



**PLANNING BOARD**  
**Regular Meeting – December 19, 2022**

Chairman Little called the meeting to order at 7:00 p.m.

**Attendance:**

Chairman Paul Little, John Nick, Kathy Bilfield, Bruce Goody, Greg Taylor, Patrick Powers, Zoning Administrator Jeremy J. Little (via Zoom) and Mindy Conway (Acting Secretary). Vice Chairman George Hilton absent.

**Public Hearing:**

**#SPR2022-14: Word of Life Fellowship** is seeking Site Plan Review approval for upgrades and new development/construction at the Word of Life Pines Facility. The proposed project development includes upgrades and new construction at the Pines facility, including but not limited to: Renovations and upgrades to (21) camper cabins, (5) staff cabins, (10) staff RV sites, (4) tent sites, (69) RV sites, reconfiguration of vehicular and pedestrian circulation, reconfiguration of the maintenance area, upgrade bathhouses, lighting, snack shack, stormwater management, landscaping, on-site wastewater treatment systems and water supply wells. Property is located at 8119 State Route 9, identified by Tax Map Parcel #: 36.-1-26, in Zoning District Moderate Intensity.

Chairman Little **opened** the public hearing for **#SPR2022-14: Word of Life Fellowship** at 7:02 pm by asking a representative from Word of Life to explain the proposed project.

Eric Messer, Vice President of Operations at Word of Life Fellowship, gave an overview of the proposed project commenting that one of the key aspects of the Pines Program is that they have RV sites, tenting, as well as guest cabins available. This is a multi-phase process. In the first phase, they are proposing new septic and leach fields, new underground electrical, and electrical distribution system, water storage tanks and distribution system to enhance the life safety components of the facilities, sprinkler systems, hydrants, so that it will be a better situation for emergency response as well. They would love to update the entry sequence into the facility as well as build four (4) staff cabins and four (4) guest cabins.

Chairman Little asked if there were any questions from the Board.

Kathy Bilfield asked for a total number of people they wish to serve at the facility including the extra staff. Eric Messer said that the food service and the meeting house would be expanded to 700. Kathy Bilfield asked if that is the amount when the facility is open. Eric Messer said yes for a one (1) week program, so they would register on Sunday afternoon and they would check

out on Saturday morning for nine (9) weeks. During the other forty (40) weeks of the year the facility will be used as it is currently. The facility houses off campus students for the Bible Institute. Students who have families can rent housing and still do their studies across the street. Kathy Bilfield commented that this is a residential area. Eric Messer said that the primary increase in occupancy would be in the guest cabins environments and that is really where they are increasing the number of beds.

Greg Taylor asked if any of the guests had access to Schroon Lake for boating or can they bring their boat and use the State Boat Launch. Eric Messer replied yes, and they also have a facility across the street called the Lakeside Camp that go together by way of programs and share resources.

Chairman Little asked if there were any more question from the Board.

Hearing none, Chairman Little asked if there were any questions from the public that would like to speak.

John Nick asked what was happening with the Fire Department. He would like to see someone sign off that the road plan will meet all the needs of the Fire Department proposed safety he is not on board. He thinks it is a great project, he is just concerned about public safety. He would like someone to sign off saying that that Fire Department can adequately serve that site as it has been expanded to. Kirsten Catellier commented that last month they submitted a plan call that showed the emergency access route in green and additionally they met with the Fire Department and had a phone call with them prior to the meeting last month, basically where the dashed line shown in green is there will be stabilized surface along the sides of the roadway to make sure their vehicles can traverse down the road, but also to make sure their vehicles can put out their stabilizers. So basically, the road is going to be wide enough for their truck and they were fine with this circulation plan and Sarah Hayes, Pottersville Fire Department Secretary, said they were reviewing the proposed plans and did not have any comments at this time and can sign off if needed. John Nick said that he is uncomfortable with their firm signing off or the Fire Department signing off, he just wants someone to say to this Board that the Fire Department can take care of that level or that magnitude of facility.

Kathy Bilfield commented that it is very narrow in there now and asked if the Fire Department could currently take care of the facility and asked if the Fire Department had any concerns. Eric Messer said that this plan will greatly improve their ability to serve the facility.

John Nick said that it is tight through there now. Kirsten Catellier said that the Fire Department had no comment, they have a copy of all the plans just like the Board.

Chairman Little said John Nick would like a written statement that the Fire Department has approved and feels that the access is fine and said that the Board could put that as a condition of final approval.

Patrick Powers asked in the event the Fire Department needs extra water where are they going to get it from. Eric Messer said that they are going to be drilling an additional well for sprinklers

for the buildings. Patrick Powers said that it had been mentioned that they were going to run a house across the road and that is over a thousand feet plus the build is about two hundred feet in. Greg Taylor asked if they could run a dry hydrant from the pond. Eric Messer said that the depth of the pond is not sufficient. Chairman Little commented as a fireman that if there was a fire every department with a tanker would be called. Pottersville would be called for the initial attack and then mutual aid would go out for tankers. John Nick said that that is common for this area, but if you can't get trucks in there they will be watching from afar.

Chairman Little asked if there were any other questions or comments from either the Board or the public.

On a motion by John Nick, seconded by Greg Taylor, the public hearing for **#SPR2022-14: Word of Life Fellowship** closed at 7:19 pm.

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Chairman Little said that in the October 17, 2022 Meeting (which he was present) the Planning Board had the following concerns: traffic levels, Fire Department, project schedule, lighting, disturbance of the pond, if a dock was built it would be built to code, DOH and DEC permits, SPDES permit, and referral to DOT, DEC, County and APA. Now in the November 17, 2022 meeting, which he was not present, but has the minutes and a few have been updated: updated phasing plan which they did not discuss phases 2 through 6, the first phase of construction is anticipated to begin in March of 2023 with the last phase anticipated to commence in December of 2028, he highlights to Phase 1 are a new entry sequence, change arial power to buried, drill another well, build 4 out of 5 staff cabins, and 3 duplexes and 1 triplex, Wattage of light fixtures throughout are dark sky compliant, they have had communication with the Fire Department and they are still in review of the plans. Their biggest concern is access to the buildings with the equipment, asked about fire hydrants and if they were going to use the pond, the answer is not deep enough. Kirsten Catellier said that Word of Life has their maintenance facility right across the street on the main campus with a hydrant and the Fire Department suggested using that hydrant, SEAF Form was revised, and Site Plan Review Application was revised.

Chairman Little said that since then we have a response from:

- NYS DOT which says that as long as construction is not on the Route 9 right-of-way they have no problem
- Warren County Planning Department which reads: "Encourage the Town Planning Board to utilize the Applicants preliminary Phasing Plan and the list of clarifications and added information provided in the letter dated October 25, 2022 from Studio A to the Town's Zoning Administrator as guidance documents for the Town in their review and monitoring of the proposed renovation activities. Recommend that the applicant provide the Town of Chester copies of any and all correspondence provided by NYS DOT, NYS DEC, (concerning impacts on wetlands), the Adirondack Park Agency and Warren County throughout the project as it may concern project elements of the project identified application for Site Plan Review. Suggest that the Town receive a final site plan of the entire property that includes all completed improvements - including critical infrastructure - denoted on the final plan."

- NYS DEC which reads: “Thank you for your communication. Andrew Pond is a class AA water. Disturbance to the bed or banks of this pond requires an Article 15 Protection of Waters Permit for Stream Disturbance. Thirteen (13) new wastewater disposal systems are proposed and ten (10) of those systems are jurisdictional for the DEC and will require a State Pollutant Discharge Elimination (SPDES) permit. DEC staff have received a SPDES application from the project sponsor and are currently reviewing that application. Disturbance of more than one acre of total land will require a SPDES General Permit for Storm Water Discharges from Construction Activities. This general permit requires development of a Storm Water Pollution Prevention Plan, and submission of a Notice of Intent to DEC.”

Chairman Little asked if there were any questions or comments.

Kathy Bilfield asked if they had thought about dredging the pond to make it deeper. Chairman Little commented that any disturbance to the bed or banks of this pond requires an Article 15 Protection of Waters Permit for Stream Disturbance.

Zoning Administrator Little said that this is a Type II Action, so you don’t need to make a negative declaration, it is not subject to SEQRA since it is a Class B Regional Project and commented that there is an expiration on the site plan review if it does get approved tonight of two (2) years.

John Nick asked if that was start or for the completion of the entire project. Zoning Administrator Little said that the way it reads in Section 5.06(L) of the Zoning Local Law: “unless otherwise specified or extended by the Planning Board a decision on any site plan review application shall expire if the applicant fail to undertake proposed action or project to obtain any necessary building permits to construct any proposed new buildings or to change any existing buildings or to comply with conditions of said authorization within two (2) years of the filing date of such decision”.

Chairman Little said that their proposed plan extends to 2028, so after two (2) years they would have to come back and renew. Zoning Administrator Little said that they should make it part of the discussion if that is what the Board intends to do.

Chairman Little commented that if there is any question whether something is a major or minor changes, please contact the Zoning Office.

**Findings of Facts:**

1. There will be little or no negligible impact on Public Health, safety, and general welfare, and the project satisfies all concerns stated in Section 5.06(E) of the Town of Chester Zoning Regulations;
2. The Project agrees with the Town of Chester Master Plan;
3. Warren County concurs with the Chester Planning Board;
4. NYS DOT stated that work to be done is not on the right-of-way;
5. NYS DEC agrees that the Town of Chester Planning Board is Lead Agency;
6. Phase Plan has been received from the project applicant.

**Conditions for Approval:**

1. Any major changes (i.e. Any increase or change in occupancy, building specifications and locations) to #SPR2022-14 during each of the future phases must be approved by the Planning Board; and
2. The Applicant is to receive approvals from the NYSDOH for installation of all on-site wastewater treatment systems and SPDES Permit from the NYSDEC for construction; and
3. A letter of approval from the Pottersville Fire Department or a qualified design engineer is to be submitted to the Planning and Zoning Office.

On a motion by Greg Taylor, seconded by John Nick, **Site Plan Review Application #SPR2022-14: Word of Life Fellowship** was approved with the above Findings of Fact and Conditions.

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Greg Taylor thanked Word of Life.

**Minutes:**

Minutes for the November 21, 2022 Planning Board Meeting were **tabled**.

**Correspondence:**

- Zoning Administrator’s Activity Report for November 2022;
- Warren County Planning Department Project Review and Referral Form, reviewed by Department on November 29, 2022 for #SPR2022-14 and #SPR2022-15. Forms received by the Zoning Office on November 30, 2022;
- NYS Department of Environmental Conservation SEQR Lead Agency Determination letter dated December 06, 2022 and received by the Zoning Office on December 06, 2022 RE: Word of Life – The Pines in connection with #SPR2022-14 (Word of Life Fellowship).

**Old Business:**

**#SPR2020-13: Loon Lake RV Park LLC (Tim Beadnell)** is seeking Site Plan Review approval to finish and renovate the upstairs of the existing Camp Store to offer coin operated video games and coin operated laundry (2 sets). Property is located at 5400-5408 State Route 8, identified by Tax Map Parcel #: 103.-1-18.1, in Zoning District Low Intensity **\*\*TABLED UNTIL FURTHER NOTICE BY REQUEST OF APPLICANT\*\***

**#SPR2022-15: Elizabeth Aiken** is seeking Site Plan Review approval for a commercial use providing clients with a variety of organic facial treatments and body sugar hair removal. Property is located at 6384 State Route 9, identified by Tax Map Parcel #: 104.10-4-1.1, in Zoning District Hamlet.

The Planning Board reviewed Part 2 of the Short Environmental Assessment Form and all agreed little or no negative impact.

**Findings of Facts:**

1. There will be little or no negligible impact on Public Health, safety, and general welfare, and the project satisfies all concerns stated in Section 5.06(E) of the Town of Chester Zoning Regulations;
2. The Project agrees with the Town of Chester Master Plan;
3. Warren County concurs with the Chester Planning Board;
4. Applicant is duly licensed by NYS;
5. No proposed exterior lighting;
6. Only a small, less than eight (8) square foot, sandwich board sign may be used;
7. Town of Chester approved a septic variance for this building.

Chairman Little read the following Resolution:

**NOTICE OF DETERMINATION OF SIGNIFICANCE AND NEGATIVE  
DECLARATION IN CONNECTION WITH SITE PLAN REVIEW APPLICATION  
#SPR2022-15, ELIZABETH AIKEN**

**WHEREAS**, the Town of Chester Planning Board (“Planning Board”) has received an Application from Elizabeth Aiken (the “Applicant”) for a commercial use providing clients with a variety of organic facial treatments and body sugar hair removal on property located at 6384 State Route 9, identified by Tax Map Parcel #: 104.10-4-1.1 (the “Project”); and

**WHEREAS**, the Planning Board has identified the Project to be an Unlisted action for purposes of State Environmental Quality Review Act (“SEQRA”) review pursuant to 6 NYCRR 617; and

**WHEREAS**, the Planning Board has decided to conduct an uncoordinated review as a Lead Agency for the Project; and

**WHEREAS**, the Planning Board has received a Short Environmental Assessment Form (“SEAF”) for the Project with Part 1 of the SEAF completed by the Applicant; and

**WHEREAS**, SEQRA requires that the Planning Board undertake a thorough review of the potentially significant adverse environmental impacts prior to making its determination with respect to the Project; and

**WHEREAS**, the Planning Board has reviewed Parts 1, 2 and 3 of the SEAF and all other supporting information submitted to the Planning Board by the Applicant;

**NOW, THEREFORE BE IT**

**RESOLVED**, that in accordance with SEQRA, the Planning Board, as a Lead Agency, has determined that the Project will not result in any significant adverse environmental impacts and hereby issues a Negative Declaration pursuant to the requirements of SEQRA and directs the Planning Board Chairperson to complete and sign Part 3 of the SEAF as required for the Determination of Significance, confirming the foregoing Negative Declaration.

**MOTION FOR ISSUANCE OF NOTICE OF DETERMINATION OF SIGNIFICANCE AND NEGATIVE DECLARATION IN CONNECTION WITH SITE PLAN REVIEW APPLICATION #SPR2022-15, ELIZABETH AIKEN,**

Introduced by Kathy Bilfield who moved for its adoption, seconded by Patrick Powers:

Duly adopted this 19<sup>th</sup> day of December, 2022 by the following vote:

AYES: Chairperson Paul Little  
John Nick  
Patrick Powers  
Greg Taylor  
Bruce Goody  
Kathy Bilfield

NOES: None.

ABSTAINED: None.

ABSENT: George Hilton

On a motion by Patrick Powers, seconded by Kathy Bilfield, **Site Plan Review Application #SPR2022-15: Elizabeth Aiken** was approved with the above Findings of Fact.

AYE 6 NO 0

**New Business:**

**#SPR2022-16: Sharon and Gerald Yarter** are seeking Site Plan Review approval for the installation and placement of a 5.92 kW ground mounted solar PV system with whole house battery backup (as accessory structure). Property is located at 323 Landon Hill Road, identified by Tax Map Parcel #: 87.1-1-15, in Zoning District Low Intensity.

Garrett Lee representing Sharon and Gerald Yarter, commented that this will be a backup for when the power goes out instead of using a generator.

Chairman Little asked where the batteries were going to be held. Garrett Lee replied in the basement.

Chairman Little commented that one of the main concerns they always have is if it will be seen by neighbors or interfere with neighbor's viewpoints. Garrett Lee comment there is a hedge row and woods. Kathy Bilfield asked if it faced the road. Garrett Lee said that it is perpendicular to the road.

Greg Taylor asked if they rotated with the sun. Garrett Lee said they were fixed.

Kathy Bilfield asked what color they were. Garrett Lee commented black.

Zoning Administrator commented that the Planning Board is required to send a referral to the Warren County Planning Department because of the property location on Landon Hill Road.

Kathy Bilfield asked if the panels sparkle in the sunlight. Garrett Lee commented that the panels all have a reflective coating.

On a motion by John Nick, seconded by Greg Taylor, the Board deemed **Site Plan Review Application #SPR2022-16: Sharon and Gerald Yarter** complete, referred the Application to Warren County Planning Department for their review and waive a public hearing.

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**#SPR2022-17: Carl W. Barlow** is seeking Site Plan Review approval to renovate the existing two-bedroom single-family dwelling and construct a new addition to the existing single-family dwelling. The 4,287 square ft. addition will consist of an expanded kitchen and living room area, four bedrooms including second floor master suite, covered porch, three-car garage and covered deck above an indoor pool. Property is located at 76-70 Clarkson Road, identified by Tax Map Parcel #: 86.19-1-2, in Zoning District Moderate Intensity.

Carl Barlow was present along with architect, Ethan Hall (via Zoom). Ethan Hall gave a quick overview.

John Nick asked for the total square footage of the house. Ethan Hall said the footprint is a little over 4,000 sq ft and they are adding a second floor. The proposed total square footage when complete would be 4,631 sq. ft. footprint.

Kathy Bilfield asked for the lot size. Ethan Hall replied 1.06 acres.

John Nick asked what the material for the driveway would be. Ethan Hall replied gravel.

**Findings of Facts:**

1. There will be little or no negligible impact on Public Health, safety, and general welfare, and the project satisfies all concerns stated in Section 5.06(E) of the Town of Chester Zoning Regulations;
2. The Project agrees with the Town of Chester Master Plan;
3. Warren County concurs with the Chester Planning Board;
4. Variance #529-V was approved by the Zoning Board of Appeals at the November 23, 2022 Meeting granting an 8.2 ft front yard setback variance;
5. The septic system for six (6) bedrooms and three (3) bathrooms has been designed by a licensed engineer;
6. Planning Board has classified the project as a Type II Action requiring no further review under SEQR.

Chairman Little asked if there were any more questions from the Board.

Greg Taylor asked when you have two (2) unfinished basements sides the one door, is that the only method of ingress and egress. Ethan Hall commented that the door comes down into the pool area and then there are three (3) sliding doors across the front. Greg Taylor asked if there was potential to install a window or door in case of fire. Ethan Hall said that the space is for



mechanical storage. Greg Taylor said that the bathroom downstairs is for showering before going in the pool. Ethan Hall said that was correct, just for use in the pool.

Kathy Bilfield asked what kind of pool it was. Carl Barlow said concrete forms and a liner. Kathy Bilfield asked if the liner could leak. Ethan Hall said that it would be very rare that you would ever have to drain the entire pool. Ethan Hall said if this leaks, it would leak into the ground and filtered.

On a motion by John Nick, seconded by Patrick Powers, **Site Plan Review Application #SPR2022-17: Carl W. Barlow** was approved with the above Findings of Fact.

AYE 6 NO 0

**Subdivision Sketch Plan Conference (Section 3.01, Town of Chester Subdivision Regulations):**

Proposed two-lot subdivision for property currently owned by Varick W. Stringham, located at 222 Indian Springs Road, identified by Tax Map Parcel #: 120.10-1-50.1, in Zoning District Moderate Intensity. Proposed Lot 1 consisting of 1.35 ± acres and Lot 2 consisting of .34 ± acres. Proposed Lot 2 to be merged with Tax Map Parcel #: 120.14-1-7, currently owned by James and Monique Fayette.

Jim Fayette was present and commented that he is look at purchasing 0.34 acres from his neighbor to merge with his current lot of 0.50 acres.

John Nick asked if the remaining lot would still be an existing building lot. Zoning Administrator Little said yes. Chairman Little said 1.3 acres are required.

Chairman Little said that in the past the subdivision is approved with the condition that it is merged with another lot.

John Nick asked Zoning Administrator Little if it needed to be surveyed first. Zoning Administrator Little replied yes.

Bruce Goody asked if there was a structure on the property now. Jim Fayette said on the 0.34 acres, no. Bruce Goody said so there is one on the 1.35 acres.

Bruce Goody asked why he wanted the 0.34 acres. Jim Fayette said that 0.5 acres is not every big for parking, boat trailers, and snowplow.

**Public Privilege:**

None.

**Board Privilege:**

None.

**Adjournment:**

On a motion by John Nick, seconded by Bruce Goody, meeting adjourned at 8:30 pm.

AYE 6 NO 0

Respectfully submitted,

Mindy Conway  
Acting Secretary