRR states that, when an agency proposes to directly undertake, fund or approve a Type I or Unlisted Action undergoing a Coordinated Review with other Involved Agencies, it must, as soon as possible, transmit Part I of the Environmental Assessment Form, completed by the Project Sponsor, or a Draft Environmental Impact Statement (DEIS) and a copy of any application that has been received to all Involved Agencies and notify them that a Lead Agency must be agreed upon within thirty (30) calendar days of the date the Environmental Assessment Form or DEIS was transmitted to them.

Type II Action: A Type II Action is categorically excluded from SEQR. These actions have been determined not to have a significant adverse impact on the environment. Once an action is determined to be Type II, no further environmental review is required. Section 617.5(c) provides the following actions that are not subject to a Type II Action.

4. It is recommended that the project be classified as an Unlisted Action and that a coordinated review with the following interested and involved agencies:
 - NYS Department of Environmental Conservation

MOTION: To classify Hilts Minor Subdivision as an Unlisted Action and to do a coordinated review with NYSDEC, giving them until Tuesday, July 21, 2026 to offer comments.

MADE BY: Grant Rauch
SECONDED: Mike Angus
VOTE: Unanimous

E. Planning Board Action:

MOTION: To table further review of the project until the subdivision plat has been updated.

MADE BY: Jerry Moore
SECONDED: Rich Miles
VOTE: Unanimous

**VI. DEBORAH NOWAKOWSKI & CLAUDIA HARRISON – LOT LINE LINE ADJUSTMENT
ALONG BLACK STREET:**

A. Background:

Deborah Nowakowski owns 33.316 acres within the Town of Mayfield (152.-5-55.1), next to land that she owns within the Town of Perth. She is looking to convey 5.998+/- acres to Claudia Harrison, who lives at 702 County Highway 106 (152.-5-59).

DISCUSSION: Mr. Enfield stated that the property is located on Black Street, which is not shown on the plat.

Mr. Moore indicated that he wished to see the street on the plat before the Planning Board took final action.

Mr. Kessler expressed frustration that the location map was not on the plat. Additionally he indicated that while the property owner has significant acreage to the south within the Town of Perth, that there isn't enough room to get to the rear of the property in Mayfield.

POST MEETING NOTE: Upon further review, the distance between Tax Map Parcel Number 166.-1-20.12 owned by Deborah Nowakowski within the Town of Perth, Tax Map Parcel Number 152.-5-56 owned by Bruce and Linda Scribner within the Town of Mayfield is 261' which is sufficient enough to get a motor vehicle between.

MOTION: To table further review until a location map and a Black Street is put onto the plat.

MADE BY: Rich Miles
SECONDED: Jerry Moore
VOTE: Unanimous

VII. OTHER BUSINESS:

A. Comprehensive Plan Commission:

Mr. Deyle indicated that they were reviewing previous goals of the plan to see if they are still applicable and looking for funding opportunities for a grant.

Mr. Enfield stated he made Supervisor Lehr, and Ms. VanPatten aware of a grant from NYS DEC, that may come out this year.

Mr. Deyle stated the commission is looking to continue the build out of the FJ&G Rail Trail as part of their goes.

B. Other:

Mr. Angus stated that he say saw workers along NYS-30 where the entrance of Sunset Bay will be the week prior.

C. Sam Negrich – Air Strip:

Mr. Negrich gave a concept presentation to the the Planning Board on a Private Air Strip that he is looking to bring online at his property along Berry Road. He indicated that he has been working for some time with the FAA, NYSDOT and Adirondack Park Agency. He indicated that a Site Plan will be necessary for approval.

Mr. Edwards, stated that in speaking with the Planning Department, including former CEO Norman Barbosa, that a private club would make the most sense, as the usage of the air strip would be regulated to the use of the applicant and the immediate family and there is an existing structure, the hanger, which would be part of the application.

Mr. Miles asked if Mr. Neguit planned on paving the air strip.

Mr. Negrich stated he was not going to.

Mr. Kessler asked that survey of the property be done, as it would be beneficial to the Town's Code Enforcement Office and the various state and federal agencies he has been dealing with.

VIII. CLOSE OF THE MEETING:

MOTION: To close the meeting at 7:48 pm

MADE BY: John Kessler

SECONDED: Grant Rauch

VOTE: Unanimous