

CALL TO ORDER

On July 10, 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 6:32 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 Young: Present Absent
Member Jefferds: Present Absent
Chairperson Biondolillo: Present Absent

Additionally, Lee Shimel – Zoning Enforcement Officer, Morgan Melançon – Secretary to Planning and Zoning, Leland Carpenter – Town Supervisor, Howard Lyndaker, LeRoy Burnham, and Stephen Gracey were in attendance.

ACCEPTANCE OF MINUTES

The minutes from the June 5, 2025 regularly scheduled meeting was reviewed by the Board. A motion was made by Member Meeks and seconded by Member Oatman 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 Young: 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. Chairperson Biondolillo asked Secretary Melançon if there was any correspondence, to which she replied there was none.

PROJECT REVIEW

1. Public Hearing @ 6:30 PM for a 2-Lot Minor Subdivision Application for Robert Gracey. The proposal is to subdivide an existing 91.39-acre parcel into 2 lots: Lot 1 = 50.16 acres, and the remaining Lot 2 = 41.23-acres, located along Porter Road, tax parcel #75.13-1-3.

Chairperson Biondolillo asked the Board to review the Preliminary Plat for Robert Gracey. Stephen Gracey was in attendance as the applicant's authorized representative and provided a brief presentation.

Chairperson Biondolillo opened the Public Hearing at 6:30 PM and Secretary Melançon read the Public Hearing Notice as published in the Watertown Daily Times on June 20, 2025. Chairperson Biondolillo opened the floor for public comments. Hearing none, a motion was made by Member Collette and seconded by Member Jefferds to close the Public Hearing at 6:31 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 Young: Yes No Abstain Recuse Absent
Member Jefferds: Yes No Abstain Recuse Absent
Chairperson Biondolillo: Yes No Abstain Recuse Absent

The motion passed. The Board determined that the Preliminary Plat met all requirements with no additional changes. A motion was made by Member Young and seconded by Member Moran to approve the Preliminary Plat. 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 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 Young and seconded by Member Moran to review the Final Plat. 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 Young: 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 Plat, a motion was made by Member Oatman and seconded by Member Meeks to grant Final Subdivision Approval. 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 Young: 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. Gracey that he would receive a letter in the mail outlining the Board’s decision.

2. Public Hearing @ 6:30 PM for a 2-Lot Minor Subdivision Application for Michael Gracey. The proposal is to subdivide an existing 46.05-acre parcel into 2 lots: Lot 1 = 1.00 acre, and the remaining Lot 2 = 45.05-acres, located at 23874 Gracey Road, tax parcel #75.00-1-14.3.

Chairperson Biondolillo asked the Board to review the Preliminary Plat for Michael Gracey. Stephen Gracey was in attendance as the applicant’s authorized representative and provided a brief presentation.

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 June 20, 2025. Chairperson Biondolillo opened the floor for public comments. Hearing none, a motion was made by Member Young and seconded by Member Collette to close the Public Hearing at 6:34 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 Young: Yes No Abstain Recuse Absent
- Member Jefferds: Yes No Abstain Recuse Absent
- Chairperson Biondolillo: Yes No Abstain Recuse Absent

The motion passed. The Board determined that the Preliminary Plat met all requirements with no additional changes. A motion was made by Member Jefferds and seconded by Member Oatman to approve the Preliminary Plat. 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 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 Moran and seconded by Member Meeks to review the Final Plat. 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 Young: 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 Plat, a motion was made by Member Oatman and seconded by Member Jefferds to grant Final Subdivision Approval. 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 Young: 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. Gracey that he would receive a letter in the mail outlining the Board’s decision.

3. Public Hearing @ 6:30 PM for a 2-Lot Minor Subdivision Application for Joseph Converse. The proposal is to subdivide an existing 45.4-acre parcel into 2 lots: Lot 1 = 7.25 acres, and the remaining Lot 2 = 38.15-acres, located at 26109 Cottontail Drive, tax parcel #74.16-2-3.11.

Chairperson Biondolillo asked the Board to review the Preliminary Plat for Joseph Converse. Stephen Gracey was in attendance as the applicant’s authorized representative and provided a brief presentation.

Chairperson Biondolillo opened the Public Hearing at 6:36 PM and Secretary Melançon read the Public Hearing Notice as published in the Watertown Daily Times on June 20, 2025. Chairperson Biondolillo opened the floor for public comments. Hearing none, a motion was made by Member Moran and seconded by Member Collette to close the Public Hearing at 6:36 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 Young: Yes No Abstain Recuse Absent
 Member Jefferds: Yes No Abstain Recuse Absent
 Chairperson Biondolillo: Yes No Abstain Recuse Absent

The motion passed. The Board determined that the Preliminary Plat met all requirements with no additional changes. A motion was made by Member Young and seconded by Member Meeks to approve the Preliminary Plat. 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 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 Jefferds and seconded by Member Oatman to review the Final Plat. 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 Young: 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 Plat, a motion was made by Member Meeks and seconded by Member Collette to grant Final Subdivision Approval. 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 Young: Yes No Abstain Recuse Absent
 Member Jefferds: Yes No Abstain Recuse Absent
 Chairperson Biondolillo: Yes No Abstain Recuse Absent

4. 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 for the Calcium Fire Department’s Site Plan Application remained open from the November 7, 2024, meeting to allow for the completion of the environmental review. No members of the public were present to offer comments.

Chairperson Biondolillo informed the Board that a hydrologist study would be required before SEQR could be closed. Once completed, the study would be forwarded to both the NYS Department of Health (DOH) and the NYS Department of Environmental Conservation (DEC) for review. It was noted that the DOH had not yet signed off on the project and had expressed concerns regarding the proximity of the proposed development to the wellhead. Comments from the DOH would be necessary.

It was reported that the Fire Department had received confirmation from Verizon that utility poles would be relocated and/or overhead utility lines raised as needed to accommodate emergency vehicle access.

Due to significant project changes, specifically the removal of the proposed fueling station, the Fire Department requested that the revised plans be resubmitted to the Jefferson County Planning Board

for further review. A motion was made by Member Meeks and seconded by Member Oatman to send the project to the Jefferson County Planning Department for advisory comments. 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 Young: Yes No Abstain Recuse Absent
Member Jefferds: Yes No Abstain Recuse Absent
Chairperson Biondolillo: Yes No Abstain Recuse Absent

The motion passed.

5. Preliminary Review of a Site Plan Application for Burnman, LLC. The proposal is to update the existing building and fuel station to open a Convenience Store/Gas Station, located at 27117/119 NYS Route 3, tax parcel #75.17-1-18.2.

Chairperson Biondolillo asked the Board to review the Preliminary Site Plan for Burnman, LLC. LeRoy Burnham was in attendance as the authorized representative and gave a brief presentation.

At the June 5, 2025 meeting, the Board deemed the Site Plan Application incomplete and requested several outstanding items be addressed.* All items have since been received and reviewed by the Board. It was noted that both the Knox Box and emergency fuel shut offs were depicted on page C103 of the revised Preliminary Site Plan.

The Board determined that the Preliminary Site Plan met all the requirements for preliminary review. A motion was made by Member Member Moran and seconded by Member Member Jefferds 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 Young: Yes No Abstain Recuse Absent
Member Jefferds: Yes No Abstain Recuse Absent
Chairperson Biondolillo: Yes No Abstain Recuse Absent

**For a detailed breakdown of the requested items, please refer to the June 5, 2025 meeting minutes.*

The motion passed. The Board reviewed Part 2 of the Short Environmental Assessment Form (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 Member Moran and seconded by Member Member Young 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 Moran: 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 Member Jefferds and seconded by Member Member Meeks to deem the Preliminary Site Plan 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 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 Oatman and seconded by Member Young to send the project to the Jefferson County Planning Board for their review at their July 29, 2025, meeting, pursuant to General Municipal Law §239-m. 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 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 Meeks and seconded by Member Moran to set a Public Hearing for the August 7, 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 Young: 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. Burnham that he would receive a letter in the mail outlining the upcoming Public Hearing details.

6. Review of a Lot Line Adjustment Application for Sherri Wolfe. The proposal is to transfer 0.85 acres from tax parcel #55.00-1-28.11 (sender) to tax parcel #55.00-1-17 (receiver), located at 29624 Martin Road North

Chairperson Biondolillo asked the Board to review the Preliminary Plat for Sherri Wolfe. Stephen Gracey was in attendance as the authorized representative and gave a brief presentation. The adjustment would provide clearance to the existing sheds.

The Board determined that the Preliminary Plat met all the requirements for preliminary review. A motion was made by Member Moran and seconded by Member Meeks to classify the project as a Type II Action under SEQR. No further review would be required, and no environmental assessment form would be necessary. 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 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 Jefferds and seconded by Member Collette to deem the Lot Line Adjustment application 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 Young: 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 Plat, a motion was made by Member Young and seconded by Member Oatman to grant approval for the transfer of 0.85 acres from tax parcel #55.00-1-28.11 to tax parcel #55.00-1-28.17. 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 Young: 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. Gracey that he would receive a letter in the mail outlining the Board’s decision.

7. Review of a Lot Line Adjustment Application for Frank Gerlack. The proposal is to transfer 0.24 acres from tax parcel #75.05-1-52 (sender) to tax parcel #75.05-1-53 (receiver), located at 26732 NYS Route 342.

Chairperson Biondolillo asked the Board to review the Preliminary Plat for Frank Gerlack. Stephen Gracey was in attendance as the authorized representative and gave a brief presentation. The existing boundary line ran along the driveway and Mr. Gerlack sought additional clearance for snow removal. It was noted that both lots lacked the minimum code requirements for road frontage and were currently considered non-conforming lots. As such, the adjustment would bring one of the parcels back into compliance.

The Board determined that the Preliminary Plat met all the requirements for preliminary review. A motion was made by Member Meeks and seconded by Member Collette to classify the project as a Type II Action under SEQR. No further review would be required, and no environmental assessment form would be necessary. 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 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 Moran and seconded by Member Oatman to deem the Lot Line Adjustment application 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 Young: 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 Plat, a motion was made by Member Young and seconded by Member Jefferds to grant approval for the transfer of 0.24 acres from tax parcel #75.05-1-52 to tax parcel #75.05-1-53. 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 Young: 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. Gracey that he would receive a letter in the mail outlining the Board’s decision.

8. Preliminary Review of a 2-Lot Minor Subdivision Application for Perter and Marjorie Marshall. The proposal is to subdivide an existing 7.54-acre parcel into 2 lots: Lot 1 = 1.91 acres, and the remaining Lot 2 = 5.63-acres, located at 25788 Pink Schoolhouse Road, tax parcel #44.00-3-22.4.

Chairperson Biondolillo asked the Board to review the Preliminary Plat for Peter and Marjorie Marshall. Stephen Gracey was in attendance as the authorized representative and provided a brief presentation, stating that Lot 1 was intended to be given to a family member for residential purposes.

The Board determined that the Preliminary Plat met all the requirements for preliminary review. A motion was made by Member Meeks and seconded by Member Moran 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 Young: 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 Short Environmental Assessment Form (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 Collette and seconded by Member Meeks 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 Moran: 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 Jefferds 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 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 Oatman and seconded by Member Meeks to set a Public Hearing for the August 7, 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 Young: 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. Gracey that any revisions were due by July 25, 2025, and that he would receive a letter in the mail outlining the Public Hearing information.

9. Preliminary Review of a 2-Lot Minor Subdivision Application for Feng Qi Realty, LLC. The proposal is to subdivide an existing 2.8-acre parcel into 2 lots: Lot 1 = 1.5 acres, and the remaining Lot 2 = 1.3-acres, located along Herrick Drive, tax parcel #64.20-1-38.

Chairperson Biondolillo asked the Board to review the Preliminary Plat for Feng Qi Realty, LLC. Howard Lyndaker was in attendance as the authorized representative and provided a brief presentation. Chairperson Biondolillo informed Mr. Lyndaker that stamped maps would need to be submitted.

The Board determined that the Preliminary Plat met all the requirements for preliminary review. A motion was made by Member Moran 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:	<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 Young:	<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
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. The Board reviewed Part 2 of the Short Environmental Assessment Form (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 Young and seconded by Member Moran to issue a Negative Declaration. 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 Young:	<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 Oatman and seconded by Member Jefferds to deem the Preliminary Plat as complete. 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 Young:	<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
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 Collette and seconded by Member Oatman to set a Public Hearing for the August 7, 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 Young: 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. Gracey that any revisions were due by July 25, 2025, and that he would receive a letter in the mail outlining the Public Hearing information.

ADJOURNMENT

A motion was made by Member Jefferds and seconded by Member Collette 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 Young: 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 7:05 PM.

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