

CALL TO ORDER

On September 3, 2026, 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 Collette:	☒ Present ☐ Absent
Member Meeks:	☒ Present ☐ Absent
Member Moran:	☒ Present ☐ Absent
Member Jefferds:	☒ Present ☐ Absent
Member Russell:	☒ Present ☐ Absent
Chairperson Biondolillo:	☒ Present ☐ Absent

Additionally, Lee Shimel (Zoning Enforcement Officer), Leland Carpenter (Town Supervisor), Morgan Melançon (Secretary to Planning & Zoning), Stephen Gracey, Paul Bragger, and David Geurtsen were in attendance.

ACCEPTANCE OF MEETING MINUTES

The minutes from the August 6, 2026 regularly scheduled meeting was reviewed by the Board. A motion was made by Member Jefferds and seconded by Member Meeks to accept the minutes as drafted. The vote went as follows:

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
Member Russell:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed.

PROJECT REVIEW

- 1. Public Hearing @ 6:30 PM for a Minor 2 Lot Subdivision Application for Dana Waterman. The proposal is to subdivide an existing 6.10-acre parcel into Parcel A, consisting of 2.105 acres, and the remaining 3.995-acre portion to be assembled with adjoining Tax Parcel No. 75.05-1-10.2, creating a 5.039-acre parcel, located at 27000 NYS Route 342, tax parcel #75.05-1-10.1.**

Chairperson Biondolillo asked the Board to review the Preliminary Plat for Dana Waterman. Paul Bragger was in attendance as the project's authorized representative and provided a brief

presentation. Mr. Bragger explained that the proposal was to separate the existing home onto its own lot for conveyance, while the remaining lands would be assembled by deed with tax parcel 75.05-1-10.2 through Jefferson County once approval was granted.

Chairperson Biondolillo opened the Public Hearing at 6:33 PM and Secretary Melançon read the Public Hearing Notice as published in the Watertown Daily Times on August 20, 2026. Chairperson Biondolillo opened the floor for public comments. Hearing none, a motion was made by Member Moran and seconded by Member Jefferds to close the Public Hearing at 6:33 PM. The vote went as follows:

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
Member Russell:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ 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 Plat met all requirements for review with no additional changes. A motion was made by Member Collette and seconded by Member Jefferds to approve the Preliminary Plat. The vote went as follows:

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
Member Russell:	☒ 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 Collette to review the Final Plat. The vote went as follows:

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
Member Russell:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. Since there were no changes needed on the Final Plat, a motion was made by Member Russell and seconded by Member Meeks to grant Final Subdivision Approval. The vote went as follows:

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

Member Russell: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

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

2. Public Hearing @ 6:30 PM for a Minor 2 Lot Subdivision Application for I-Site Realty, LLC. The proposal is to subdivide an existing 3.56-acre lot into 2 parcels, with Lot 1 being 1.53 acres and Lot 2 being 2.04 acres, located at 26179/221 US Route 11, tax parcel #65.17-1-2.1.

Chairperson Biondolillo asked the Board to review the Preliminary Plat for I-Site Realty. Attorney David Geurtsen was in attendance as the project's authorized representative and provided a brief presentation. Mr. Geurtsen explained that the proposal would create two lots, both of which have existing access to U.S. Route 11. The Board discussed the existing access arrangements between the subject parcel and adjoining commercial properties.

Mr. Geurtsen stated that the applicant was willing to provide cross-access between the two proposed lots if they were under separate ownership. The Board's primary concern was to ensure that, after subdivision, the proposed lots would have appropriate permanent access and that any shared access areas would be properly maintained.

The Board discussed whether cross-access easements could be required for adjoining lots within the plaza area. Mr. Geurtsen stated that the applicant could not force adjoining property owners to grant easements. The Board expressed concern regarding enforcement and long-term maintenance of the shared access areas.

Mr. Geurtsen said vehicles would likely continue to use the existing cross-access areas regardless of the ownership lines, and that the primary issue was ensuring that the access areas are maintained in a safe condition. He explained that a maintenance agreement could address responsibility for maintaining each side of the shared access area and keeping it in safe repair for travel.

The Board agreed that cross access should be addressed as part of the subdivision review, but that the final easement and maintenance agreement language would need to be resolved by the attorneys.

Chairperson Biondolillo opened the Public Hearing at 6:52 PM and Secretary Melançon read the Public Hearing Notice as published in the Watertown Daily Times on August 20, 2026. Chairperson Biondolillo opened the floor for public comments. Hearing none, a motion was made by Member Moran and seconded by Member Jefferds to close the Public Hearing at 6:53 PM. The vote went as follows:

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
Member Russell: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ 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 Plat met all requirements for

review with no additional changes. A motion was made by Member Collette and seconded by Member Meeks to approve the Preliminary Plat. The vote went as follows:

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
Member Russell:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. A motion was made by Member Moran and seconded by Member Jefferds to review the Final Plat. The vote went as follows:

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
Member Russell:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. A motion was made by Member Moran and seconded by Member Meeks to grant Final Subdivision Approval for the I-Site Realty, LLC Minor Subdivision, subject to the condition that the applicant provide the necessary cross-access easement/right-of-way and maintenance agreement documents for review and subject to the condition that the applicant provide the necessary cross-access easement/right-of-way and maintenance agreement documents for review and acceptance by the Town Attorney, following coordination with the applicant's attorney, prior to the Planning Board Chairperson signing the Final Plat.

The easement and maintenance documents shall address access and maintenance between proposed Lot 1 and proposed Lot 2. Any additional access arrangements determined necessary regarding proposed Lot 2 and the adjoining 7-Eleven property would be reviewed when necessary. The Final Plat shall not be signed until the required documents have been reviewed and executed. The vote went as follows:

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
Member Russell:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. A motion was made by Member Russell and seconded by Member Jefferds to authorize Chairperson Biondolillo to sign the Final Plat once the conditions of approval have been satisfied. The vote went as follows:

Member Collette:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
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Member Meeks: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Russell: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

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

3. Continuation of Public Hearing @ 6:30 PM for a Site Plan Application for the 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 for the application was opened on November 7, 2024 and has remained open to allow for completion of the environmental review process. Chairperson Biondolillo opened the floor for public comments; there were none. In the interim, the Public Hearing would remain open and public comments would continue to be accepted.

4. Discussion for Planned Development District Moratorium.

The Board continued discussion regarding the Planned Development (PD) District moratorium and the review of the Town's existing PD District regulations, which had last been substantially updated in 2014.

Chairperson Biondolillo said she had reviewed the Town's current PD District regulations and had also reviewed PD District language from the Town of Clay for comparison. She stated that the Town of Clay's language appeared to be easier to follow and may be useful as the Board considers possible revisions.

PD Districts were intended to provide flexibility for larger or more complex developments that may not fit neatly within the Town's existing zoning districts. The Board discussed whether the current regulations clearly identify the purpose of the district, the types of uses that should be allowed, and the appropriate level of review for those uses.

Chairperson Biondolillo stated that she would like the Board to review the permitted uses in the PD District and consider whether certain uses should require additional review through the special use permit process due to their potential impact, including traffic, water use, density, site layout, or compatibility with surrounding areas.

The Board also discussed whether the Zoning Code should include a clearer definition for fire departments, ambulance services, and similar emergency service facilities. Chairperson Biondolillo noted that another municipality's code used the term "Emergency Vehicle Station," and the Board discussed whether similar terminology should be added to the Town's Zoning Code.

The Board agreed to continue reviewing the PD District regulations, including the purpose and intent language, permitted uses, dimensional requirements, ownership and common property provisions,

and related zoning definitions. Secretary Melançon would provide the Board with the Town of Clay’s introductory PD District language for reference.

ADJOURNMENT

A motion was made by Member Moran and seconded by Member Meeks to adjourn the meeting. The vote went as follows:

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
Member Russell:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Chairperson Biondolillo:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent

The motion passed and the meeting adjourned at 7:22 PM.

Respectfully submitted,

Morgan R. Melançon

Morgan R. Melançon

Secretary to Planning and Zoning