

Roxbury Town Planning Board Meeting  
Roxbury Town Hall  
November 20, 2024

The regular meeting of the Town of Roxbury Planning Board was called to order at 7:30 PM at the Roxbury Town Hall.

Present: Chairman Phillip Zorda, members Dave Cowan, Ed Hinkley, Diane Munro, and Robert Cole. Sophia Picco of Delaware County Planning was also present.

The Minutes of the October 16, 2024 meeting were approved on motion of by Dave Cowan, second by Diane Munro.  
AYES – All.

**Samuel Fundaro, 53627 NY-30, Roxbury, NY 12474**  
**Parcel 157.3-1-54, Site Plan Review for a Tavern/pub with Attached Apartment, 53545 NY-30**

The Public Hearing for this action was opened and six people attended. Due to the applicant and owner of the parcel passing away two weeks ago, the application was considered null and void, and the Hearing was closed without comments from the attendees.

David Freer came in after the Hearing was cancelled and the reason for the cancellation was explained to him. David indicated that he would be discussing the project further with the Board.

**Eric and Stephanie Albano, Robbins Rd**  
**Parcels 157.-1-20 (Albano), 157.-1-19 (Robert MacConnell), Boundary Line Adjustment**

Eric presented a drawing showing a proposed BLA that will take 0.11 acres from parcel 157.-1-19 (1.79 acres), to be added to parcel 157.-1-20 (1.19 acres). He also provided the board with copies of the deeds, application and other required documents.

The appropriate fee was paid.

A motion to classify this action as a BLA was made by Diane Munro, second by Dave Cowan.  
AYES - All

A motion to approve the BLA was made by Robert Cole, second by Dave Cowan  
AYES - All

**Patricia and Robert Dana, Burroughs Homestead, LLC, Burroughs Memorial Road**  
**Parcel 156.-1-11, Three Lot Subdivision**

Dan Fancher, surveyor and Robert Dana presented a sketch plan drawing of a proposed three lot subdivision of a 286.77 acre parcel. Both the two new parcels and the remainder parcel will have the required road frontage. The sketch plan was approved by the Board

**Grand Gorge United Methodist Church, NYS State Route 23**  
**Parcel 92.1-3-1, Two Lot Subdivision**

Dan Fancher, surveyor presented a drawing of a proposed two lot subdivision of a 1.14 acre parcel. One parcel will contain the church structures (0.47 acre) and the second parcel will contain the attached cemetery (0.67 acres). Dan also provided copies of the application, part one of the EAF, and deed for the church structures.

A deed that includes the cemetery could not be located. Sophia Picco has some familiarity with cemetery deed vagaries will research this issue for the Board.

A motion to classify this action as a minor subdivision was made by Diane Munro, second by Dave Cowan.  
AYES - All

The required fee was paid.

A motion to deny a waiver to skip a public hearing was made by Robert Cole, second by Diane Munro.  
AYES - All

It was determined by Sophia Picco that soil tests were not required for the cemetery parcel as a cemetery is considered a utility of the town.

A motion to classify this action as Unlisted was made by Diane Munro, second by Dave Cowan.  
AYES - All

A motion to refer this action to the County for the 239 review was made by Ed Hinkley, second by Robert Cole.  
AYES - All

A motion to hold a Public Hearing for this action on December 18, 2024 was made by Diane Munro, second by Dave Cowan.  
AYES - All

A short discussion concerning the future of the Planning Board now that the Chairman has resigned as well as other members considering leaving. Diane Munro will send an email to the Town Supervisor asking for some direction from the Town Board for finding new members.

On motion of Diane Munro, second by Dave Cowan, the meeting adjourned at 8:15 PM.  
AYES – all

Phillip Zorda, Chairman