

JOINT TOWN/VILLAGE OF CLAYTON PLANNING BOARD

Organization: Town/Village of Clayton Planning Board

Date: September 4, 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: Sandra Hamlin (Agent: George Matthews)

Action: Special Use Permit

Site Location: 12247 Sunset Lane Clayton NY 13624 (tax map # 11.00-1-28.5)

Information: The applicant is proposing to construct a bunkhouse in a Marine Residential District.

#2 (Town)

Preconference – The applicant, Andrew Gregware, is proposing to construct a 66ft. X70ft. storage building at Northern Marine.

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

**JOINT TOWN/VILLAGE OF CLAYTON
PLANNING BOARD
AUGUST 7, 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: Dave Wilder, Village ZEO; Ron DuFord, Village Board Liaison; Steve Mack, ZBA Chairman; Mariah LaClair, Recording Clerk.

Townspeople present: Tory Carpenter; Carolyn Jones; Heinz Wahl; David Schleher; Linda Schleher; Toni Wahl; Sam Maphey; Al Corrigan; Jeff Staples; Kathy Danielson; Ann Major-Stevenson.

Minutes: MOTION to approve the July 2025 minutes made by Sandra McMullen, seconded by Alson Taylor. All in favor, motion carried.

Communications:

- Chairman Rogers expressed gratitude to the ZBA and Village Zoning Officer Dave Wilder for a comprehensive and detailed application for Heinz Wahl.
- The Laundromat on the corner by the intersection had one year to add landscaping to the area and still has not. Chairman Rogers noted that it is important to follow through on landscaping endeavors.
- Alson Taylor asked to check on the Morgia property on State Route 12E as they were supposed to add landscaping to the side of the property that neighbors a residence.
- The Kayak office at Bayside Marina needs to be consulted with on operations just to make sure it is in compliance with what has been approved.

New Business:

#1. (Village)

Applicant: Heinz Wahl dba French Creek Marina

Application #: V-SUP-03-23

Action: Site Plan Review- Update

Site Location: 250 Wahl Street (Tax Map #20.55-1-52.1)

Information: Heinz Wahl is returning to the Planning Board after plans to construct a cottage colony were approved in 2023. He would like to make an update to the type of structure being built. The original 672 sq. ft. cottages were too expensive to construct so he is proposing 400-700 sq. ft. park models instead. All of the planned and approved infrastructure would remain the same. Due to the reclassification of the type of structure, Heinz is seeking clarification on whether they would still fall under "cottage colony" codes rather than what is required for an RV park. The long-term vision is to convert the rest of the campground park into the tiny home park models over time rather than RVs. They will be built on demand but they plan to construct the first five along Strawberry Lane. He also plans to extend the floating covered dock next year. Heinz will retain ownership of the property, allowing him to implement rules for maintain the homes and landscaping, similar to an HOA. There is one parking space for each home and there is also an overflow parking area on the back side. They don't

intend on renting the units and it would be marketed to those looking for a seasonal home. The Health Department oversees the campground and will need approval from the Planning board before they can update the campground size on the campground permit. Sandra McMullen stated that in the original application, the cottages were supposed to be a minimum of 600 sq. ft. due to the Village code for manufactured homes and she would like to know if the park models are technically manufactured homes. Kevin Patchen is concerned that the buildings in the new plan will be varying sizes. Heinz Wahl answered that number of buildings he would put in would max at 22. He is requesting the flexibility to do smaller sq. ft. homes so that buyers have a less expensive option. The distance between each home would be a minimum of 15 feet. Tom Williams inquired about the drainage of rainwater. Heinz Wahl answered that they upgraded the drainage that goes across Front Street, and drains into the River and the parking and driveways will be gravel rather than blacktop. Heinz Wahl reminded everyone that the drainage plans, and all other infrastructure plans, were reviewed and approved in the original application and only the type of home is being changed. The lot size will remain the same, no matter the size of the park model, and they will meet all of the setback requirements. Dave Wilder met with ZBA members Steve Mack and Dale MacLaughlin to review zoning codes and determine that there were no zoning variances needed. They recommended that the Planning Board consider the park models under the same purview of the cottage colony rather than an RV park. Chairman Rogers also reached out to the Village attorney and read aloud a letter that summarizes in agreement with defining the park models under cottage colony status. A 239m letter from Jefferson County Planning states that the project does not need further review from the Planning Board.

Motion to open the public hearing for Wahl Site Plan Review updated application V-SPR-03-23 made by Sandra McMullen, seconded by Therese Christensen. All in favor, motion carried.

- Jeff Staples: Jeff's only concern was that neighboring property owners were not properly notified about the public hearing. Normally, neighbors receive a public hearing notice but he never got one.
- Ann Major-Stevenson: Ann asked if other neighbors were not notified of the project. She also asked that if the Planning Board sends a letter to the Department of Health, that they be on record at a meeting. Heinz clarified that the Department of Health just needs to be notified of approval, or approval contingent on the Department of Health campground permit renewal. Ann asked if there is a letter from the NYS DOT due to the project's proximity to a state road. The Board answered that there is a letter from the DOT as it was a requirement of the original application. Ann inquired about the number of parking spaces and whether there should be two spots per home however, the code for a cottage colony requires only one space per home. At the original presentation, there were some old boats and recreational vehicles to be removed from the site and Ann requested an update. Heinz Wahl answered that they are not taking in any new scrap boats and they have removed 44 last Fall to be recycled but can only progress in phases. Ann commented that other manufactured homes have slipped into the Village that have concerned some people and she feels that the park models would look be the same idea and that the Village should be careful of what is approved.
- Al Corrigan: Al has a park model in the campground already and stated that he just sold it after only two days on the market so there is definitely a need for them. He commented that the park models are much more attractive than the RVs but are still cost efficient.

Motion to close the public hearing for Wahl Site Plan Review updated application V-SPR-03-23 made by Ed Higgins, seconded by Alson Taylor. All in favor, motion carried.

SEQR: Long Environmental Assessment Form Part II and III Declaration: Motion to adopt SEQR as a negative declaration for Wahl Site Plan Review updated application V-SPR-03-23 made by Therese Christensen, seconded by Alson Taylor. All in favor, motion carried.

Motion to approve the updates to the Wahl Site Plan Review application V-SPR-03-23, with the condition that NY Health Department renew the Campground Permit with the added sites and with the same conditions as the original application such as landscaping and drainage made by Ed Higgins, seconded by Sandra McMullen.

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

NAY: None

ABSTAIN: None

ABSENT: None

PASSED

Adjournment- Motion to adjourn the August Planning Board meeting at 8:22 PM made by Ed Higgins, seconded by Sandra McMullen. All in favor, motion carried.

Mariah LaClair, Recording Clerk

TOWN OF CLAYTON

Zoning Officer

Richard Ingerson
Office Hours
Mon. Through Fri.
7:00 AM-12:00 PM & 1:00 PM-4:00 PM

Planning Department

405 Riverside Drive
Clayton, NY 13624
(315) 686-3512 Ext. 28
Fax (315) 686-2651

(315) 686-3512 Ext. 29

Planning Board

Douglas Rogers
Chairman
Adam Powers
Terese Christensen
Kevin Patchen
Sandra McMullen
Edward Higgins
Alson Taylor
Alt: Thomas Williams

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that, pursuant to Section 274b of Town Law & Article XI of the Town of Clayton Zoning Ordinance, a public hearing will be held by the Joint Town/Village of Clayton Planning Board on **September 4, 2025 at 7:00 PM** or soon after in the Town's Recreational Park at 600 East Line Road, Clayton for the purpose of considering a Special Use Permit application by **Sandra Hamlin** for construction of a bunkhouse at 12247 Sunset Lane in the Marine-Residential district, Tax Map # 11.00 Block # 1 Lot # 28.5.

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

Richard Ingerson
Zoning Officer

**TOWN OF CLAYTON
APPLICATION FOR A SPECIAL USE PERMIT**

Application #: T-SUP-003-25
Date of Application: 8/25/25
Application Fee: \$120.00 #1148
Public Hearing Date: 9/4/25 Time: 7:00 PM

Zoning District: MB
Tax Map #: _____ Block #: 11.00 -1 -28.5 Lot #: _____

TO THE JOINT PLANNING BOARD

A. Statement of Ownership and interest:
The Applicant(s) Sandra Hamlin Phone #: (617) 721-0489
Is/are the owner (s) of property situated at the following
address: 12247 Sunset Lane, Clayton N.Y.
Tax Address, 252 Rice Rd.
The above-described property was acquired by the applicant (s) on
Date: 2020

B. Request:
Applicant (s) request (s) a Special Use Permit for the use of the property
for Cottage Storage Barn
as provided by Articles V, VI, and IX, Town of Clayton Zoning Ordinance; and in support
of the application hereby submits the following:

1. Legal description of the subject premises, including a recent survey.
2. Drawings of structures, parking, docking, pavements, access routes and other physical construction on the site, as well as sketches of planned improvements.
3. Site plan showing all significant distances and dimensions (as required by the Town Planning Board).
4. Study of traffic impact and indication of proposed parking spaces.
5. Sketches of proposed landscaping and buffering as required.
6. SEQW Environmental Assessment Form – short or full form as required.
7. Any other information required by the Town Planning Board.
8. Filing fee, as established by the Town Board.

C. Justification For Request:

Applicant (s) allege (s) that the proposed Special Use Permit:

1. Would be in harmony with the character of the neighborhood because:
Colors to Match other family Property
Buildings.

2. Would not be detrimental to the property of other persons in the neighborhood because: This Building is sitting on 5
~~Acres~~ ~~Acres~~ ~~Acres~~ Property

D. Special Features:

In addition to meeting the standards prescribed by the Zoning Ordinance. The applicant(s) agree (s) to provide: All necessary Documents

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

E. Site Inspection:

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

Please list preferred days/times: Monday - Afternoon's
Friday - Afternoon's

Dated: 8/18/25

Applicants Name: Sandra Hamlin (please print)
Address: 12247 Sunset Lane, Clayton N.Y.
13624

Applicants Signature: X Sandra Hamlin

Note
Not to Scale

St. Lawrence River

Existing
Boat House



Existing
Storage
Building



Existing
Home

6'



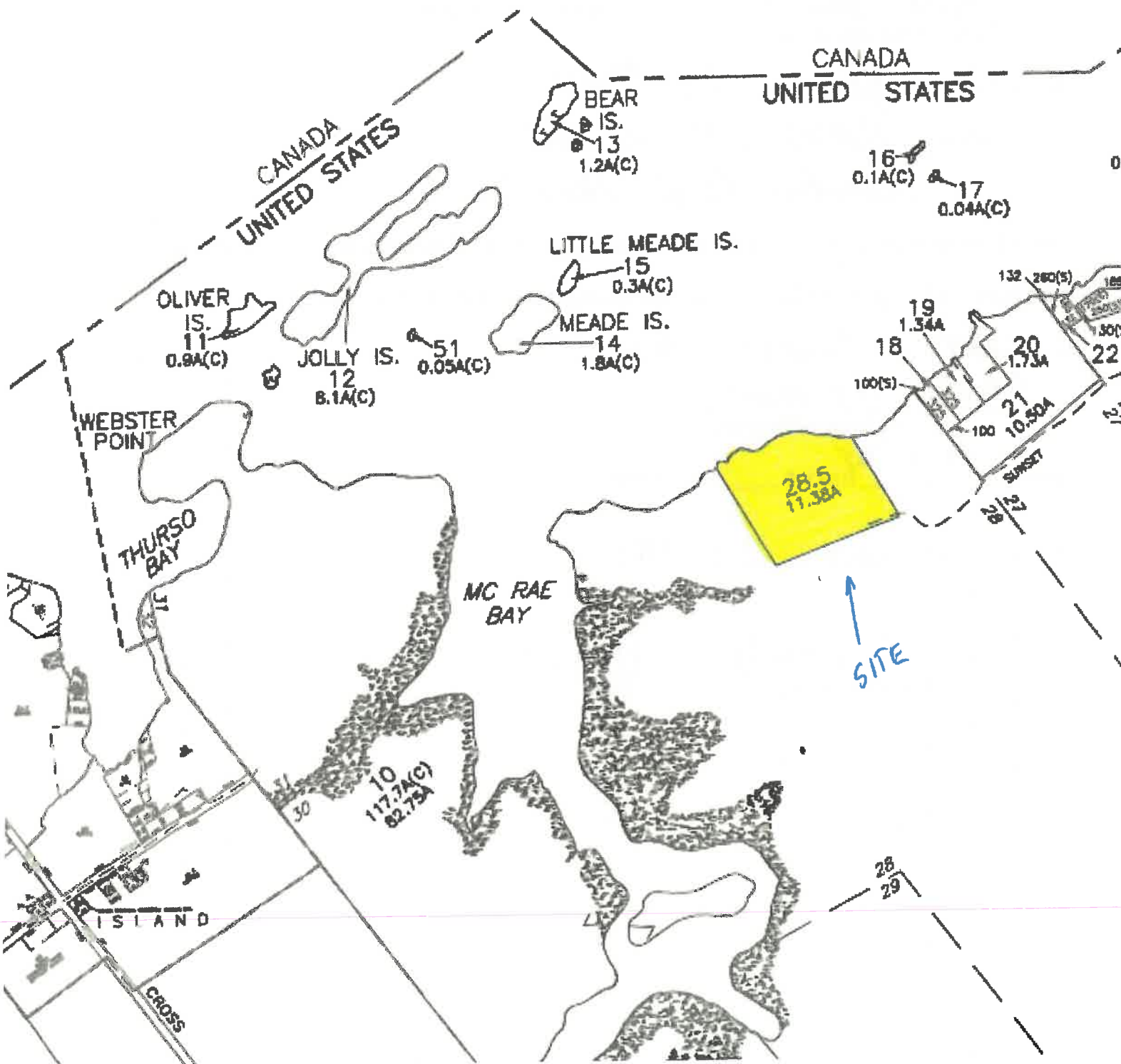
14x28

Cottage Storage
Barn

Septic
System



Note: Building will set on
Gravel Pad. Pad will
be 16" to 24" thick.



JOINT TOWN/VILLAGE OF CLAYTON PLANNING BOARD

AUTHORIZATION TO ACT AS AGENT

I Sandra Hamlin give my permission to
(Name of Property Owner)

(Agents Name): George Matthews

Address: 13220 Brown Rd. P.O Box 7
Clayton N.Y. 13624

to submit an application for _____ Site Plan Review, X Special Use Permit or _____ Subdivision review

to the Joint Town/Village of Clayton's Zoning Planning Board for the property located

at 12247 Sunset Lane
Clayton N.Y. 13624
(Address of Property)

Tax Map # 1100-1-285 Block # _____ Lot # _____

Date property was acquired: 2020

Sandra Hamlin 8/14/2025
Signature of Property Owner Date

Signature of Agent

Date

617.20
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>George Matthews</u> | 2. PROJECT NAME <u>Hamlin Dunk house</u> |
| 3. PROJECT LOCATION: Municipality <u>Town of Clayton</u> County <u>Jefferson</u> | |
| 4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) | |
| 5. PROPOSED ACTION IS: <input checked="" type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration | |
| 6. DESCRIBE PROJECT BRIEFLY: | |
| 7. AMOUNT OF LAND AFFECTED: Initially <u>1/8</u> acres Ultimately <u>1/8</u> acres | |
| 8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input checked="" 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: | |
| 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 checked="" 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>George Matthews</u> Date: _____ Signature: <u>Geo. Matthews</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? | | If yes, coordinate the review process and use the FULL EAF. |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | |
| 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 checked="" 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 checked="" 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 checked="" 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.

- ☐ 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.
- ☐ 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 |
| <u>George Matthews</u> Print or Type Name of Responsible Officer in Lead Agency | _____ Title of Responsible Officer |
| <u>George Matthews</u> Signature of Responsible Officer in Lead Agency | _____ Signature of Preparer (If different from responsible officer) |

Reset

| OBJECTID | Parcel ID Num | Owner Name | Tax Address | Tax City | Tax State | Tax ZIP |
|----------|---------------|--------------------------|-----------------------|-----------------|-----------|---------|
| 53456 | 11.00-1-18 | Kendall, John W | 1131 Agard | Trumansburg | NY | 14886 |
| 53460 | 11.00-1-21 | Adamson Trustee, James C | 5201 Ocean Beach Blvd | Cocoa Beach | FL | 32931 |
| 53467 | 11.00-1-28.1 | Howard Smith Family LLC | 350 Valley Forge Rd | West Palm Beach | FL | 33405 |
| 53471 | 11.00-1-28.5 | Hamlen Trustee, Sandra H | 252 Rice Rd | Wayland | MA | 1778 |