



**Town of Schroepfel**  
**Planning Board Meeting Minutes**  
**December 18, 2024**

**Attendees:** Don Clark - Chairman, Members - Gordon Walts, William MacDonald, Pete Stancampiano, Lee Goodman, Robert Loreman, Regina Drumm, Dave Mosher - Leslie Orman, Recording Secretary and Wendy Lougnot, Planning Board Counsel

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- 1) Meeting to be called to order.
- 2) Pledge of Allegiance.
- 3) Review and approval of November 20, 2024 Meeting Minutes.
  - a. On motion of R. Loreman, seconded by G. Walts, the board unanimously approved the November 20, 2024 meeting minutes.
- 4) 251 CR 57 - Former Dental Office next to old Sharon Chevrolet (Tom Doyle, new owner and Amanda Rollins, Realtor)
  - a. New owner wants to open tattoo parlor at this location.
  - b. Zoning for this property is C1. Tattoo parlor is allowed in C1 zone.
  - c. No record of dental office ever seeking site plan approval when converting from a single-family home to a commercial business.
  - d. Dental office was in operation since the 1970's.
  - e. Dental office and Tattoo Parlor are the same business classification so this would not be a change of use.
  - f. Lender's attorney for the buyer is requiring a letter regarding the zoning of the property.
  - g. Because there is no record of a site plan approval, there is no record that the conversion of the facility ever went through the building permit process.
  - h. Owner would like the town codes officer to inspect the site and provide a letter the facility is code compliant.
    - i. Town will not provide this type of letter due to liability associated with this sort of determination.
    - ii. It is recommended the buyer have an architect walk the site and provide a letter regarding the level of code compliance of the facility and offer the letter to the town as due-diligence.
    - iii. If a letter is provided from a licensed design professional, is site plan approval required for the same business classification per NYSBC?
  - i. PB Chairman will provide a letter to the new owner regarding the zoning of the parcel as the lender requested.
  - ii. Dave Mosher is recusing himself as he is the Architect serving the applicant. Mr. Mosher will check with the Codes Office and the Zoning requirements.
  - iii. The site plan will be provided at the January 22, 2025 Planning Board Meeting.



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- 5) Victor Frances Subdivision request.
  - a. 239 review - Approval provided by Oswego County.
  - b. All application fees have been paid to the town, by the applicant.
  - c. Conduct Public Hearing.
    - i. On motion of R. Drumm, seconded by L. Goodman the Public Hearing was opened. No comments was offered.
    - ii. On motion of P. Stancampiano, seconded by W. MacDonald, the public hearing was closed
    - iii. Review of SEQR and application.
    - iv. On motion of P. Stancampiano, seconded by R. Drumm the Planning Board unanimously named itself as the Lead Agency of this Unlisted Action and adopted a negative declaration for purposes of SEQR.
    - v. On motion of G. Walts, seconded by R. Loreman, the Planning Board unanimously resolved to approve the 3-lot subdivision as reflected on the Map entitled "Frances Subdivision" prepared by Russell L. Getman, LLS dated October 3, 2024 subject to the following conditions: (1) confirmation that the right of away from Dausman Road runs to Proposed Parcel 1 and (2) the septic design for Proposed Parcel 3 must be approved by the Oswego County Department of Health.
- 6) Sean Cianfarano / BR Capitol Velocity Subdivision Request.
  - a. Corrected drawings submitted.
  - b. 239 review - Approval provided by Oswego County.
  - c. Conduct Public Hearing.
    - i. On motion of P. Stancampiano, seconded by W. MacDonald the Public Hearing was opened. No comments were offered.
    - ii. On motion of L. Goodman, seconded by P. Stancampiano the Public Hearing was closed.
  - d. Review SEQR and application.
    - i. On motion of R. Drumm, seconded by R. Loreman the Planning Board unanimously named itself as the Lead Agency of this Unlisted Action and adopted a negative declaration for purposes of SEQR.
    - ii. On motion of G. Walts, seconded by P. Stancampiano, the Planning Board unanimously resolved to approve the 3-lot subdivision as reflected on the Map entitled "Map of Part of Lots 78 and 81 16h Tshp. Scriba's Patent" prepared by Russell L. Getman dated October 28, 2024 subject to the following conditions: any septic systems shall be approved by the Oswego County Health Department and any driveways shall be approved by the New York State Department of Transportation.
- 7) Eric Mills Subdivision Request.



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- a. 239 Review to be submitted to Oswego County Planning for approval due to the location within the Agricultural District Boundary.
  - b. Public hearing to be scheduled for January 22, 2025 Planning Board Meeting.
    - i. On motion of W. MacDonald, seconded by R. Loreman it was unanimously agreed to schedule the Public Hearing on January 22, 2025.
  - c. Review of SEQR and application will be conducted at the January 22, 2025 Planning Board Meeting.
- 8) Pietrowicz Subdivision and Lot Line Adjustment - Margaret Pietrowicz.
- a. Simple Subdivision - Lot Line Adjustment - Margaret Pietrowicz.
  - b. Drawings, applications and SEQR forms completed and submitted.
  - c. Application fees paid.
  - d. Determine need for 239 review by Oswego County Planning.
  - e. Schedule public hearing for January 22, 2025 Planning Board Meeting.
    - i. On motion of R. Drumm, seconded by L. Goodman the Public Hearing was scheduled for January 22, 2025.
  - f. Review of SEQR and application will be conducted at the January 22, 2025 meeting.
  - g. Questions regarding the application.
    - i. As it is a private road, which lot will maintain possession of the roadway?
    - ii. This road does not meet town standards, therefore, it cannot be deeded over to the town.
    - iii. What is the plan to access to lot 3B if Lot 2 is using that area for parking?
    - iv. When you have a Private Drive, section 81-16(L) of the Code (Subdivision) should be reviewed.
- 9) RPM Mechanical, located on CR 10, tax map id: 315.00-04-12.01.
- a. Notice of violation letter was sent from the Town Codes Office on 12/4/24 via certified mail.
  - b. Effective 12/20/24, if the items in violation of the zoning regulations for the parcel and the conditions of the June 2024 site plan approval, daily fines of \$250. Per day will begin to accrue.
  - c. It is worth noting that after the violation letter was issued, additional items observed to have been moved to the site.
- 10) Gardner Gas - Site Plan Approval for Break Room Trailer at CR 57 site to be added to the front of the property.
- a. Insufficient information was provided by applicant and several additional questions were posed to the applicant.
  - b. The applicant retracted their initial application until such time they can renew their options and decide which way they plan to proceed.



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- 11) Wetland Trust Applications for Micron wetland offset parcels - subdivision applications.
  - a. No fees have been paid for these applications and they were submitted too late to be considered at this meeting.
  - b. No action is required by this board on these applications at this time.
- 12) 2025 Organizational Meeting.
  - a. William MacDonald's seat is up this year.
    - i. On motion of R. Drumm, seconded by R. Loreman, the Board unanimously voted to keep W. MacDonald as Board member.
  - b. Planning Board Administration - Leslie Orman - Annual renewal.
    - i. On motion of G. Walts, seconded by W. MacDonald, the Board unanimously voted to keep L. Orman as Recording Secretary.
  - c. Planning Board Alternate - Dave Mosher, Annual renewal.
    - i. On motion of P. Stancampiano, seconded by L. Goodman, the Board unanimously to keep D, Mosher as Planning Board Alternate.
  - d. Planning Board Legal Representative, Wendy Lougnot – CCF - Annual renewal.
    - i. On motion of R. Drumm, seconded by R. Loreman, the Board unanimously voted to approve W. Lougnot - CCF to continue as Planning Board Counsel.
  - e. Planning Board Chairman - Don Clark, Annual renewal.
    - i. On the motion of L. Goodman, seconded by P. Stancampiano, unanimously voted D. Clark to remain as Planning Board Chairman.
  - f. Planning Board Rates for 2025.
    - i. Chairman - \$300 per meeting stipend.
    - ii. Board members including administrator and alternate - \$200 per meeting stipend.
- 13) Motion to adjourn.
  - a. On motion of P. Stancampiano, seconded by W. MacDonald the Board unanimously agreed to adjourn the meeting.