

TOWN OF MAYFIELD

PLANNING BOARD

WEDNESDAY, MARCH 19, 2025
6:00 P.M.

MEETING NOTES

PRESENT:

- X JOHN KESSLER
- X AARON HOWLAND
- X RICHARD MILES
- X JERRY MOORE
- X GRANT RAUCH
- X DAVID JANKOWSKI, ALTERNATE
- X BONNIE VANPATTEN, ALTERNATE

- X RALPH DESIDERIO, TOWN BOARD LIASON TO THE PLANNING BOARD
- X NORMAN BARBOSA, CODE ENFORCEMENT OFFICER
- X MIKE HARRINGTON, LAMONT ENGINEERING
- X AARON ENFIELD, FULTON COUNTY SENIOR PLANNER

OTHERS PRESENT:

Lori DeVoe (General Manager, Sunset Bay RV Park), Ira Van Nostrand, Marie Van Allen, Timothy Wayne Hayes, Michael Angus, Cathy Stearns, Pete Stearns, Theresa Corey, Jim Corey, Mark Deyle, Chris Foss, Carol Jablonski, Ben Wilson (Environmental Design Partnership), Travis Mitchell (Environmental Design Partnership)

AGENDA ITEMS:

- Mary Jo & Mark Smith – Minor Subdivision (2 lots) at 355 Vandenburg Point Road (120.-2-47.1)
- Gerald Smith & Valon Rexha – Minor Subdivision (3 lots) at 1604 NY-30 (74.1-2-9)
- Douglas J. Hayes, Jr. (Life Use) C/O Timothy W. Hayes – Minor Subdivision (2 lots) at 608 Jackson Summit Road West (87.-2-62)
- Environmental Design Partnership – Special Use Permit for Sunset Bay RV Park Expansion along Paradise Point Road (88.-4-37.12, 88.-4-18, 88.-4-21, 88.-4-53, 88.-4-20)

I. CALL MEETING TO ORDER:

The meeting was called to order at 6:00 pm

II. APPROVE MINUTES OF THE PREVIOUS MEETING:

DISCUSSION: Chairman Kessler indicated that it was “Holly” Fisk not “Colleen” Fisk who spoke at the public hearing.

MOTION:

To approve the minutes of the December 2024 meeting with the stipulations that the name Holly is changed to Colleen.

MADE BY: Grant Rauch
SECONDED: Richard Miles
VOTE: 4 in favor, 0 opposed, 1 abstain (Howland)

MOTION: To approve the minutes of the January 2025 meeting.

MADE BY: Richard Miles
SECONDED: Grant Rauch
VOTE: Unanimous in favor

DISCUSSION: Mr. Jankowski asked if the vote was unanimous, and the notes reflect that it was unanimous for or against.

III. MARY JO & MARK SMITH – MINOR SUBDIVISION AT 355 VANDENBURGH POINT ROAD

Richard Miles has a conflict of interest with this project as he lives within 500' and abstaining from the review of this project.

A. Background:

Mary Jo and Mark Smith own 355 Vandenburg Point Road (SBL 120.-2-47.1), which is approximately 70.316 acres in size. The property is within the Moderate Intensity Land Use Classification of the Adirondack Park Agency. The applicants would like to
They would like to subdivide the property into 2 lots:

1. Lot 1: 27.336 acres on the east side of Perrigos Road
2. Lot 2: 44.289 acres of the remaining area on either side of Vandenburg Point Road

DISCUSSION:

Mr. Foss mentioned that the project was initially a 3-lot subdivision. However, to settle an estate, it will only be subdividing the 27 acres at this time.

B. Fulton County Planning Department Review:

The Fulton County Planning Department has reviewed the application in accordance Article X: Subdivision Regulation of the Town of Mayfield Zoning Ordinance (2017). As a result of this reviewing 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: Partially Provided. The entire parcel is not shown on the plat.

DISCUSSION:

Mr. Enfield stated that the full parcel should be located on the plat.

After a back and forth conversation with the applicant and Planning Board, it was decided to enlarge the location map to show the entire parcel as well as all neighboring property owners.

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: Does the Planning Board wish to include contour lines on the property?

DISCUSSION: Waived

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

STATUS: Will be provided in next submittal.

4. The tax map sheet, block and lot number, if available.

STATUS: Provided

5. All available utilities and all existing streets.

STATUS: Provided

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: Provided. The proposed lots will be for the

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.

STATUS: N/A

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: Partially Provided.

DISCUSSION: Waived

9. Notion on the plat 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: Will be provided on the next submission.

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 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

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: Will be provided on the next submission.

14. Perc. and Pit Test / Septic Design

STATUS: Not Provided. While the application indicates it is to settle an estate, a septic design is not necessary. However, perc and pit of proposed Lot 1&2 will be necessary.

DISCUSSION: The Board opted to waive the provision as they were familiar with the soil types and also felt that the 27 acres on the land will have a buildable lot.

C. Adirondack Park Agency

As the project is located in the APA, a Jurisdictional Inquiry for the Subdivision will be necessary.

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

1. Does the Planning Board feel that the Short 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 a 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 to do a Coordinated Review with the New York State Department of Environmental Conservation, and the Adirondack Park Agency. Does the Planning Board feel that additional agencies should be coordinated with?

MOTION: To classify the project as an Unlisted Action and to do a Coordinated review and given agencies until Tuesday, April 15, 2025, to offer comments.

MADE BY: Aaron Howland
SECONDED: Jerry Moore
VOTE: Unanimous in favor

E. Planning Board Action:

Article X of the Town of Mayfield Zoning Law indicates that within 62 days from the time the Planning Board determines that a preliminary plat for a proposed subdivision is complete, it shall

hold a public hearing on the application. Said hearing shall be advertised in a newspaper of general circulation in the Town at least ten (10) days before such hearing. Does the Planning Board wish to schedule a Public Hearing at this time?

DISCUSSION:

The Planning Board felt that the subdivision was complete and felt that a Public Hearing should be scheduled for April.

MOTION: To schedule a Public Hearing on April 16, 2025.

MADE BY: Grant Rauch

SECONDED: Jerry Moore

VOTE: Unanimous in favor

IV. GERALD SMITH & VALON REXHA – MINOR SUBDIVISION AT 1604 NY-30

A. Background:

Gerald Smith & Valon Rexha own 1604 State Highway 30 (SBL 74.1-2-9) that is 3.71 acres in size. The property is within the Rural Land Use Classification of the Adirondack Park Agency. The applicants would like to subdivide the property into three lots:

1. Lot 1: 1.229 acres, which includes the existing home and driveway.
2. Lot 2: 1.078 acres
3. Lot 3: 1.315 acres

DISCUSSION:

Mr. Enfield inquired if a Jurisdictional Form had been sent to the Adirondack Park Agency

Mr. Foss indicated it has not.

Mr. Enfield indicated that while the subdivision meets the 1-acre minimum of the Town of Mayfield Zoning Ordinance, there may be some concern from the APA, and a Variance from the agency may be necessary. Furthermore, he indicated that the lot may be a pre-existing nonconforming lot, as 8.5 acres are needed in this classification

Mr. Miles felt that the project should be tabled until the Planning Board receives information on the JIF.

MOTION: To table the project until more information is provided.

MADE BY: Richard Miles

SECONDED: Aaron Howland

VOTE: Unanimous in favor

V. DOUGLAS J. HAYES, JR. (LIFE USE) C/O TIMOTHY W. HAYES – MINOR SUBDIVISION AT 608 JACKSON SUMMIT ROAD WEST

A. Background:

Douglas W. Hayes owns 608 Jackson Summit Road (SBL 87-2-62), which is approximately 14.834 acres in size. The property is within the Low Intensity Land Use Classification of the Adirondack Park Agency. The applicant would like to subdivide the property into two lots:

1. Lot 1: 2.010 acres which will be conveyed to Marie Van Allen and Ira Van Nostrand
2. Lot 2: 12.796 acres, which will include the existing home on the current lot

Mr. Van Nostrand and Ms. Van Allen has already been working with the Code Enforcement Office for quite some time as the project initially needed to go before the ZBA.

B. Town of Mayfield Zoning Board of Appeals:

In July 2024, the applicant received a Variance from the ZBA on the road frontage.

C. Fulton County Planning Department Review:

The Fulton County Planning Department has reviewed the application in accordance Article X: Subdivision Regulation of the Town of Mayfield Zoning Ordinance (2017). As a result of this reviewing 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: Does the Planning Board wish to include contour lines on the property?
DISCUSSION: Waived.
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: Provided
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: Provided. The proposed property has an existing nonconforming well and septic on the property.
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.
STATUS: N/A
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. Notes on the plat saying that 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: Will be provided in the next submission.

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 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

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: Will be provided in the next submission.

14. Perc. and Pit Test / Septic Design
STATUS: N/A

15. Location Map:
STATUS: Will be provided in the next submission.

D. Adirondack Park Agency

The applicant has already been in touch with the APA regarding this project.

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

1. Does the Planning Board feel that the Short 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 a 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 to do a Coordinated Review with the New York State Department of Environmental Conservation, and the Adirondack Park Agency. Does the Planning Board feel that additional agencies should be coordinated with?

MOTION: To classify the project as an Unlisted Action and to do a Coordinated Review and given agencies until Tuesday, April 15, 2025, to offer comments.

MADE BY: Aaron Howland
SECONDED: Richard Miles
VOTE: Unanimous in favor

F. Planning Board Action:

Article X of the Town of Mayfield Zoning Law indicates that within 62 days from the time the Planning Board determines that a preliminary plat for a proposed subdivision is complete, it shall hold a public hearing on the application. Said hearing shall be advertised in a newspaper of general circulation in the Town at least ten (10) days before such hearing. Does the Planning Board wish to schedule a Public Hearing at this time?

DISCUSSION:

The Planning Board felt that the subdivision was complete and felt that a Public Hearing should be scheduled for April.

MOTION: To schedule a Public Hearing on April 16, 2025.

MADE BY: Grant Rauch
SECONDED: Jerry Moore
VOTE: Unanimous in favor

VI. ENVIRONMENTAL DESIGN PARTNERSHIP – SPECIAL USE PERMIT FOR AN RV PARK EXPANSION (SUNSET BAY RV PARK) ALONG PARADISE POINT ROAD:

A. Background:

Sunset Bay RV Park, LLC, is proposing to expand its RV Park along NYS Route 30 (Tax Map Parcel Nos. 88.-4-18, 88.-4-37.12, 88.-4-20, and 38.-4-21). The current park has 299 approved sites (though 283 are used), a water treatment plant, a wastewater treatment plant, a marina with docks, an office building, and a community building. The proposal will include an entrance along NYS-30, where a curb cut is currently located.

The properties are within the Mixed-Use and Agricultural 2 Zoning Districts and an RV Park / Campground is an allowed use within both Zoning Districts. According to the the Town of Mayfield 2017 Zoning Ordinance, a RV Park/ Campground is defined as Any parcel of land which is planned or improved for the placement of 3 or more RVs or 3 or more campsites for tents or any other similar form of outdoor accommodations, which are used as temporary living quarters.

The project is within the Adirondack Park and classified under the Moderate Intersity Use of the Adirondack Park Agency. The Planning Board classified the project as a Type II under SEQRA as there is a provision for Class A and Class be projects within the APA.

There are parcels within 500' that are enrolled into Fulton County Agricultural District #1, and no wetlands have been identified on the identified parcels. There is one parcel (88.-4-20) which is currently in Fulton County Agricultural District #1. In Q1 and Q2 Fulton County is undergoing an 8-year review of parcels per NYS Ag. and Markets. The applicant has indicated his desire to remove the parcel.

B. December 11, 2024 meeting:

During the December 11, 2024, meeting, the Town of Mayfield Planning Board continued reviewing the abovementioned project. The Planning Board opened up the public hearing and paused as there were some comments, written and verbal, that we would like to review and discuss at a future meeting.

DISCUSSION:

Mr. Mitchell (Environmental Design Partnership) reminded Planning Board members that the project is a Class A Action through the Adirondack Park Agency. He indicated that since the December meeting, the applicant has been working with the agency on their comments and felt that they were at a point to bring this back to the Planning Board for comments.

Mr. Mitchell stated that the APA has required a 100-foot setback from the existing wetlands on the property and currently working with them. He also indicated that the agency does not have a specific limit on buffer areas, as it is on a case-by-case basis. As a result, sites and roads near the Paradise Point road entrance have been taken out of the scope of the project.

Mr. Enfield inquired about how many RV Sites were removed as a result of this change in the project.

Mr. Mitchell stated that the proposed sites would decrease from 374 to 357, making the total number of approved lots 656.

Mr. Mitchell stated that, per the Planning Board's request, they have been working with the NYS Department of Transportation. He stated that the agency wanted to have the entrance moved across from Dennie Loop. However, upon further analysis by the EDP and NYSDOT, it was not feasible given the rock formation across from the road.

Chairman Kessler, will there be a turn lane for the site?

Mr. Mitchell indicated that the decision would be made by the NYSDOT given certain thresholds.

Mr. Mitchell reminded Planning Board members that the dumpsters would be moved from their current location to off NYS-30.

Mr. Mitchell stated that the Planning Board met with the Mayfield Fire Department back in December. At their request, the applicant will install a water tank that will be available for emergency services for residents of Paradise Point Road and the RV Park, due to the lack of infrastructure that is there, should it be needed.

Mr. Mitchell also indicated that the applicant will be working on filling the water source for emergency services from Sunset Bay RV Park.

Mr. Mitchell stated that he provided turning radius information on emergency service trucks

Mr. Enfield reminded Planning Board members that they received a copy of this in their packets.

Mr. Mitchell stated that a plan of the road numbers have been provided at their respectable lots.

Mr. Miles inquired if the roads will be labeled.

Mr. Mitchell indicated that they will be.

Chairman Kessler inquired if something could be put on the license plate instead of a key card to allow park residents. He expressed concern that key cards can be handed over to an additional person who is not a resident. Furthermore, he brought up the fact that new residents could use Paradise Point Road to leave the property.

Mr. Miles, Chairman Kessler, and Mr. Mitchell had a back-and-forth conversation about the internal logistics of access throughout the park.

Mr. Miles suggested that a sticker on the windshield, similar to what is used by the carwash. Furthermore, he wanted to look at encouraging existing residents to use NYS-30

Ms. DeVoe (General Manager of Sunset Bay RV Park) indicated that they are looking into the sticker option.

Mr. Mitchell indicated that he would look into other options, such as license plate access, as well as any that may come up.

Mr. Jankowski mentioned that getting all residents to utilize the NY-30 entrance, especially though on the east end of the existing site may be difficult.

Mr. Harrington (Lamont Engineer) asked for clarification on movement between the old and new sections.

Mr. Mitchell provided an explanation of the uses of all the proposed gates.

Additional discussion on traffic commenced.

Chairman Kessler requested that all traffic be put on to NYS-30 regardless of whether they are new residents or existing residents.

Mr. Mitchell indicated that the project has already had gate data for the past several years.

Mr. Enfield stated that as part of the approval, a stipulation can be made that for the first few years of the project, gate data can be sent to code enforcement. If it is deemed that the traffic utilizing the gate from Paradise Point Road would require an amendment to the Special Use Permit.

Mr. Harrington recommended that a traffic analyst be brought on for the first few years to assist. He indicated that it would provide the planning board with additional ease on the project after the approval. He indicated that Lamont Engineering has a traffic analyst who could be brought on as they are already the third-party reviewer from an engineering standpoint.

Town Board Liason DeSiderio indicated that it would be best to put the money in escrow instead of a bond, as it will be logistically easier.

Mr. Barbosa indicated that involving the Town Attorney to draft the terms would be necessary and that it would be beneficial to have the terms very clear and direct so all parties know what their roles will be.

Mr. Enfield indicated that if necessary, the Planning Department can be involved.

Mr. Miles spoke favorable on this project, specifically in regarding to enforcement.

Vice Chairman Howland concurred Mr. Miles and felt this is a good approach.

Again, Mr. Kessler requested to have all traffic onto NY-30.

Further discussion on traffic occurred.

Mr. Enfield reminded Planning Board members that 45 minutes was spent solely on traffic and requested that they move forward with the other agenda items. Furthermore, he stated that the applicant has more work to do for this project and can be provided as an update during a future meeting.

Mr. Mitchell discussed that SHPO has requested that the area of the perceived burial ground not be disturbed and will be covering the area with a pickleball court. He indicated that a Phase B archaeological survey will be necessary and will be conducted after the ground thaws.

Mr. Mitchell indicated that once SHPO signs off on the report, then the Adirondack Park Agency (APA) will be able to move the project along.

Mr. Mitchell stated that, as a result of the changes by the APA, there will be six (6) fewer acres of trees that will be removed. The prior proposal indicated 33 acres of clearing, and the new version indicated 27 acres. However, he indicated that 10 acres will be planted with additional trees. Subsequently, he indicated that 14 acres will be impervious service, which will be roads, and gravel beds.

Mr. Mitchell stated that some replanting between the lots will add more trees and greenery throughout the RV. He indicated that a schematic would be provided.

Chairman Kessler indicated on screening along NYS-30

Mr. Mitchell stated he is working on more visuals to the site and will provide those to the Planning Board.

Vice Chairman Howland brought up concerns about screening for the neighboring property owners (Hayes, Moore, and Crouse). He indicated that the property has a 25' buffer instead of 50.' He stated that fencing should also be required to go along the property lines. Vice Chairman Howland indicated that perhaps something in writing should be acquired.

Mr. Mitchell indicated that there will be no tree clearing on the properties abutting the neighboring homes. He indicated that he had spoken with Moore and Crouse on the project, and they did not seem to have a concern. He indicated that Mr. Hayes has a very significant topography change, and there is a National Grid ROW on his property.

Mr. Rauch suggested that having the neighboring property owners sign off on the project would be beneficial, as they would have a direct relationship with it and the most impact.

Mr. Mitchell mentioned they can proceed with this, but not until the project is acceptable to the Planning Board.

Mr. Mitchell indicated that the screening on the new section will be a mix of Deciduous and Evergreen trees with a fence that will be a deterrent for individuals passing through. He stated that the Adirondack Park Agency (APA) has requested more visuals as well.

Mr. Rauch stated that the applicant is giving the best of both worlds giving something mechanical like fencing and real life such as the trees.

Vice Chairman Howland indicated that it would be nice to have more robust fencing. However, he indicated that he is not oppose to fencing made of fabric.

Chairman Kessler stated that the Town is currently reviewing a local law related to fencing. He mentioned that it will be reviewed at the next meeting.

Mr. Mitchell indicated that he is working with the applicant on doing something that is aesthetically pleasing while also offering a barrier for individuals attempting to come in

Chairman Kessler indicated that the approval of the new screening on the older section is considered part of the Special Use Permit and should be looked at from the Planning Board.

Mr. Mitchell stated that those who have an interest in this should gather at the site.

Mr. Jankowski pulled out minutes from 1997, 2005 and 2011, stating that these concerns have been documented in other Town meetings, and the Planning Board now has the chance to rectify this.

Mr. Mitchell indicated that he is working with the NYS Department of Health on the project and will be putting the application to them in the coming days.

Mr. Moore stated that he would like to see more enhanced visuals of NYS Route 30, screening, as well as lighting.

Mr. Mitchell stated that there may be concerns regarding placement of the signage as DOT owns much of that Right-Of-Way.

Mr. Moore stated that trees along NYS-30 will need to be cut to allow for vehicles to see the sign.

Mr. Mitchell stated that he will work on providing a visual for this as well.

Mr. Rauch inquired inquired if there could be clearing in the area descending onto NY-30.

Mr. Mitchell stated as long as it is not within the NYSDOT ROW.

C. Environmental Design Partnership:

In a letter dated March 5, 2025, the applicant provides feed back from the Public Hearing as well as comments from Lamont Engineering (third party engineer) and other findings that have come up since the December meeting

1. Paradise Point Road Traffic Considerations

Routine RV traffic will be limited and will be restricted to only the Route 30 entrance: The Sunset Bay RV Resort provides for seasonal site license rental of RV sites with no day or

transient sites available. The Campers (Note: ALL site occupants, customers, etc. are to be referred to as Campers) who want to return, renew their seasonal site licenses, which allows the RVs to remain on the site. Due to desirability, this rental and renewal structure results in very limited movement of RVs into and out of the Resort. Upon the construction of the proposed Route 30 entrance, Campers in the new(expanded) section of the resort will be instructed upon initial site license acceptance and / or renewals that all RV traffic shall enter and exit the site only at the Route 30 access point. The sites within the existing resort will have access to the new entrance that will be constructed on Paradise Point Road.

The Route 30 access point has been specifically designed to accommodate RV traffic. The keycard-controlled gate at the Route 30 access point is located over 250 feet from the intersection providing for the stacking of up to 4 recreational vehicles at this location. Additionally, the parking area is sized to accommodate reverse movements of vehicles without keycards.

All service vehicles for the new expanded section will be restricted to only utilizing the Route 30 entrance: All access to the Resort will be controlled by keycard-controlled gates. The keycards issued to service vehicles will only allow access of services vehicles at the Route 30 entrance for the new expansion area.

Routine passenger vehicle ingress and egress will be controlled and monitored: Campers of the RV sites within the expanded section of the Resort will be issued a Route 30 site address and their keycards will only allow access at the Route 30 entrance. Campers within the existing Resort will be permitted access at both the Route 30 entrance and the Paradise Point Road entrance. The Applicant is confident that some existing Campers will utilize the Route 30 entrance and that the overall volume of passenger vehicle traffic on Paradise Point Road will be reduced. The keycard operated gates within the RV Resort provide data logging of all gate operations linked to specific sites within the Resort. The Applicant proposes to prepare a report of gate log data annual for review by the Town Code Enforcement Officer to ensure that the volume of passenger vehicle traffic on Paradise Point Road does not increase as a result of the proposed expansion.

There will be limited boat trailer traffic on Paradise Point Road. Currently, storage of boats and trailers is permitted in the large field area west of the existing Sunset Bay Resort. With the proposed expansion boat and trailer storage will no longer be permitted. Moreover, day-launching of boats is not permitted at the Resort.

DISCUSSION:

Previous Discussed.

2. State Route 30 Improvements

Improvements associated with the State Route 30 entrance will be dictated by the New York State Department of Transportation (NYSDOT). The Applicant conducted an initial conceptual review of the proposed State Route 30 entrance with the NYSDOT in June of 2024. Upon developing the detailed Site Plan, a Commercial Access Highway Work Permit Application for Stage 1 was submitted to NYS Department of Transportation (NYSDOT) on November 5, 2024. The Applicant received comments from NYSDOT on November 22, 2024, and January 8, 2025, and provided a response to those comments on December 3, 2024, and March 05, 2025, respectively. There was also correspondence between DOT and the Applicant regarding the Route 30 entrance dated January 9, 2025 and January 28, 2025. Copies of the correspondence with NYSDOT are attached.

DISCUSSION:

Previously Discussed.

3. Existing Resort Fencing Along Paradise Point Road

The Owner of the RV Resort understood, from previous discussions with the public and Town Officials, that limiting pedestrian movement into and out of the existing Resort along Paradise Point Road was a concern. Enforcement has diminished this issue considerably. Unrelated to the expansion project, the Owner of the Resort considered several options to limit pedestrian movement into and out of the Resort along Paradise Point Road. These options included vegetative plantings intended to deter the pedestrian movement and various types of fencing. The Owner discussed alternatives with the Town Highway Superintendent and Code Enforcement Officer. Ultimately, the Owner determined that effective vegetative options would be difficult to implement due to limited space available outside the Town right of way and existing soil (stone wall) and vegetation (mature trees) concerns.

Attempting to demonstrate a good faith effort to control tenant pedestrian access along Paradise Point Road, the Owner elected to install a test section of fabric style fence along a portion of the right of way line of Paradise Point Road. The style and design will evolve so as to be appealing and not create an institutional “wall” appearance. Vegetation will be used where feasible. The Owner is committed to working with the Town to implement an effective solution to control pedestrian movement along the entire length of the Paradise Point Road right of way common to the Resort. Neighbors have commented on this not being a problem this past season. This issue will be resolved with an appealing fence and enforcement.

DISCUSSION:

Previously Discussed

4. Expansion Area Fencing and Vegetative Screening

The Applicant has proposed extensive vegetative screening along Paradise Point Road designed to supplement the existing natural hedge rows and provide screening of the proposed expansion area.

Additionally, the Applicant has proposed 4-foot-high right-of-way style fencing along a portion of Paradise Point Road to prevent pedestrian movement into and out of the Resort along Paradise Point Road. It is the intention of the design that the fence will be an integral part of and blend into the existing and proposed vegetative screening.

It is the Applicant’s position that fencing along the common property line along the lands of Hayes, Moore, and Crouse is not necessary due to substantial existing vegetation in these areas. The Applicant will discuss the plans with these landowners and confirm they are in agreement that fencing is not necessary due to the extensive vegetation and hedgerows.

DISCUSSION:

Previously Discussed

5. Water Supply Analysis

The existing RV Resort utilizes a private onsite groundwater water supply, regulated by the New York State Department of Health (NYSDOH), for supplying water to the RV sites within the Resort. The proposed expansion will require increased water demand for which the Applicant has proposed drilling a second groundwater supply well. The NYSDOH will approve details of the expanded water supply system including:

Location of the new groundwater well. Prior to drilling a new groundwater well the NYSDOH will review the proposed location to confirm adequate separation is available from potential sources of surface contamination.

Water quality and proposed treatment system. Upon drilling a new groundwater well the NYSDOH will require detailed water quality sampling and analysis to confirm the water quality is adequate for the proposed water supply. NYSDOH will also review the proposed water supply treatment system to confirm the system complies with standards for water distribution, storage and disinfection requirements.

Water quantity and potential impact on neighboring groundwater wells. Upon drilling a new groundwater well a 72-hour pump test will be performed in accordance with NYSDOH regulations. The 72-hour pump test is required to ensure that a stabilized flow rate from the new well is established that meets the water supply requirements of the Resort and does not impact neighboring groundwater wells. As part of this process, the Applicant would be willing to monitor nearby water supply wells, will the approval of the respective property owner(s), and provide specific analysis of these wells relative to the potential impact of the new water supply for the Resort.

DISCUSSION:

Mr. Mitchell stated that this will be a focus from the NYSDOH. He also stated that the applicant can do a study of nearby wells within the area of influence and monitor the levels of their well in the test.

Mr. Miles inquired if there is a problem in the neighbor's well, especially in the area close to the Great Sacandaga Lake. He also inquired on what provision can be done after the approval.

Mr. Mitchell stated that NYDOH is responsible, and if there is an issue, they will not grant a permit on the application. He stated they look at quantity and quality, and done by a geologist.

Mr. Harrington concurred with Mr. Mitchell and stated that it would be at the discretion of the homeowner, should they want to have their well monitored.

Mr. Jankowski stated that he appreciated that the applicant offering to do this test on the well is beneficial and neighborly.

Chairman Kessler inquired what if the test does not meet the threshold?

Mr. Mitchell stated that NYSDOH will not allow the project to move forward and that sites will need to be removed to meet the threshold of the water capacity.

Planning Board was appreciative on the processes

Mr. Harrington inquired if Hanson Van Vleet, an environmental consultant out of Saratoga County, NY. will be utilized.

Mr. Mitchell stated that they plan on consulting with them.

Mr. Harrington stated that Lamont Engineer has worked with them and speaks highly on them. He provided an example, were a project had to be scaled back given the aquifer that is available for the residential development.

Mr. Miles brought up concerns if there are considerations with not having enough water for the current site, what would the impact be to the neighboring property owners.

Mr. Mitchell indicated that part of NYSDOH's annual review is to look at the water capacity. He stated that if they approve a specific threshold, it would be under the auspices that the neighboring property owners will not be affected.

Mr. Miles thanked Mr. Mitchell for the clarification.

Mr. Enfield indicated that he spoke with the ARC Lexington house staff at Paradise Point Roas as well as executive staff. He mentioned he brought up well concerns to them; they made him aware their operations team is looking into their back data if there were any concerns. Mr. Enfield stated they may be a good site to utilize Hanson Van Vleet for this study.

Mr. Miles inquired if municipal water would brought to this property.

Mr. Enfield stated that the waterline for Mayfield ends at NY-30 and North Main Street Extension as the site formerly known as Pour Jims.

Mr. Rauch inquired if peak usage time is looked at by NYSDOH given the seasonality of the area.

Mr. Harrington stated that he believed that any testing done out of peak season would be deemed invalid.

Mr. Miles pointed out that tests that NYSDOH does are robust and something the Planning Board would not want to dwell too much time on.

Vice Chairman Howland pointed out that the test is about 72 hours and has first hand experience with this. He agreed with Mr. Miles on it being robust.

Mr. Mitchell indicated that he would look at potentially looking at storage of the water on-site should capacity be an issue.

Mr. Mitchell indicated that the study will not be done until NYSDOH provides further instruction.

6. Campfire Smoke

There was discussion during the Public Hearing of nuisance smoke from campfires impacting neighboring properties to the east. The Owner of the Resort is committed to minimizing the impact of the Resort to neighboring property owners. Management will contact the few neighbors that could possibly be affected and give them direct lines of communication with Management so that any disturbance may be immediately addressed. Management suggests having direct communication with the Town Code Enforcement Office to review any complaints, such as campfire smoke, so that adjustments to the Rules and Regulations of the Resort can be considered to minimize the impact of the Resort on neighboring property owners.

DISCUSSION:

Mr. Mitchell stated that prior to the Public Hearing there had not been concern with campfire. He stated that he would like the contact information of the neighbors who voiced their concern so that someone can reach out to them and look at their issues to help mitigate the problem.

Mr. Jankowski pointed that meeting minutes in 2011 pointed out concerns on smoke at the site.

Ms. DeVoe indicated that campfires are currently allowed within the RV Park.

Vice Chairman Howland and Mr. Miles both agreed that further discussion on the Campfire Smoke is warranted.

Mr. Howland pointed out that community fire pits may be a better solution.

Mr. Miles stated that it may be a probably, but who is the Planning Board to dictate camp fires on rented property, when other property owners do it elsewhere within the Town.

Mr. Rauch pointed out possibly solutions such as approved fire pits, especially due to the close proximity.

Ms. DeVoe stated she lives on the site year around and that renters are only allowed to burn wood within an approved fire pit. She stated she is unclear of current distance.

Mr. Enfield also pointed out he spoke with ARC Lexington on the matter and none of the individuals are on oxygen who require other medical needs wherein camp fire smoke would be impacted. Additionally, he stated that during the summer months, A/C is typically on and the windows are shut.

7. Dock and Beach Area

The existing dock system is regulated by the NYS Department of Conservation (NYSDEC) and the Hudson River Black River Regulating District (HRBRD). There are no plans to expand the capacity or change the configuration of the dock system with the proposed Resort expansion.

The NYSDOH regulates swimming beaches for facilities such as the RV Resort. The existing RV Resort maintains a permit with the NYSDOH for a capacity of 35 persons. However, the existing footprint, without any improvements, could accommodate a capacity of 65 persons. During the NYSDOH review of the project the Applicant intends to request an increase in the capacity of the beach permit.

DISCUSSION:

Mr. Mitchell stated there will be no changes to the dock systems and that NYSDOH authorizes the amount that would be allowed on the beach.

Mr. Miles asked if it was enforced.

Ms. DeVoe stated it is enforced with staff going by the site several times a day.

8. Wastewater

The existing Resort utilizes an onsite package wastewater treatment plant for treating sanitary sewage generated at the Resort. With the expansion of the Resort, the Applicant has proposed eliminating the onsite wastewater treatment plant and connecting both the existing Resort sites and expansion area to a new, County owned, sanitary sewer forcemain for treatment at the Gloversville Johnstown Wastewater Treatment Facility.

Fulton County has indicated that the new forcemain necessary to service the RV Resort will be extended to the vicinity of the RV Park in 2026. Fulton County has provided the attached letter, dated January 16, 2025, indicating their confirmation that the new sewer infrastructure has been and will continue to be designed in consideration of receiving flows from the Sunset Bay RV Resort.

DISCUSSION:

Mr. Mitchell indicated that the project is does not connect to sewer it would alter the project.

Mr. Enfield stated that if it was the case, it would need to come back to the Planning Board.

9. Pets & Pet Waste

The Owner is unaware of any ongoing neighborhood concerns regarding pets at the RV Resort. The Rules and Regulations of the RV Resort, see excerpt below, require all pets to be leashed and the Owner is committed to ensuring that pets are not a nuisance within the resort or within the surrounding neighborhood. *'All pets must be leashed (maximum 6-foot leash) or tied at all times and are not to be left attended. Pets must always be fully under control. No barking or other activity determined by management to be a disturbance shall be permitted and management, at its sole discretion, has the right to have any pet removed from the Resort. All pet waste must be bagged and disposed of properly and immediately. Pets are not allowed in bathrooms, in the Café, or in the beach areas. Vacationers are allowed to have a maximum of two pets at the Resort. All pets must have a current certificate of rabies inoculation filed with the main office before entrance.'*

DISCUSSION:

Ms. DeVoe indicated that when this has been an issue, Sunset Bay RV Park staff and management take this very seriously. She stated that it is the goal for the residents to respect their neighbors.

Mr. Enfield pointed out that at Lakeview Village at Paradise Point (Tax Map Parcel No. 88.-4-23) or the former Camp JCC has townhomes and rented docks. He indicated that perhaps animals on nearby property owners are coming from that site.

10. Fire Department Review

The Applicant met with members of the Mayfield Fire Department to review the proposed RV Resort expansion and seek their input on the Site Plan. The Fire Department requested a diagram (WB67) illustrating the ability to navigate the proposed roadway network with a fire truck and the installation of a subterranean water storage cistern for their use in firefighting operations. The Applicant has provided the requested water storage cistern and located it such that the Fire Department can access it from Paradise Point Road to facilitate its use for firefighting operations both within the Resort and surrounding community.

The Fire Department also requested review and approval of a site numbering system to facilitate their response to events within the RV Resort. The WB67- Fire Truck Movement diagram and the 911 site numbered map have been provided.

DISCUSSION:

Mr. Mitchell stated that should the Fire Department have further questions or comments, they were relay them to Code Enforcement and the applicant.

D. Lamont Engineering:

Mr. Harrington stated that all the previous comments he has made are no longer valid and/or the applicant is will have more comments for the next submission.

Mr. Enfield mentioned that the parcel within the Fulton County Agricultural District #1 is looking to be removed as part of the 8-year review by NYS Agriculture and Markets. He indicated that he has sent that information to the Adirondack Park Agency.

E. Public Comments during the December 2024 meeting and written comments:

1. Policing of Traffic on Paradise Point Road:

Mr. Enfield indicated that due to the lack of police force within the Town of Mayfield, all policing and civil matters are handled by the Fulton County Sheriff's Department.

Planning Board members agreed.

2. Old Gate:

Mr. Enfield indicated that during the Public Hearing, a neighbor inquired about the gate on the east end of Paradise Point Road and whether it would be used for Emergency Services. Mr. Enfield reminded Planning Board members that this was previously discussed and will be used for Emergency Services if and when needed.

Mr. Mitchell confirmed that this was discussed to the Planning Board back in the fall of 2024.

3. Golf Carts on Paradise Point Road:

Mr. Enfield stated that the current Sunset Bay Rules and Regulations do not include gold carts. However, what if other residents of Paradise Point Road have golf carts and/or electric bikes?

Planning Board members indicated that the comment was a moot point.

4. Temporary Campsites:

Mr. Enfield reminded board members that McLaren Engineering of Sunset Bay's 2022 plan did not include temporary sites.

5. Coordination with Emergency Services:

Mr. Enfield mentioned that the applicant and Mr. Barbosa with the Mayfield Volunteer Fire Department.

6. Noise:

Mr. Enfield indicated that there was a concern about potential noise at Sunset Bay. He inquired if the Town has a noise ordinance. Mr. Enfield pointed out that the Rules and Regulations of Sunset Bay Vacation Resort have question hours from 10:00 pm—8:00 am Sunday through Thursday and from 11:00 pm—8:00 am Friday and Saturday. Subsequently, the regulations state that everybody needs to be considerate of the neighbors.

Town Board Liaison DeSiderio indicated that the Town does not have an ordinance.

Mr. Enfield pointed out that though the Town does not have any regulations, Sunset Bay's rules on noise are more stringent.

7. Water Usage:

Previously Discussed.

8. Fencing:

Mr. Enfield stated that questions arose on fencing and that it has already been discussed and during the meeting and will be discussed after more research is provided.

9. Smoke Pollution:

Mr. Enfield stated that questions arose on fencing and that it has already been discussed and during the meeting and will be discussed after more research is provided.

10. Additional boat slips:

Mr. Enfield pointed out that during the Public Hearing comments were made on additional boats in Sunset Bay. He reminded Planning Board members this was already discussed during previous meetings and the application will not include adding more boatslips to the currently allowed ones by the applicant.

11. NY-30 Entrance – Reduced Speed or New Traffic Signal:

Mr. Enfield pointed out concerns by someone during the Public Hearing.

Mr. Mitchell stated that anything on NYS-30 would be determined by NYS Department of Transportation.

12. Seal needed on the drawings:

Mr. Enfield stated that he received a comment that the drawings are not stamped. He reminded Planning Board members that once the plans are ready to be signed by the chairman, a stamp will be necessary.

Planning Board members agreed with this.

13. Sewage:

Mr. Enfield indicated that concerns of the new section will be using the current septic. Mr. Enfield reminded Planning Board members that this was discussed several times. It is the goal of the project to that the septic system offline and connect with Fulton County Sewer District #5.

14. Fulton County ARC – Lexington:

Mr. Enfield stated that in a previous meeting, concern for the Lexington House was brought up along Paradise Point Road. He stated that he met with Executive of ARC Lexington as well as house staff in January 2025. Mr. Enfield mentioned he provided an explanation of the project, provided mappings and inquired if any oxygen or other sensitive medical devices were used, given the concern of the smoke discussion. Mr. Enfield indicated that the house does not use oxygen or other device during the summer months their HVAC system is on. Mr. Enfield also inquired on if they have had any well issues in the past. He stated that ARC Lexington was going to look at both well and septic and provide information back for the Planning Board.

Mr. Mitchell indicated that he would also work with them regarding monitoring of the well.

15. Construction Dust and Noise:

Mr. Enfield pointed out that concerns of construction noise was brought up affecting property owners on Paradise Point Road and neighboring road. He indicated that the Office of Renewable Energy Siting (ORES) did approve the Foothills Solar project by Boralex on property owned by Jon Close and will be utilizing Paradise Point Road for construction to the site. Mr. Enfield mentioned that the Planning Board should not focusing on discriminating on one project before them, if a NYS approved project will be utilizing the same roadway.

Planning Board members agreed that made sense and does not make sense that one project approved by the Planning Board have more weight on a project that supercedes homerule.

Mr. Miles stated that this was the cost of doing business.

16. Staffing:

Mr. Enfield stated that comments were received on lack of staffing.

Ms. DeVoe stated that Sunset Bay will be increasing staffing. She mentioned she was not able to give a direct number at this time.

Mr. Miles inquired if security staff will be increased.

Ms. DeVoe stated that it will be given the increase of RV sites.

17. NYS Historic Preservation Office (SHPO):

Mr. Enfield indicated there were comments related to Dennie Family Plot and indicated this information was previously discussed.

18. Tourism:

Mr. Enfield stated that comments related to tourism was brought up. He indicated that he is waiting for the latest version of economic impact numbers from I LOVE NY which has a third party analyze the New York State, of which Fulton County is part of the Saratoga-Capital Region.

F. Planning Board Action:

Planning Board were in agreement that while Mr. Mitchell had more information to provide. However, they felt that while some of the points discussed may take away, they wished to limit the discussion to four (4) specific topics: Screening, Fencing, Traffic, and Camp Fire Smoke.

MOTION: To continue discussion on the project, however review during the April meeting will focus solely on Screening, Fencing, Traffic and Camp Fire.

MADE BY: John Kessler
SECONDED: Richard Miles
VOTE: Unanimous in favor

VII. OTHER BUSINESS:

A. Chairman:

Mr. Kessler stated that the Town Board is looking at a local related to fencing that the Planning Board will review at the meeting.

VIII. CLOSE OF THE MEETING:

MOTION: To close the meeting at 8:27 pm

MADE BY: Grant Rauch
SECONDED: Richard Miles
VOTE: Unanimous in favor