

**Minutes for the Ticonderoga Planning and Zoning Board meeting held on  
October 7, 2021 commencing at 7:00 p.m.**

**Present:** Chairman Dr. D.W. McTyier, Walt Lender, Don Meserve, Mike Powers, Ben Leerkes, Alternate Erik Leerkes, Zoning Admin. Dave Burrows, Clerk Tonya M. Thompson, Matt Fuller, Esq.

**Others:** Amy Schryer, Al Defuria, Mike Bolger, Barbara Mossel-Claunch, Jon Claunch, Alyssa Defuria, Rick White, Don Ecert, Mark Wright, Tom Law, Rachel Cehowski, Brian Little, Tim Ryan

Chairman McTyier opened the meeting with the Reciting of the Pledge of Allegiance

Chairman McTyier invited Alternate Board member Erik Leerkes to sit on the board as Board member Mike Powers recused himself for the first application.

**Zoning Application (Use Variance)**

Chairman McTyier explained the first application on the agenda from St. Joe's regarding a Use Variance for the Hudson Headwaters Health Network building. The Board has received a letter from St. Joe's requesting a postponement of the application until the November meeting. The board feels they will honor this request.

**Resolution #1PZB-2021** brought by Ben Leerkes, seconded by Don Meserve to table the St. Joe's Use Variance Application until the November 4, 2021 Planning and Zoning Board meeting being held at 7:00 p.m. **5 – Ayes, 0 – Nays. Carried.**

**Site Plan Review Applications**

(Mike Powers re-entered the meeting and Erik Leerkes stepped down for the night)

**Cehowski, Little & Co. – Cottage Road (150.82-2-10.000) New Construction**

- APA – Non-Jurisdictional Letter Received
- Lake George Park Commission Permit Received
- 2 story – single family residence
- Type II action
- Colonial style – front and back doors

**Resolution #2PZB-2021** brought by Ben Leerkes, seconded by Walt Lender deeming no Public Hearing was necessary on this project application from Cehowski, Little & Co. – Cottage Road (150.82-2-10.000) New Construction. **5 – Ayes, 0 – Nays. Carried.**

**Resolution #3PZB-2021** brought by Mike Powers, seconded by Don Meserve to declare this application of Cehowski, Little & Co. – Cottage Road (150.82-2-10.000) New Construction a Type II Action. **5 – Ayes, 0 – Nays. Carried.**

Alyssa Defuria inquired about a right-of-way shared on this property with other residents on the road.

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Rachel Cehowski explained that the house is not in that Right-of-Way.

**Resolution #4PZB-2021** brought by Don Meserve, seconded Mike Powers to declare a complete application for Cehowski, Little & Co. – Cottage Road (150.82-2-10.000) New Construction. **5 – Ayes, 0 – Nays. Carried.**

**Resolution #5PZB-2021** brought by Mike Powers, seconded by Ben Leerkes to approve the complete application declaring no significant impact for Cehowski, Little & Co. – Cottage Road (150.82-2-10.000) New Construction. **5 – Ayes, 0 – Nays. Carried.**

McQuay – 212 Black Point Road (150.83-1-8.000) New Construction

- 2 Story Dwelling
- 2 Bedrooms on 2<sup>nd</sup> floor
- 59’x40’ w/out the deck attached
- Entire 1<sup>st</sup> floor is garage/storage area but includes a bathroom
- APA non-jurisdictional letter received
- Lake George Park Commission permit received

**Resolution #6PZB-2021** brought by Ben Leerkes, seconded by Don Meserve deeming this project application for McQuay – 212 Black Point Road (150.83-1-8.000) New Construction does not need a Public Hearing. **5 – Ayes, 0 – Nays. Carried.**

**Resolution #7PZB-2021** brought by Walt Lender, seconded by Ben Leerkes to declare a complete application for McQuay - 212 Black Point Road (150.83-1-8.000) New Construction does not need a Public Hearing. **5 – Ayes, 0 – Nays. Carried.**

**Resolution #8PZB-2021** brought by Mike Powers, seconded by Ben Leerkes to approve the complete application for McQuay – 212 Black Point Road (150.83-1-8.000) New Construction does not need a Public Hearing declaring it a Type II Action. **5 – Ayes, 0 – Nays. Carried.**

**Resolution #9PZB-2021** brought by Mike Powers, seconded by Doug McTyier to approve the minutes from the August 6, 2021 meeting. **5 – Ayes, 0 – Nays. Carried.**

Other Business

Discussion on new procedures for the Planning and Zoning Board Application process.

**Resolution #10PZB-2021** brought by Mike Powers, seconded by Don Meserve to set the following procedure for the Ticonderoga Planning and Zoning Board:

**ONE (1) ORIGINAL SIGNED SET OF APPLICATION MATERIALS AND SUPPORTING DOCUMENTATION.**

**SEVEN (7) COPIES OF THE APPLICATION MATERIALS AND ALL SUPPORTING DOCUMENTATION.**

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**NOTE THAT ALL MAPS AND DRAWINGS MAY BE SUBMITTED ON 11X17 PAPER PROVIDED THAT ONE FULL SIZE SET OF PLANS IS SUBMITTED WITH THE ORIGINAL SET.**

**ONE (1) ELECTRONIC COPY VIA PDF EITHER ON A FLASH DRIVE OR EMAILED TO [buildinginspector@townofticonderoga.org](mailto:buildinginspector@townofticonderoga.org) IF YOU CANNOT SUBMIT ELECTRONICALLY CONTACT THE CODE ENFORCEMENT OFFICE BEFORE SUBMITTING YOUR APPLICATION.**

**ALL APPLICATION MATERIALS ARE DUE NO LATER THAN TWELVE NOON ON THE FIRST BUSINESS DAY OF THE MONTH PRIOR TO THE MEETING, I.E., APPLICATION MATERIALS FOR A DECEMBER MEETING ARE DUE NO LATER THAN THE FIRST BUSINESS DAY OF NOVEMBER, ETC.**

**IF YOUR APPLICATION IS TABLED FOR ANY REASON, PLEASE NOTE THAT ALL MATERIALS REQUESTED MUST BE SUBMITTED BY THE 15<sup>TH</sup> OF THE MONTH AT TWELVE NOON. IF THE 15<sup>TH</sup> FALLS ON A SATURDAY OR SUNDAY, THE DEADLINE IS THE NEXT FOLLOWING BUSINESS DAY AT TWELVE NOON.**

**5 – Ayes, 0 – Nays. Carried.**

The board would like to amend the Town's Zoning law for procedures involving the new Ticonderoga Planning as follows:

**Resolution #11PZB-2021** brought by Mike Powers, seconded by Walt Lender to request amending the Town's Zoning Law to remove the need to send Zoning letters out by Certified, Return Receipt and to add the requirement of posting a sign on the affected property of a Zoning Variance review. **5 – Ayes, 0 – Nays. Carried.**

**Resolution #12PZB-2021** brought by Ben Leerkes, seconded by Mike Powers to recommend the Town Board have the Comprehensive Master Plan Updated. **3 – Ayes, Don Meserve – Nay, Walt Lender – Nay. Carried.**

Much discussion was held on the existing sign law and the non-existent Camper use law. The board will review on its own time and bring back recommendations to the November meeting.

**Resolution #13PZB-2021** brought by Walt Lender, seconded by Ben Leerkes to adjourn at 8:21 p.m. **5 – Ayes, 0 – Nays. Carried.**

Respectfully submitted, Tonya M. Thompson, Town Clerk