

CALL TO ORDER

On October 2, 2025, the Town of LeRay Planning Board held their regular monthly meeting in the Conference Room of the Town of LeRay Municipal Building. The meeting was called to order at 6:30 PM by Chairperson Biondolillo, who led the room in the Pledge of Allegiance.

ROLL CALL

Member Oatman: Present Absent
Member Collette: Present Absent
Member Meeks: Present Absent
Member Moran: Present Absent
Member Jefferds: Present Absent
Chairperson Biondolillo: Present Absent

Additionally, Lee Shimel – Zoning Enforcement Officer, Morgan Melançon – Secretary to Zoning and Planning, Nathan Toutant – Clerk to the Supervisor, Leland Carpenter – Town Supervisor, John Marcotte via phone, Michelle Nickles, Troy Nickles, Mike Lundy and Lori Doldo Ring.

ACCEPTANCE OF MINUTES

The minutes, from the September 4, 2025 regularly scheduled meeting, were reviewed by the Board. A typo was noted on the last page of the minutes. A motion was made by Member Oatman and seconded by Member Moran to accept the minutes as amended. 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 Jefferds: Yes No Abstain Recuse Absent
Chairperson Biondolillo: Yes No Abstain Recuse Absent

The motion passed.

CORRESPONDENCE AND COMMUNICATION

Chairperson Biondolillo asked if there was anyone who was not on the agenda that wished to address the Board. There was no response.

The Board received correspondence from the Jefferson County Economic Development (JCED), dated September 19, 2025, regarding coordination of renewable energy incentive proposals and host community agreements. The letter requested that the JCED be recognized as the lead agency in such matters to ensure a consistent and coordinated countywide approach.

Chairperson Biondolillo stated that she would speak with the Town Attorney at the upcoming Town Board meeting regarding the matter.

PROJECT REVIEW

1. Public Hearing @ 6:30 PM for a Site Plan Application for Candlewood Suites. The proposal is for ChargeSmart EV to install six dual port electric vehicle charging stations, located at 26513 Herrick Drive, tax parcel #64.20-1-41.

Chairperson Biondolillo asked the Board to review the Preliminary Site Plan for Candlewood Suites. John Marcotte, representing ChargeSmart EV, was in attendance via teleconference as the authorized representative and provided a brief presentation. The proposal included the installation of six (6) dual-port, level 2, EV charging stations for overnight charging. The work was to be contracted to Citygate Electric, and they were looking to install the stations within the year.

Chairperson Biondolillo opened the Public Hearing at 6:35 PM and Secretary Melançon read the Public Hearing Notice as published in the Watertown Daily Times on September 24, 2025.

Pursuant to General Municipal Law §239-m, The Jefferson County Planning Board reviewed the proposed Site Plan application for Candlewood Suites at their September 30, 2025 meeting. The County determined that the project was of local concern only and provided no comments.

Chairperson Biondolillo opened the floor for public comments. Hearing none, a motion was made by Member Moran and seconded by Member Meeks to close the Public Hearing at 6:344 PM. The vote went as follows:

Member Oatman:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input 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 type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" 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. Chairperson Biondolillo asked the Board if they had any further comments or questions. Hearing none, the Board determined that the Preliminary Site Plan met all requirements with no additional changes. A motion was made by Member Collette and seconded by Member Moran to approve the Preliminary Site Plan. The vote went as follows:

Member Oatman:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input 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 type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" 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. A motion was made by Member Meeks and seconded by Member Moran to review the Final Site Plan. 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 Jefferds: Yes No Abstain Recuse Absent
 Chairperson Biondolillo: Yes No Abstain Recuse Absent

The motion passed. Since there were no changes needed on the Final Site Plans, a motion was made by Member Collette and seconded by Member Moran to grant Final Site Plan Approval with the condition that the existing trees be monitored for a period of one (1) year following completion of the project to ensure no damage occurred to their root systems as a result of the installation, and that any damage to the trees shall be addressed by the developer to the satisfaction of the Town. 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 Jefferds: Yes No Abstain Recuse Absent
 Chairperson Biondolillo: Yes No Abstain Recuse Absent

The motion passed. Chairperson Biondolillo informed Mr. Marcotte that he would receive a letter in the mail outlining the Board’s decision.

2. Continuation of Public Hearing @ 6:30 PM for a Site Plan Application for Calcium Fire Department – the proposal is to construct a 13,650 SF Fire Department building and associated site improvements including asphalt perimeter access drive and parking areas, concrete walks, grading, site lighting and landscaping, located at 24882 Stalder Road, tax parcel #74.12-1-19.

The Public Hearing remained open from the November 7, 2024 Planning Board meeting to allow for the completion of the environmental review. No action was taken. The agreement between the Town Board and the hydrogeologist had been signed.

No members of the public were present to offer comments. The Board would keep the Public Hearing open, to be continued at the next regularly scheduled meeting on November 6, 2025 at 6:30 PM. Written comments would still be accepted and could be submitted to the Planning Office in the interim.

3. Preliminary Review of a 4 Lot Minor Subdivision Application for Nickles Hauling, LLC. The proposal is to subdivide an existing 16.37-acre parcel into 4 lots: Lot 1 = 1.18 acres, Lot 2 = 0.44 acres, Lot 3 = 0.91 acres, and the remaining Lot 4 = 13.85 acres, located at 26080 Eagle Ridge Rd, tax parcel #64.20-1-22.21.

Chairperson Biondolillo asked the Board to review the Preliminary Plat for Nickles Hauling, LLC. Michelle Nickles was in attendance as the authorized representative and provided a brief presentation. Mrs. Nickles informed the Board that they would not be proceeding with the Townhouse

project. The proposed lots from the subdivision would be for single family homes. The same infrastructure that was proposed to be used for the townhouses would be utilized for the new lots.

Chairperson Biondolillo informed Mrs. Nickles that she had spoken with the Town’s Highway Superintendent, who wanted to ensure the driveway for Lot 4 was not positioned directly across from Red Tail Lane or in close proximity to the existing light pole.

The Board determined that the Preliminary Plat met all the requirements for review. A motion was made by Member Collette and seconded by Member Meeks to act as Lead Agency to conduct the environmental review for the Unlisted Action. 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 Jefferds: Yes No Abstain Recuse Absent
- Chairperson Biondolillo: Yes No Abstain Recuse Absent

The motion passed. The Board reviewed Part 2 of the SEAF and determined that the proposed action would not result in any significant adverse environmental impacts. Part 3 of the SEAF was completed to support this determination. A motion was made by Member Oatman and seconded by Member Moran to issue a Negative Declaration. 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 Young: Yes No Abstain Recuse Absent
- Member Jefferds: Yes No Abstain Recuse Absent
- Chairperson Biondolillo: Yes No Abstain Recuse Absent

The motion passed. A motion was made by Member Collette and seconded by Member Moran to deem the Preliminary Plat as complete. 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 Jefferds: Yes No Abstain Recuse Absent
- Chairperson Biondolillo: Yes No Abstain Recuse Absent

The motion passed. A motion was made by Member Meeks and seconded by Member Oatman to set a Public Hearing for the November 6, 2025, regularly scheduled meeting at 6:30 PM. 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 Jefferds: Yes No Abstain Recuse Absent
Chairperson Biondolillo: Yes No Abstain Recuse Absent

The motion passed. Chairperson Biondolillo informed Mrs. Nickles that she would receive a letter in the mail outlining the Public Hearing information.

4. **LeRay Commons Phase II** – Road and Conceptual Master Plan Presentation from Michael Lundy.

Mr. Lundy discussed the recently discovered 12-inch gas main, noting it was likely located within the DOT right-of-way. He explained that he could not achieve the grade of the driveway needed without disturbing the gas main. The revised design relocates the proposed right-in/right-out access drive to cross directly over the 12-inch gas main, reducing the curvature of the driveway and addressing the prior grading concerns. In the event that DOT again denied the right-in-right-out access drive, Mr. Lundy confirmed that the access drive could be left as a dead-end, functioning as a shared driveway between Proposed Lots 3 and 4.

The Town Engineer, Mr. Altieri, had requested that the waterline be looped to connect with the Candlewood Suites system along Herrick Drive. Accordingly, a slight revision was made to the water utility layout to incorporate the change. Herrick Drive was planned to be extended during Phase 2 to connect with Tractor Supply’s main drive.

Proposed Lot 2 was planned for development as an express, drive-through-only coffee shop. A portion of the lot was currently owned by Washington Street Manor, LLC and would require a Lot Line Adjustment prior to development. As designed, the lot would not meet the minimum acreage requirements under the Town’s zoning laws. Mr. Lundy stated that two options were available to address this: (1) apply for an Area Variance, or (2) combine Proposed Lot 2 with his remaining lands located across the yet-to-be-developed internal road.

Mr. Lundy indicated his preference to pursue the Area Variance, noting that the coffee company he had been in contact with typically developed on half-acre sites. He also shared that a bank had expressed interest in a similar small-scale development at this location.

Proposed Lot 3 was planned for development as a convenience store.

Proposed Lot 4 was planned for development as a fast-food restaurant. Mr. Lundy noted his intent to participate in the Ducks Unlimited program for the wetland areas. Mr. Lasell was preparing a wetland restoration plan for that portion of the site.

Proposed Lot 5 was intended for a mixed-use building, with commercial business on the ground floor and apartments on the upper floor. Mr. Lundy stated that, when viewed as part of the overall project, incorporating apartments within the mixed-use plaza would create amenities for residents and provide a balanced use of the site. The proposal envisioned two buildings to be constructed in phases, with approximately 30 to 40 apartments per building. Chairperson Biondolillo emphasized the importance of green space within the residential component of the project, and pedestrian connectivity between the residential and commercial areas of the development was noted.

Proposed Lot 6 had been left blank on the Conceptual Master Plan to allow flexibility for future development. Mr. Lundy said the parcel could accommodate a large-scale commercial building, depending on market interest. If such a development did not materialize, the parcel could instead be subdivided into four (4) smaller lots. The infrastructure had been designed to support either scenario. Should the parcel be subdivided, the internal roadway could be extended to Candlewood Suites; however, if a large commercial use proceeded on Lot 6, the road connection would not be feasible.

Chairperson Biondolillo discussed the proposed signage for Tractor Supply, informing Mr. Lundy that she would provide an update once additional information regarding sign placement was received.

ADJOURNMENT

A motion was made by Member Collette and seconded by Member Meeks to adjourn the meeting. 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 Jefferds: Yes No Abstain Recuse Absent
- Chairperson Biondolillo: Yes No Abstain Recuse Absent

The motion passed and the meeting adjourned at 7:08 PM.

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