

# Town of LeRay

## Planning Board Work Session Minutes

February 5, 2026

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### CALL TO ORDER

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On February 5, 2026, the Town of LeRay Planning Board held their regular monthly Work Session meeting in the Conference Room of the Town of LeRay Municipal Building. The meeting was called to order at 6:00 PM by Chairperson Biondolillo.

### ROLL CALL

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Member Oatman:             Present  Absent  
Member Collette:         Present  Absent  
Member Meeks:            Present  Absent  
Member Moran:            Present  Absent  
Member Jeffers:          Present  Absent  
Member Russell:          Present  Absent  
Chairperson Biondolillo:  Present  Absent

Additionally, Lee Shimel (Zoning Enforcement Officer), Morgan Melançon (Secretary to Planning & Zoning), Leland Carpenter (Town Supervisor), Michael Altieri (Town Engineer), Skye Horton (Valvoline Representative), and Chris Todd (Sunni’s Salon Representative) were in attendance.

### ACCEPTANCE OF WORK SESSION MINUTES

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The minutes from the January 8, 2026 work session meeting were reviewed by the Board. A motion was made by Member Moran and seconded by Member Collette to accept the minutes as drafted. The vote went as follows:

Member Oatman:             Yes  No  Abstain  Recuse  Absent  
Member Collette:         Yes  No  Abstain  Recuse  Absent  
Member Meeks:            Yes  No  Abstain  Recuse  Absent  
Member Moran:            Yes  No  Abstain  Recuse  Absent  
Member Jeffers:          Yes  No  Abstain  Recuse  Absent  
Member Russell:          Yes  No  Abstain  Recuse  Absent  
Chairperson Biondolillo:  Yes  No  Abstain  Recuse  Absent

The motion passed.

### WORK SESSION

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1. **Minor Subdivision Re-Approval for Nickles Hauling, located at 26080 Eagle Ridge Road, tax parcel #64.20-1-22.21.**

The 4-Lot Minor Subdivision had been approved by the Planning Board on November 6, 2025, however the Plat had not been filed with the County within the designated timeframe and thus expired.

Section 135-9 (2) of the Town Code stated that *“any subdivision plat not so filed or recorded within 62 days of the date upon which such plat is approved or considered approved shall become null and void.”* As the Code does not specify a procedure for re-review in such circumstances, Chairperson Biondolillo stated that she contacted the New York State Department of State for guidance. She was informed that the situation was a technical formality and the Board would be able to reapprove the subdivision without re-starting the full review process.

**2. Site Plan Modification for Sunni’s Salon, located at 26298 US Route 11, tax parcel #65.17-1-7.**

The proposed modification was to install a metal storage container behind the salon to store small equipment and other tools. The Board noted that the Plat listed the property as being located in “St. Lawrence County” instead of “Jefferson County” and would need to be corrected.

As storage containers were typically a temporary use, Chairperson Biondolillo suggested adding a stipulation to the Zoning Permit that the storage container be removed in the event the business was discontinued to clarify that the container is permitted in conjunction with the approved business use and is not intended to remain indefinitely. Mr. Shimel noted that if they were to put four (4) sides around it and a roof, it could be considered an accessory structure. Chairperson Biondolillo stated that it was up to the Board’s discretion whether they wanted to include conditions on the approval.

**3. Site Plan Application for the Valvoline Oil, located at 26470 Herrick Drive, tax parcel #64.20-1-38.1.**

Chairperson Biondolillo reviewed the outstanding items associated with the project, which included execution of the Sidewalk Easement, Maintenance Agreement, and the Cross Access Agreement, which had not yet been finalized.

The New York State Department of Environmental Conservation (NYS DEC) had provided comments on the application, many of which were determined to be not applicable. The Board reviewed the NYS DEC comments and discussed the following items:

- Valvoline had already applied for a Freshwater Wetlands permit from NYS DEC. Mrs. Horton was granted permission to address the Board and stated that the DEC correspondence was the first notice she had received indicating that the permit application had already been submitted. She indicated that a note would be added to the final Site Plans stating that all required permits must be obtained prior to the commencement of construction.
- The project was identified as being located within a Potential Environmental Justice Area (EJA), which would need to be considered as a part of the environmental review. Chairperson Biondolillo explained that EJAs were areas identified as having a high percentage of minority or low-income populations. The Board discussed the need to evaluate whether the proposed project could result in any disproportionate environmental impacts, including but not limited to noise, air emissions, lighting, or other potential pollution burdens.
- Given that the disturbance was less than one (1) acre, a SPDES General Permit would not be required.
- A sufficient capacity certification letter for water service would be required from both the Development Authority of the North Country (DANC) and the City of Watertown prior to

NYSDEC approval. Chairperson Biondolillo noted that this documentation would be required prior to granting final approval and could be included as a condition of approval, if deemed appropriate by the Board.

The project's engineering firm, APD Engineering, submitted a letter responding to comments received from the Town, Jefferson County, and NYS DEC.

The Board reviewed comments from the County, noting that a façade elevation of the proposed building had been provided and that signage details were still pending.

Member Moran asked what the procedural implications would be if the Board elected to table the application. Secretary Melançon explained the administrative process and review timeline associated with tabling an application. The Board discussed that outstanding approvals or documentation were typically addressed through conditions of approval rather than tabling an application, unless the application was incomplete or lacked information necessary for the Board's review.

**4. Zone Change Request from Adam KoKinda for properties located along US Route 11, tax parcel's 55.00-1-20.5, 55.00-1-20.6, and 55.00-1-20.7.**

The Board discussed an ongoing zone change request for properties located along US Route 11 within a Mixed-Use (MU) District. Chairperson Biondolillo reported that the property had been listed for sale.

Mr. KoKinda provided a conceptual development layout depicting a data center and warehouse/distribution facility. As warehousing is not a permitted use within the MU District, a Use Variance would be required. Additionally, the Town Code did not define or provide regulatory framework for data center facilities.

The Board discussed the potential infrastructure demands associated with the concept, including significant electrical capacity, utility extensions, and potential agency involvement. It was noted that development of the proposed scale would require coordination with multiple outside agencies, including NYS DOT, NYS DEC, NYS Department of Health (NYS DOH), National Grid, and DANC.

The possibility of rezoning the property to the Mixed Economic Development (MED) District was discussed; however, concerns were raised regarding the potential for spot zoning. Supervisor Carpenter indicated that the Town Board had previously expressed reluctance to pursue such a zoning change.

The Board agreed that additional detailed information regarding infrastructure capacity and a more defined proposal would be required before further consideration could occur. The Board directed that correspondence be sent to the applicant outlining these considerations and requesting additional detailed information prior to further review.

## **REPORT FROM ZONING ENFORCEMENT OFFICER**

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**Chicken Litter Near Streams:** In response to a prior inquiry regarding chicken litter near streams, Mr. Shimel had contacted NYS DEC. He reported that DEC jurisdiction would apply only if material entered a waterway. Until contamination reached the water, the matter would not fall under DEC enforcement.

**Permitted Uses:** Mr. Shimel received a call from a real estate broker inquiring about development potential for property south of Annabel Drive toward Stewart’s. He provided the broker with the relevant section of the Town Code outlining permitted uses within the Commercial Corridor (CC) District. Potential uses discussed included a hardware store and sit-down restaurant.

**Complaint:** A complaint was received regarding a neighboring property owner burning wood as a heating source. Mr. Shimel contacted Code Enforcement Officer Tom Boxburger and was advised that enforcement would apply only if the situation constituted a public nuisance.

**LeRoy Burnham:** Mr. Shimel reported that a building permit had not yet been issued by Jefferson County Code Enforcement.

**Tractor Supply:** Two wall signs had been installed, and a monument sign had been erected but was not yet operational. Supervisor Carpenter reported that he and Mr. Altieri met regarding outstanding items associated with Mr. Lundy’s property. Mr. Altieri prepared a response, and water meter readings were provided to assist with fire suppression system calculations. Chairperson Biondolillo noted that no parking lot lighting was approved for the site; Mr. Shimel clarified that exterior lighting was limited to building-mounted fixtures.

## **ADJOURNMENT**

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A motion to adjourn the work session was made by Member Moran and seconded by Member Jefferds. The vote went as follows:

Member Oatman:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent
Member Collette:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Meeks:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Moran:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Jefferds:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Russell:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Chairperson Biondolillo:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent

The motion passed and the meeting adjourned at 6:23 PM.

Respectfully submitted,  
*Morgan R. Melançon*  
Morgan R. Melançon  
Secretary to Planning and Zoning