# Town of Middlesex
# Planning Board & Zoning Board of Appeals
## October 7, 2026, Joint Work Session Minutes
### 6:00 p.m. • 1216 Route 245, Middlesex, New York 14507

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*The following minutes are the official and permanent record of the actions taken by the Town of Middlesex Planning Board, as recorded by the Planning Board Clerk.*

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| **Meeting called by:** | Case Smeenk, *Planning Board Chair* |
| **Planning Board members present:** | Nathaniel Duffy<br>Terry Mott<br>Gordon Stringer<br>Andrew Coots |
| **Zoning Board of Appeals members present:** | Christopher Mays<br>Devin Colbert |
| **Staff present:** | Elizabeth Altemus*, Planning Board Clerk* |

Mr. Smeenk called the work session to order at 6:00 p.m.

1. **Site Plan Requirements**

The Board discussed whether all site plans should be stamped by a licensed professional engineer. Tram applications and steep slope permit applications already require this. Mr. Duffy argued that engineering costs could be prohibitive for many projects. Mr. Mott argued that surveys are valuable documents for homeowners to have. Mr. Coots commented that many other municipalities only require sketches for smaller projects.

It was discussed that the requirement for a licensed PE stamp could be triggered by project size or cost. There was also discussion that projects could be sketched onto survey maps using on the ground measuring from survey stakes or with the aid of digital apps.

Mr. Mott made a motion to recommend that site plans be required to be completed and stamped by a licensed professional engineer for building projects over 500 square feet. Mr. Stringer seconded.

Mr. Mott, Mr. Stringer and Mr. Smeenk voted in favor, Mr. Duffy and Mr. Coots opposed, and the motion caried by majority vote.

2. **Steep Slope Regulations**

Mr. Smeenk referred to section 707.3.5.1-C, commenting that the Town Highway supervisor cannot approve structures in the right-of-way, so parking areas may need approval by County or State Highway authorities.

There was discussion of section 707.3.5.1-E and whether to change the language to prohibit any construction not specifically defined in 707.3.5.1-A-D.

There was discussion of whether logging should be allowed on extremely steep slopes and that logging is considered a right to farm activity.

The Board also discussed section 707.4.3 regarding segmentation of disturbance and whether timeframes between disturbance events should be specified or allowances per acreage could be defined.

The Board agreed to meet at 6 p.m. before the regularly scheduled meeting on November 4th for another work session.

The work session was adjourned for the regular meeting.