PLANNING BOARD MEETING MINUTES

Town of Wayne – June 2026

Also Present: James Duncan, Todd Mathis, Richard Morrison, Jesse Jaynes (CEO), and interested members of the public.

Name	Status
Geoff Terwilliger, Chair	Present
Scott Hendershott	Present
Kurt Falvey	Absent
Joyce Plaisted	Absent
Andy Williams (ALT)	Present
Russ Miller (ALT)	Present
Shona Freeman, Liaison	Absent
Jesse Jaynes, CEO	Present

Quick Recap

The Wayne Town Planning Board reviewed three applications and one pre-application request. The Board approved a minor subdivision application submitted by James Duncan for property on Grove Springs Road, approved a site plan review application submitted by Todd Mathis for the conversion of an existing garage into a principal residence on Keuka Village Road, and approved a minor subdivision application submitted by Richard Morrison on Silsby Road. The Board completed SEQR reviews for the subdivision applications and discussed a pre-application proposal concerning potential amendments to the Town Land Use Regulations related to accessory dwelling units.

Next Steps

- James Duncan: Record the approved subdivision maps and correct acreage references identified during review.
- Todd Mathis: Coordinate with the Code Enforcement Officer regarding inspections, permits, and final approvals.
- Todd Mathis: Maintain the existing lakeside accessory structure as a guest house within its current footprint and in compliance with the Land Use Regulations.
- Richard Morrison: Record the approved subdivision maps and proceed with the pending property sale.
- Town Officials: Continue evaluating potential amendments to the Land Use Regulations concerning accessory dwelling units.

Summary

Chair Geoff Terwilliger called the meeting to order and confirmed that a quorum was present. The agenda was reviewed and included subdivision applications, a site plan review, and a pre-application discussion.

Approval of Previous Minutes

The Board reviewed the minutes from the previous meeting. Members noted a minor date correction near the end of the document. A motion was made and seconded to approve the minutes as amended. Motion carried unanimously.

Minor Subdivision – James Duncan, Grove Springs Road

The Board accepted the application for review and examined the survey maps. Mr. Duncan explained that the application involved a straightforward division of an existing parcel. Board members reviewed acreage calculations and identified a discrepancy in acreage references appearing on the maps. Following discussion and completion of the required review, a motion was made and seconded to approve the subdivision as submitted. A roll-call vote was conducted and the motion carried unanimously.

Site Plan Review – Todd Mathis, Keuka Village Road

Mr. Mathis requested approval to convert an existing garage into the principal residence on the property. The Board reviewed setbacks, drainage, lighting, and compliance with Town Land Use Regulations. Discussion focused on the existing lakeside structure and its continued use as a guest house.

Public comment was opened. No letters, emails, or comments from the public were received, and the public comment period was closed.

The Code Enforcement Officer advised that additional inspections may be required because portions of the conversion work had already been completed before inspection. Mr. Mathis indicated his willingness to provide access and documentation necessary to complete any required reviews.

The Board approved the site plan with the condition that the existing accessory structure remain a guest house within its current footprint and continue to comply with all applicable provisions of the Town Land Use Regulations. The motion carried unanimously.

Minor Subdivision – Richard Morrison, Silsby Road

The Board reviewed a proposal to subdivide approximately 5.049 acres surrounding an existing residence from a larger parcel. The applicant indicated that the subdivision was necessary to facilitate the sale of the residence.

The Planning Board declared itself Lead Agency for the SEQR review and completed the Environmental Assessment Form. The Board determined that the proposed action was consistent with local zoning requirements and the Comprehensive Plan and would not result in significant adverse environmental impacts.

A motion was made and seconded to approve the subdivision. The motion carried unanimously.

Pre-Application Discussion – Accessory Dwelling Units

The Board heard a presentation regarding possible amendments to the Town Land Use Regulations to address accessory dwelling units (ADUs). Members discussed the distinction between Planning Board authority and Town Board legislative authority and explained that any code amendments would ultimately require Town Board action.

Discussion included examples of ADU regulations adopted by neighboring municipalities, particularly the Town of Milo. Board members reviewed potential considerations such as occupancy, size limitations, and long-term regulatory requirements. No formal action was taken.

Respectfully submitted,

Amy Gush
Planning Board Secretary