

JOINT TOWN/VILLAGE OF CLAYTON PLANNING BOARD

Organization: Town/Village of Clayton Planning Board

Date: July 3rd, 2025

Time: 7:00 p.m.

Place: Meeting Room at Cerow Recreation Park

- I. Call to Order
- II. Salute Flag
- III. Approval of Minutes
- IV. Communications
- V. Board Comments (other than agenda items)
- VI. Continuing Business
- VII. New Business
- VIII. Adjournment

#1. (Town)

Applicant: Cory Gushlaw

Action: Site Plan Review

Site Location: 14199 House Road Clayton, NY 13624 (tax map # 31.10-1-40)

Information: The applicant is proposing to operate an Automobile Service Station out of an existing facility and construct a new 40' X 50' structure soon. The property is in the Agricultural Residential District.

The Planning Board does not accept public comments during a pre-application conference.

**JOINT TOWN/VILLAGE OF CLAYTON
PLANNING BOARD
May 1, 2025**

The meeting opened at 7:00 pm with the following members present: Doug Rogers, Chairman; Kevin Patchen; Ed Higgins; Adam Powers; Therese Christensen; Sandra McMullen; Alson Taylor; Tom Williams (Alternate)

Also present: Richard Ingerson, Town Zoning/Codes Enforcement Officer; James Kenney, Town Board Liaison; Mariah LaClair, Recording Clerk.

Townspople present: Pam McDowell; James Lettiere; Erin Lettiere; Mason Coughlin; David Heinrich.

Minutes: MOTION to approve the April 2025 minutes with a correction to a name spelling for the townspople present section made by Kevin Patchen, seconded by Therese Christensen. All in favor, motion carried.

Communications:

- Chairman Rogers informed the Board that Adam Power will be recusing himself from the Boathouse Marine application due to conflict of interest.

New Business:

#1. (Town)

Applicant: Granite Springs (David Heinrich)

Application #: SPR-001-25

Action: Site Plan Review

Site Location: 38032 NYS Route 12E Clayton, NY 13624 (Tax Parcel #19.20-1-66)

Information: The applicant is proposing to construct a Self-Storage Building for boats, cars and RVS. This will be the second storage facility on this parcel which is a change to what was approved on 4/5/2012. The project is in the Agricultural Residential District. The property is pretty well hidden due to the trees surrounding the property. The building will be a minimum of 150 ft from NYS Route 12 but likely even further back and 75ft from the other road. The building will be a 200 ft x 80 ft pole barn the same earth-tone color as the other existing barn. The new barn should be able to fit 35-40 boats mostly dropped off after Labor Day for indoor winter storage. It will have a gravel driveway and will possibly have some solar lighting on the outside. There will be no water or sewer. Adam Powers inquired about any grade changes. David said it may go up a foot in the back and level out so, not much grade change. Water already drains to the gravel pit on the property. He already has an existing business sign and will not be changed. Alson Taylor thanked David for making the efforts to protect the scenic view of NYS Route 12E.

Motion to open the public hearing for Granite Springs application SPR-001-25 made by Ed Higgins, seconded by Sandra McMullen. All in favor, motion carried.

- Sylvia Cerow-Hungerford: Sylvia inquired about the Scenic Protection Overlay District and wanted to know the definition and the area covered. Richard Ingerson state that it runs the entirety of NYS Route 12E and it is added protection to screen businesses from the road. If it

was a completely vacant property the applicant would need to go through further review such as a waterfront assessment form but David is already a developed business that has been through this process before. Sandra wanted to know what the building is being screened by. Adam clarified that the proposed building is surrounded by trees. David is placing the building in a way that protects the scenic view.

Motion to close the public hearing for Granite Springs application SPR-001-25 made by Ed Higgins, seconded by Therese Christensen. All in favor, motion carried.

SEQR: Short Environmental Assessment Form Part II Declaration: Motion to adopt SEQR as a negative declaration for Granite Springs application SPR-001-25 made by Sandra McMullen, seconded by Alson Taylor. All in favor, motion carried.

Motion to approve the Granite Springs application SPR-001-25 with the same conditions as the application of his previous project made by Kevin Patchen, seconded by Adam Powers. The list of these conditions is on file with the application.

AYE: Rogers; Patchen; Higgins; Christensen, McMullen; Powers; Taylor

NAY: None

ABSTAIN: None

ABSENT: None

PASSED

#2. (Town)

Applicant: Boathouse Marine

Application #: SPR-002-25

Action: Site Plan Review

Site Location: 39718 Pier 65 Clayton, NY 13624 (Tax Parcel # 20.11-1-9.21)

Information: Adam Powers *recused himself from the discussion and decision of the application due to conflict of interest. Tom Williams will vote as alternate in his place.* The applicant is requesting to replace an existing structure with one that will have the same design and footprint but two feet higher. It is a pre-ordered steel building. The project is in a Marine Development District. The current 125ft x 75ft roof is deteriorating. He would like to change the angle of the pitch of the roof, so that the peak is on one side and slopes towards the River. The Pitch of the roof will still remain 21ft high to not block the view of other homeowners. This should help with drainage. Lighting will be same as the current building. James is hoping to complete the project before the next winter. The columns will be fortified as well in order to have better support. Kevin Patchen commented that the new building will be an improvement to what is currently there. Chairman Rogers read aloud the County Planning 239-m letter which stated there are no concerns and the local board is free to make its decision.

Motion to open the public hearing for Boathouse Marine application SPR-002-25 made by Therese Christensen, seconded by Sandra McMullen. All in favor, motion carried.

- Mary Cecil: Mary wants clarification on which structure is being replaced. She also inquired on the lighting. James stated it will remain the same minimal lighting.

Motion to close the public hearing for Boathouse Marine application SPR-002-25 made by Ed Higgins, seconded by Sandra McMullen. All in favor, motion carried.

SEQR: Short Environmental Assessment Form Part II Declaration: Motion to adopt SEQR as a negative declaration for Boathouse Marine application SPR-002-25 made by Ed Higgins, seconded by Therese Christensen. All in favor, motion carried.

Motion to approve Boathouse Marine application SPR-002-25 made by Therese Christensen, seconded by Sandra McMullen.

AYE: Rogers; Patchen; Higgins; Christensen, McMullen; Taylor; Williams

NAY: None

ABSTAIN: Powers

ABSENT: None

PASSED

#3. (Town)

Applicant: Mason P. Coughlin

Application #: SPR-003-25

Action: Site Plan Review

Site Location: 16872 County Rout 181 Clayton, NY 13624 (Tax Parcel # 31.00-2-20)

Information: The applicant is proposing to erect an Automobile Service Station (32 ft. X 40 ft.). The parcel is in the Agricultural Residential District. There will be two garage bays, an office and an ADA compliant bathroom. It will be a metal building on grade and 18' roof peak. There is an existing well and septic, separate from his home well and septic, that he would like to tie into and he will be using existing electric. He does not plan on having any employees. The main focus will be refurbishing specialty engines rather than a general repair shop. He would like to use the existing structure without public access until the new structure is completed. There will not be an abundance of cars which is why he is only planning to have two garage bays. When the car is finished it will be parked in the back unseen until it is picked up. He plans to plant some pine trees as well. Sandra asked if he will plan to expand if the business does well. He currently does have room from the property line to add a third bay in the future if he wishes to and could also build towards the back property line while staying within the required setbacks. The driveway ends 260ft from the road. The Board received two letters from a neighboring property voicing caution on the commercial use of the property. Alson asked about the zoning. Richard stated that there are some conditions for an automobile service station in that district which were all addressed in a pre-conference with Chairman Rogers and Kevin Patchen in which he meets all of them. It is a permitted use with a site plan review. He will have regular business hours 9am-5pm and will make less noise being inside a garage rather than working outside. The new structure will be spray foamed and will have exhaust which will also help with the noise. The existing septic and well is 300 feet or more from the neighboring property. Other notes of concern in the letters were discussed by the Board. Both letters are on file with the application. He also received a curb-cut permit from Jefferson County already and if he has drains, he has to have an oil separator. Chairman Rogers read aloud the County Planning 239-m letter which stated advisory comments. The local Board should ensure the automobile service station criteria should be met. Vehicles should wait around on the property no longer than two weeks. There should be no solid waste on the property. Adam Powers only concern is

that if smaller repair work *is* being done in the meantime, that there should be screening of any additional vehicles. This may include having all parking being completely behind the building.

Motion to open the public hearing for Coughlin application SPR-003-25 made by Ed Higgins, seconded by Therese Christensen. All in favor, motion carried.

No public comment besides the letters spoken of during the presentation.

Motion to close the public hearing for Coughlin application SPR-003-25 made by Therese Christensen, seconded by Alson Taylor. All in favor, motion carried.

SEQR: Short Environmental Assessment Form Part II Declaration: Motion to adopt SEQR as a negative declaration for Coughlin application SPR-003-25 made by Ed Higgins, seconded by Sandra McMullen. All in favor, motion carried.

Motion to approve the Coughlin application SPR-003-25 with the condition that no alterations to be made to the parking plan without Planning Board review, that the applicant may use the existing building for one year (with no public access) and that all zoning requirements remain in compliance for the duration of its existence made by Kevin Patchen, seconded by Adam Powers.

AYE: Rogers; Patchen; Higgins; Christensen, McMullen; Powers; Taylor

NAY: None

ABSTAIN: None

ABSENT: None

PASSED

Other Board Communications:

- Kevin Patchen wanted an update on the Bayside Marina Kayak rental building.
- Richard Ingerson informed the Board the Jeremy Kellogg may not do the storage building up on Route 12 but may be interested in subdividing the lot. His plan for subdivision has right of ways and Richard wanted the Planning Boards thoughts on it.

Adjournment- Motion to adjourn the May 1st Planning Board meeting 8:45 PM made by Therese Christensen, seconded by Sandra McMullen. All in favor, motion carried.

Mariah LaClair, Recording Clerk

TOWN OF CLAYTON

Zoning Officer

Richard A. Ingerson

Office Hours

Mon. Through Fri.

7:00 AM-12:00 PM & 1:00 -3:30 PM

Planning Department

405 Riverside Drive

Clayton NY 13624

(315) 686-3512 Ext. 29

Fax (315) 686-2651

Planning Board

Douglas Rogers

(Chairman)

Adam Powers

(Vice Chair)

Ed Higgins

Terese Christensen

Kevin Patchen

Sandra McMullen

Alt: Alson Taylor

Thomas Williams

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that, pursuant to Section 274b of Town Law & Article XII of the Town of Clayton Zoning Ordinance, a public hearing will be held by the Joint Town/Village of Clayton Planning Board on **July 3, 2025 at 7:00 PM** or soon after in the Town's Recreational Park, 600 East Line Road, Clayton for the purpose of considering a Site Plan Review Application by **Cory Gushlaw** to run an **Automobile Service Station** out of existing structure and erect a 40' x 50' new structure in the future at the property located at 14199 House Road, Clayton in the Agricultural Residential district, Tax Map # 31.10 Block # 1 Lot # 40.

All parties in interest and citizens will be given the opportunity to be heard in respect to such application. Persons may appear in person or by agent. Written comments must be received prior to the hearing. The above application is open for inspection in the **Town Offices, 405 Riverside Drive, Clayton.**

Richard Ingerson, Zoning Officer

**PLANNING BOARD
TOWN OF CLAYTON
APPLICATION FOR SITE PLAN REVIEW**

For Planning Board Use Only

Application #: T-SPR-004-25
Date of Application: 5/22/25
Application Fee: \$120.00 # 999
Public Hearing Date: 7/3/25 Time: 7:00 PM

Zoning District: AR
Tax Map #: 31.10 Block #: 1 Lot #: 40

TO THE JOINT PLANNING BOARD

A: Statement of Ownership and interest:

The Applicant (s) CORY + FELICIA GUSMAN Phone# (315) 955-4913
is/are the owner (s) of property situated at the following address: 14199 HOUSE ROAD CLAYTON, NY 13624
The above-described property was acquired by the applicant (s) on
Date: MAY 2025

B: Request:

Applicant (s) request (s) a site plan review for the use of the property for
CORY + FELICIA GUSMAN as
provided by Articles V and X, Town of Clayton Zoning Ordinance; and in support of the
application hereby submits the following:

ADDRESS EACH OF THE FOLLOWING

1. A SKETCH (Concept Drawing) of the property, showing existing features including contours, buildings, structures, pavement, trees, streets, utility easements, right-of-way, land use and adjacent property owners.
see attachment
2. Site plan showing proposed building locations and land use areas.
see attachment
3. Landscaping sketches including design, grading and proposed planting and buffering as required by this Ordinance.
see attachment

4. Proposed traffic circulation and/or boat access, parking and loading spaces, docking and pedestrian walkways.

N/A

5. Sketches and drawings for buildings to be constructed.

see attachment

6. Sketches, including outline of planned street improvements, drainage and sewage disposal systems and public utility extensions.

N/A

7. Preliminary feasibility studies of and anticipated problems which might arise due to the proposed development (as required by the Joint Planning Board)

N/A

8. Proposed construction sequence and anticipated time schedule for completion of each phase of building, paving and landscaping.

Proposed future shop 40' x 50'

9. Description of the proposed uses, including hours of operation, number of employees, anticipated volume of business, and type and volume of traffic expected to be generated.

Car and small engine repair shop

10. SEQR Environmental Assessment Form – short or full form as specified by 6 NYCRR Park 617, State Environmental Quality Review Act.

11. Filing Fees, as determined by the Town Board.

12. Any other information or data that the Town Planning Board shall deem necessary to its understanding and assessment of the site plan proposal. The Planning Board may require a survey of the property complying with most of the items stated in the items above for applications after the initial concept drawings are presented at the pre-application meeting.

C. Substantiation for Request:

Applicant (s) allege (s) that the proposed Site Plan Use:

1. Would be in harmony with the character of the neighborhood because

THERE IS ONLY ONE NEIGHBORING
PROPERTY WHICH ALSO HAS A
REPAIR SHOP.

2. Would not be detrimental to the property of other persons in the neighborhood because WE ARE CONNECTED TO ONE OTHER PROPERTY THAT ALSO HAS A REPAIR SHOP.

D. Special Features:

In additions to meeting the standards prescribed by the Zoning Ordinance, the applicant (s) agree (s) to provide _____

_____ in order that the public convenience, welfare and safety will be further served.

E. Site Inspections:

Applicant agrees that members of the Joint Town/Village Planning Board may inspect the property site of the applications by appointment or at other times as agreed to by the applicant and the Board.

Please List preferred days/times: ANY DAY / TIME

Dated : May, 2025

Applicants Name: CORY M GUSHLAW (please print)

Address: FELICIA M GUSHLAW

Applicants Signature: _____

Cory M Gushlaw Felicia Gushlaw

Appendix C

State Environmental Quality Review

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR <u>Cory Gustafson</u>	2. PROJECT NAME
3. PROJECT LOCATION: <u>14199 House Road Clayton, NY 13624</u> Municipality _____ County <u>JEFFERSON</u>	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input checked="" type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: <u>LOOKING TO OPEN A AUTO & SMALL ENGINE REPAIR SHOP IN AN EXISTING BUILDING. OUR GARAGE 14199 HOUSE RD. CLAYTON, NY, 13624</u>	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: <u>IT IS OUR PERSONAL GARAGE</u>	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/sponsor name: <u>Cory Gustafson</u>	Date: <u>MAY 2025</u>
Signature: <u>Cory Gustafson</u>	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, coordinate the review process and use the FULL EAF.
B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency. <input type="checkbox"/> Yes <input type="checkbox"/> No	
C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible) C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly: C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly: C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly: C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly: C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly: C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly: C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:	
D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:	
E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:	

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

<input type="checkbox"/> Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.	
<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide, on attachments as necessary, the reasons supporting this determination	
Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from responsible officer)

[Reset](#)

Hours Of Operation

Busted Knuckle Garage

Auto & Small Engine Repair

Monday 9:00 Am - 6:00 Pm

Tuesday 9:00 Am - 6:00 Pm

Wednesday 9:00 Am - 6:00 Pm

Thursday 9:00 Am - 6:00 Pm

Friday 9:00 Am - 6:00 Pm

Saturday 9:00 AM - 1:00 Pm

There will be no employees and the volume expected is 1-3 customers per day, dropping of or picking up vehicles/equipment, with corresponding traffic.

Construction Sequence and anticipated time of completion
Construction to begin May 2025 For

1. Parking Lot

2.Fence

In that order and Will be completed by June 10th,2025

TOWN OF CLAYTON
CHECKLIST FOR APPLICATIONS TO BE
REVIEWED BY PLANNING BOARD

- Name and address of applicant and owner, if different, and of the person responsible for the preparation of such drawing
- Date, North arrow, written and graphic scale
- Boundaries of the area plotted to scale, including distances, bearings, and areas
- The current zoning classification of the property, including the exact zoning boundary if in more than one district
- A complete outline of existing or proposed deed restrictions or covenants applying to the property
- **Location and ownership of all adjacent lands as shown on the latest tax records**
- A written description of all proposed uses and activities on the site, including the number and distribution by type of all dwelling units
- Location, name, and existing width and right-of-way of adjacent roads, including traffic circulation patterns
- Location, width, and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use adjoining the property
- Location, size, and design of the following: existing and proposed buildings, driveways, parking and loading areas, outdoor storage areas, sewage facilities, water facilities, snow storage areas, docks, walls and fences, energy distribution facilities, fire lanes, hydrants, and other emergency zones;
- **Provisions for safe pedestrian access and movement**
- Information on location and types of lighting proposed; a photometric plan should be provided
- A landscaping plan and planting schedule
- A list of all necessary reviews and permits required from federal, state, or county agencies
- Plans for controlling soil erosion and sedimentation during construction
- Plans for grading and stormwater facilities showing existing and proposed contours at five-foot intervals
- Significant or outstanding natural features of the property (e.g., wetlands, streams, high-water lines, cliffs, dense vegetation, etc.)
- Designation of the amount of gross floor area and gross leasable area proposed for each nonresidential use
- Project construction schedule and staging phases, if applicable
- An environmental assessment form (EAF) or draft environmental impact statement (EIS), pursuant to 6 NYCRR Part 617, where required
- An agricultural data statement, pursuant to Village Law § 7-739, when applicable

OBJECTID	Parcel ID	Numbe	Owner Name	Tax Address	Tax City	Tax State	Tax ZIP
17234	30.00-3-13		Mitchell, Edna G	9160 Belvoir Woods Pkwy	Fort Belvoir	VA	22060
17315	30.00-3-9.1		Weller, Terry W	13369 House Rd	Clayton	NY	13624
17316	30.00-3-9.2		Gushlaw, Cole A	14131 House Rd	Clayton	NY	13624
17317	30.00-3-9.5		Jones Trustee, Jacqueline	P.O. Box 554	Clayton	NY	13624
17318	30.00-3-9.62		Gushlaw, Michael	14263 House Rd	Clayton	NY	13624
17794	31.10-1-36		Hays, Richard E	36371 Bald Rock Rd	Clayton	NY	13624
17795	31.10-1-37		Gushlaw, Michael J	14263 House Rd	Clayton	NY	13624
17796	31.10-1-38		Gushlaw, Michael J	14263 House Rd	Clayton	NY	13624
17797	31.10-1-39		Gushlaw, Michael	14263 House Rd	Clayton	NY	13624
17799	31.10-1-40		Gushlaw, Cory M	14199 House Rd	Clayton	NY	13624
17802	31.10-1-43		Weller, Terry W	13369 House Rd	Clayton	NY	13624