DRAFT PLANNING BOARD MEETING MINUTES

Town of Wayne - August 2026

Quick Recap

The Wayne Town Planning Board met on August 10, 2026, and approved a correction to the June minutes and approved the July minutes as written. The Board approved a site plan review for Robert and Kate Van Bramer at 9086 Carpenter Road and accepted the final minor subdivision application submitted by Steven Van Sickles for property at 9593 County Route 87. Members also discussed streamlining the review of pre-distributed application materials, possible future authority for the Code Enforcement Officer to approve fully conforming projects, and the regular meeting start time.

Next Steps

- Robert and Kate Van Bramer: Obtain a demolition permit and begin work within 90 days of permit issuance.
- Steven Van Sickles / Jesse Lapp: Provide three additional stamped copies of the final survey, bringing the total to six.
- Planning Board: Implement a more streamlined procedure for reviewing application materials and SEQR forms distributed before meetings.
- Town Officials: Consider a local law amendment authorizing the Code Enforcement Officer to approve fully conforming projects without Planning Board referral.

Attendance

Name	Status
Geoff Terwilliger, Chair	Present
Stan Witkowski (ALT)	Not indicated
Nancy Gabel	Not indicated
Scott Hendershott	Present
Kurt Falvey	Present
Joyce Plaisted	Present
Andy Williams (ALT)	Present
Russ Miller (ALT)	Not indicated
Shona Freeman, Liaison	Not indicated
Jesse Jaynes, CEO	Not indicated

Chair Geoff Terwilliger called the regular meeting to order at 7:00 p.m. on August 10, 2026. The meeting was held at the Town of Wayne. A quorum was present.

Approval of Previous Minutes

Mr. Terwilliger reported that the Board had been contacted by a person who believed the June minutes did not accurately describe the proposal to amend the Town Land Use Regulations. He proposed replacing the existing description of the accessory dwelling unit discussion with the following statement: "*The board was presented a proposal regarding possible amendments to the LUR which the board members were provided, discussed and declined to act on*."

Ms. Plaisted moved to make the correction, and Mr. Terwilliger seconded the motion. The June 2026 minutes were approved as amended.

Mr. Falvey moved to approve the July 2026 minutes as written. Mr. Williams seconded the motion, and the minutes were approved.

Site Plan Review - Robert and Kate Van Bramer, 9086 Carpenter Road

The Board reviewed Application N10V26, a site plan review for Robert and Kate Van Bramer concerning tax parcel 092.16-01-027.000 in the Lakeshore Residential 3 district. The proposal involves rebuilding a structure within its existing footprint. The Board determined that an official survey was not required because the project does not involve a subdivision. Members confirmed that the required setbacks would be maintained and that the necessary documentation was in order.

Mr. Williams asked about drainage. The Board was advised that the new house would be protected from runoff and that drainage had been planned to direct water appropriately.

The application was identified as a Type II action under SEQR; no further environmental review was required.

The public comment period opened at 7:15 p.m. No comments, emails, or mailed correspondence concerning the application were received, and the public comment period was closed.

Mr. Williams moved to approve Application N10V26. Ms. Plaisted seconded the motion. All members present voted in favor, and the motion carried unanimously.

The application was approved with the requirement that the applicants obtain a demolition permit before paying the builder's deposit or ordering materials. Work must begin within 90 days of permit issuance.

Minor Subdivision - Steven Van Sickles, 9593 County Route 87

The Board reviewed the final approval stage of Application N11V26, a minor subdivision submitted by Steven Van Sickles for tax parcel 092.00-01-023.110 in the HC-1 district. Jesse Lapp presented the final survey documents. The 12.42-acre property would be divided into two parcels of approximately 6 acres and 6.42 acres, with road frontages of approximately 286 feet and 571 feet, respectively. The Board confirmed that both parcels satisfy the 5-acre minimum lot size and road frontage requirements.

The Board noted that the preliminary survey had been reviewed at an earlier meeting and that the subdivision was needed before a portion of the property could be sold. Members discussed whether County approval was required because the property is located on County Route 87. Following review of the applicable requirements, the Board determined that County approval was not expressly required, while noting the question raised during discussion.

The Board completed its SEQR review and identified no significant adverse environmental impacts.

Mr. Falvey moved to accept the final subdivision application for Case N11V26. Ms. Plaisted seconded the motion. All members present voted in favor, and the motion carried unanimously.

Six stamped survey copies are required. Three stamped copies were presented at the meeting; the applicant must provide three additional copies. One copy is to be provided to Steuben County, one to the Town of Wayne Planning Board, and four to the property owner. The stamped copies are to be returned to Mr. Lapp for distribution.

Board Process Discussion

Review of Application Forms and SEQR Documents

The Board discussed whether lengthy application forms and SEQR documents need to be read aloud when members have received and reviewed them before the meeting. Members observed that the practice can be repetitive and time-consuming and noted that neighboring municipalities, including Barrington, Milo, and Corning, use more streamlined procedures.

Members favored a procedure in which materials are distributed and reviewed in advance, the Chair confirms that the materials have been reviewed, and discussion proceeds only when a member raises a specific question or concern. Mr. Terwilliger stated that there is no legal requirement to read the documents aloud. No formal resolution was adopted, but the members present agreed to work toward a more efficient review process.

Review of Fully Conforming Projects

The Board discussed whether Planning Board review is necessary for projects that fully comply with applicable zoning, setback, and use requirements and do not require a variance, special permit, or subdivision. Members noted that requiring Planning Board review of a project entirely within an existing footprint may create an unnecessary burden for applicants and Board members.

The Board discussed practices in other jurisdictions where the Code Enforcement Officer may approve fully conforming projects. Members understood that the Town of Wayne's current local law does not provide that authority. No change was made, and the matter was identified for possible future consideration as a local law amendment.

Meeting Start Time

Mr. Terwilliger asked whether a 6:00 or 6:30 p.m. start would better accommodate members. One member could not arrive before 6:30 p.m. because of work obligations; the other members indicated flexibility. The regular meeting time will remain at 7:00 p.m. until further notice.

Adjournment

There being no further business, a motion to adjourn was made. The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Amy Gush
Planning Board Secretary

Date of Submission: August 18, 2026

These minutes are subject to approval at the next regularly scheduled Planning Board meeting.