

TOWN OF MAYFIELD

PLANNING BOARD

WEDNESDAY, JANUARY 21, 2026
6:00 P.M.

MEETING NOTES - DRAFT

PRESENT:

- JOHN KESSLER, CHAIR
AARON HOWLAND, VICE CHAIR
X RICHARD MILES
X JERRY MOORE
X GRANT RAUCH
X BONNIE VANPATTEN, ALTERNATE
X MIKE ANGUS, ALTERNATE
- X RALPH DESIDERIO, TOWN BOARD LIASON TO THE PLANNING BOARD
X NORMAN BARBOSA, CODE ENFORCEMENT OFFICER
X AARON ENFIELD, FULTON COUNTY SENIOR PLANNER

OTHERS PRESENT: Brian Sydow

AGENDA ITEMS:

- Election of Officers
- Introduction of Mike Angus, Planning Board Alternate
- Brian Sydow – Minor Subdivision at 197 Kunkel Point Road (104.19-1-10)
- Nevels Luxe Enterprises, LLC – Site Plan for a Storage Accessory Structure at 3778 State Highway 30 (152.-5-20)

I. CALL MEETING TO ORDER:

The meeting was called to order at 6:00 pm

II. APPROVE MINUTES OF THE PREVIOUS MEETING:

MOTION: To approve the minutes of the previous meeting.

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

III. ELECTION OF OFFICERS:

A. Background:

In accordance with Section 271 of the Town Law of New York State, the Chair of the Planning Board is appointed by the Town Board. However, in the absence of this appointment, the Planning Board is authorized to designate a member to serve as the Chair and Vice Chair.

DISCUSSION: Mr. Enfield stated that he has spoken with Mr. Kessler and Mr. Howland prior to the meeting, who indicated that, should the Planning Board wish to renominate them, they would have an interest in being Chair and Vice Chair again.

MOTION: To reappoint John Kessler to serve as Chairman and Aaron Howland to serve as Vice Chairman of the Town of Mayfield Planning Board in 2026.

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

IV. INTRODUCTION OF NEW MEMBERSHIP – MIKE ANGUS, ALTERNATE

Mr. Angus indicated that he had previously worked with Charlie Ackerbauer and had worked at the firehouse, retiring seven (7) years earlier.

V. BRIAN SYDOW – MINOR SUBDIVISION AT 197 KUNKEL POINT ROAD:

Brian Sydow and Sally Lauzon live at 199 Kunkel Point Road (104.10-1-10) in the Town of Mayfield. They seek to subdivide an accessory dwelling at 197 Kunkel Point Road, totaling approximately 0.28 acres. In December 2025, the Zoning Board of Appeals granted a variance from the 1-acre minimum lot size.

A. Subdivision Regulations:

The Fulton County Planning Department has reviewed the 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 may 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 essential, contours shall also be indicated at intervals of not more than five (5) feet.
STATUS: Not Provided. Does the Planning Board wish to include topography in the plat?
DISCUSSION: Waive provision.
3. The name (s) of the owner(s) and all adjoining property owners as disclosed by the most recent municipal tax records.
STATUS: Partially Provided.
DISCUSSION: Mr. Enfield stated that this will need to be updated.
4. The tax map sheet, block, and lot number, if available.
STATUS: Provided

5. All available utilities and all existing streets.
STATUS: Partially provided. The “Gravel Roadway” labeled on the plat will need its name included on the plat.
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.
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: Mr. Sydow indicated that there is an easement for National Grid on their property.
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.
9. 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. The wells and septic systems for both locations must 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 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 informs 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

B. Adirondack Park Agency

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

C. 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 so, 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 that a Coordinated Review be conducted with the New York State Department of Environmental Conservation, the Adirondack Park Agency, the New York State Department of Health, the Town of Mayfield Zoning Board of Appeals, and the Hudson River Black River Regulating District. 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 give agencies until Tuesday, February 17, 2026, 2026, to offer comments.

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

D. Planning Board Action:

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

MOTION: To deem the application complete and to schedule a Public Hearing for February 18, 2026 on Brian Sydow's Minor Subdivision.

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

VI. NEVELS LUXE ENTERPRISES, LLC – SITE PLAN FOR A PRIVATE STORAGE STRUCTURE AT 3778 NY-30:

A. Background:

Shawn Nevels owns 3778 NY-30 (152.-5-20), approximately 3.50+/- acres. The applicant seeks to build a 14' x 40' storage structure on his property, totaling approximately 560 sq. ft. The property was formerly a motel and was converted to apartments. The applicant intends to use the structure for private purposes. The project is located within the Resources Hub per the Town's Zoning Ordinance and is classified as a Private Storage Structure, an allowed use. A Private Storage Structure is a single-story building or buildings with an aggregate floor area of less than 5000 square feet, not associated with any business, used for indoor storage of items owned by the property owner.

DISCUSSION: The Planning Board was hesitant to review this project as the applicant was not present.

Mr. Barbosa stated that due to the property being in the Resource Hub Zoning District, an accessory shed has to come before the Planning Board.

After a back and forth conversation with the Planning Board agreed to review the project and asked the applicant to show up to the next meeting.

B. Site Plan Review:

The following comments have been made in accordance with the Town's Site Plan Review of the Mayfield Zoning Ordinance:

1. The title of the drawing, including the name and address of the applicant and the person responsible for preparing said plan.
STATUS: Not Provided. Does the Planning Board wish to waive the provision?
DISCUSSION: Waive
2. Both existing and final contours shall be shown. Unless otherwise allowed by the Planning Board, the plan shall be at a scale of 1 inch equals 50 feet, with two-foot contours showing the topography of the parcel within 100 feet of the area under review.
STATUS: Not Provided. Does the Planning Board wish to waive the provision?
DISCUSSION: Waive
3. North arrow, scale, and date.
STATUS: Not Provided. Does the Planning Board wish to waive the provision?
DISCUSSION: Waive
4. The boundaries of the property are plotted to scale—current zoning classification of property, including exact zoning boundary if in more than 1 district.
STATUS: Not Provided. Does the Planning Board wish to waive the provision?
DISCUSSION: Waive
5. Existing watercourses and wetlands.
STATUS: Not provided. Does the Planning Board wish to waive the provision?
DISCUSSION: Waive
6. A grading and drainage plan, type of construction, proposed use, and exterior dimensions of all buildings.
STATUS: Provided. Does the Planning Board wish to waive the provision?
DISCUSSION: Waive

7. The location, design, type of construction, proposed use, and exterior dimensions of all buildings.
STATUS: Provided.
8. The location and widths of driveways on the site and access to existing roads and highways. Location to the nearest intersection of public roads to be provided. Location, design, and type of construction of all parking and/or truck loading areas, including access and egress.
STATUS: N/A
9. The location and dimensions for pedestrian access.
STATUS: N/A
10. The location for outdoor storage, if any.
STATUS: Provided.
11. The location, design, and construction materials of all existing or proposed site improvements, including buildings, drains, culverts, retaining walls, and fences.
STATUS: N/A
12. The location and size of water and sewer lines and appurtenances. Any means of water supply or sewage disposal should be described, including location, design, and construction materials, and shall comply with all requirements of the New York State Department of Health and New York State Department of Environmental Conservation.
STATUS: Not applicable for this project.
13. The location of fire and other emergency zones, including the location of fire hydrants.
STATUS: N/A
14. The location, design, and construction materials of all energy distribution facilities, including electrical, gas, and alternative energy.
STATUS: N/A
15. The location, size, design, and type of construction of all proposed signs.
STATUS: N/A
16. The location and proposed development of all buffer areas, including existing vegetative cover.
STATUS: N/A
17. The location and design of outdoor lighting facilities.
STATUS: N/A
18. The location and amount of building area proposed for retail sales or similar commercial activity.
STATUS: N/A
19. The general landscaping plan and planting schedule.
STATUS: Not Provided. Does the Planning Board wish to waive the provision?
DISCUSSION: Waive
20. An estimated project construction schedule.
STATUS: Two (2) days.
21. State Environmental Quality Review information and completed forms as may be required.

STATUS: Provided.

22. The location, width, and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use within the adjoining property.

STATUS:?

DISCUSSION: Mr. Barbosa stated he would speak with the applicant.

23. A description of all existing deed restrictions or covenants applying to the property.

STATUS: N/A

24. A location map, to be prominently provided on the first sheet of plans.

STATUS: Provided.

25. A signature line, to be provided for the Chairman of the Planning Board.

STATUS:?

26. Any other elements integral to the proposed development as deemed necessary by the Planning Board, including identification of any state or county permits required for the project's execution and the existence of any covenants governing the land.

A. NYSDEC Freshwater Wetland Jurisdictional Determination Form.

C. General Municipal Law 239-m:

In accordance with NYS General Municipal Law Section 239-m, the Planning Board shall refer projects to the Fulton County Planning Board to assess any regional impacts that are within 500' of a municipal boundary, county or state existing or proposed road, a county or state existing or proposed park or recreation area, a county or a state-owned property (existing or proposed, on which a public building or institution is located), or a farm operation located within an agricultural district. Project referrals include Site Plan, Special Use Permit, Zoning Amendments, Comprehensive Plans, or other authorizations, which the Board may issue under zoning provisions.

Does the Planning Board feel as though this project is ready to go to the Fulton County Planning Board?

MOTION: To forward the project to the Fulton County Planning Board for their February 2026 meeting.

MADE BY: Jerry Moore

SECONDED: Grant Rauch

VOTE: Unanimous

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 so, prepare or request an environmental impact statement. Under these terms, the review of an 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), along with a copy of any received application, to all Involved Agencies. It must also 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.
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 a Type II Action 617.5(c)(9) “construction or expansion of a primary or accessory/appurtenant, non-residential structure or facility involving less than 4,000 sq. ft. of gross floor gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls, but not radio communication or microwave transmission facilities”

MOTION: To classify the project as a Type II Action under the State Environmental Quality Review Act 617.5(c)(9), which, as a result, requires no further review.

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

E. Planning Board Action:

Does the Planning Board feel there is sufficient information in the application to deem it complete and schedule a Public Hearing?

MOTION: To deem the application complete and too schedule a Public Hearing for Wednesday, February 18, 2026.

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

VII. OTHER BUSINESS:

A. Town Board Liaison:

Mr. DeSiderio stated that there is issues with the School Street Bridge, and the Town is putting money aside to look into it.

B. Code Enforcement Officer:

Mr. Barbosa stated that he is review the Zoning Code for some possible updates.

Mr. Enfield suggested reviewing storage facilities, as they may want to get be amended, specifically in places that now have municipal sewer.

C. Fulton County Planning Department:

Mr. Enfield indicated that the Saratoga County Planning Conference and Fulton-Montgomery Zoning and Planning Seminary are coming up over the next few weeks.

Mr. Enfield stated that the Town might want to look at updating the Comprehensive Plan. Subsequently, he indicated that the Town might want to partner with the Village.

POST MEETING MEETING NOTES: Supervisor Lehr stated that both the Town and Village of Mayfield passed a resolution to do a joint update on both their Comprehensive Plan and Zoning Ordinance. Mr. Enfield has been looking to the DEC ADK Park Smart Growth Grant as an option for funding.

VIII. CLOSE OF THE MEETING:

MOTION: To close the meeting at 7:05 pm

MADE BY: Jerry Moore

SECONDED: Rich Miles

VOTE: Unanimous

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