

REGULAR JOINT TOWN AND VILLAGE PLANNING BOARD MEETING

October 15th, 2025, at 6:30pm | 103 Main Street, Mount Morris NY

Present: Jim Patrick, Planning Board Chair; Brianna Rawleigh, Planning Vice Chair; Planning Board Members Phil Race and Joel Clester; Town Code Enforcement Officer Shawn Grasby; and Town Councilman Joe Rawleigh

Excused: Planning Board Member Larry Woodworth

Also present: Community member Patrick Scully

CALL TO ORDER AND REVIEW OF MINUTES

Chairman Jim Patrick called the meeting to order at 6:31pm and requested that all stand for the Pledge of Allegiance, which was led by Code Enforcement Officer Sean Grasby. Introductions were made for the record.

The minutes of the September 17th, 2025, regular Planning Board meeting were reviewed. A motion to approve the submitted minutes was introduced by Phil Race and seconded by Brianna Rawleigh, and was voted on by members as follows:

Aye: 4 (Clester, Patrick, Race, Rawleigh)

No: 0

Abstain: 0

The motion carried unanimously.

PUBLIC HEARING – MINOR SUBDIVISION (TOWN OF MOUNT MORRIS)

The public hearing for the Swanson Estate Subdivision was opened 6:33pm. CEO Grasby summarized the application. The parent tract at/near the corner of Ridge and Creek Roads is to be divided to create two parcels. One resulting parcel will contain approximately 24 acres and the second will contain 76 acres. He noted the subdivision complies with Town dimensional standards, and that while presently a single tax parcel, roadway alignment visually divides the property. Stephanie, the applicant's representative (sister/co-owner), stated that no site development is proposed at this time and that the intent is an intra-family conveyance. No Board or public comments were offered.

Chairman Jim Patrick noted the Short Environmental Assessment Form (EAF) was not included in the original submission. The Board directed that the SEQR record be completed for the file; later during the meeting, Board Secretary Kaylee Leone completed the Short EAF using the NYS DEC EAF Mapper, and minor land-use/habitat checkboxes were corrected consistent with Board discussion.

Following brief discussion, Joel Clester moved to close the public hearing and approve the minor subdivision as presented. The motion was seconded by Phil Race. The motion was voted on by members as follows:

Aye: 4 (Clester, Patrick, Race, Rawleigh)

No: 0

Abstain: 0

The motion carried unanimously.

The board secretary and CEO outlined the post-approval filing process with the County Real Property Office and explained that associated County fees are the applicant's responsibility.

PRELIMINARY REVIEW – MINOR SUBDIVISION (TOWN OF MOUNT MORRIS)

CEO Grasby reported that the applicant submitted an older reference map to illustrate the intended division while the current survey is being prepared. The concept retains the lands west of Creek Road with the applicant and conveys approximately 20–22 acres on the east side to the applicant's daughter and son-in-law for a future single-family residence. Board questions focused on reconciling the reference map's multiple lot labels, which reflect a previously filed subdivision of the larger holding.

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Phil Race moved to schedule a public hearing for November 19th, 2025, and waive County Planning Board referral given the application's minor-subdivision status. Vice Chair Brianna Rawleigh seconded Member Race's motion, which was voted on by members as follows:

Aye: 4 (Clester, Patrick, Race, Rawleigh)

No: 0

Abstain: 0

The motion carried unanimously.

Chairman Patrick directed that the Short EAF be included with the hearing packet.

ADMINISTRATIVE DISCUSSION: PROFESSIONAL SERVICES

The Board reviewed outside counsel and RF engineering invoices associated with the recent Verizon wireless facility application. Vice Chair Rawleigh noted that approximately 46% of the principal legal invoices related to meeting attendance and travel time. While such costs are escrowed to the applicant under Town code, the Board expressed concerns regarding duplication of efforts between outside counsel and the Town engineer, same-day submittals that drove reactive review cycles, and the absence of interim "progress" billings that might have prompted earlier cost controls.

Consensus was to refine procedures prospectively, with Chairman Patrick meeting with Town Supervisor Dave DiSalvo and Town Board Planning/Zoning liaison Councilman Joe Rawleigh to discuss:

- relying on the Town engineer to lead SEQR analysis and draft resolutions, with targeted legal review at milestones;
- establishing pre-approval parameters for attorney travel beyond a reasonable distance;
- enforcing a one-week materials deadline before meetings; and
- requesting the Town Supervisor discuss expectations, travel policies, escrow thresholds, and potential conflicts with the law firm, particularly in light of ongoing or prospective solar/battery storage matters.

ADJOURNMENT

With no further business, a motion to adjourn was introduced by Member Race and seconded by Vice Chair Rawleigh, and was voted on by members as follows:

Aye: 4 (Clester, Patrick, Race, Rawleigh)

No: 0

Abstain: 0

The motion was carried unanimously, and the meeting was adjourned at 7:27pm.

The next regularly scheduled Planning Board meeting is set for Wednesday, November 19th, 2025, at 6:30pm.

Respectfully submitted,

Kaylee R. Leone
Planning Board Secretary