

Approved

Town of Cambria Zoning Board Meeting Minutes

Date: March 23, 2026

Time: 7:00 PM

Location: Town Hall Meeting Room, 4160 Upper Mountain Road, Sanborn, New York

Attendees included:

Andrew Milleville, Chairman

Harmony Retzlaff-Hurtgam, Vice Chairman

Thomas Andrews, Member

Jennifer Garofalo Member

Daniel Walker, Member

Johnathan Strassheim, Alternate Member

Louise Brachmann, Liaison to the Town Board

Abe Platt, Town Attorney

Matthew Cooper, Building Inspector/Code Enforcement

Krista Brocious, Planning /Zoning Board Clerk

Members not in attendance included:

Call to Order

The meeting was called to order by Chairman Milleville who welcomed everyone to the meeting and asked everyone to stand for the pledge of allegiance.

The Chairman acknowledged an open seat on the Board and invited **Dan Walker** to act as a member for the meeting.

Approval of Minutes

Motion: To approve minutes from **January 26, 2026**, meeting

- Made by: Ms. Retzlaff-Hurtgam
 - Seconded by: Mr. Andrews
 - Vote: All in favor. Motion passed
-

New Business

There was no new business presented.

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Old Business

MCKIE Properties/RIC Energy **ZBUV-2025-003**
5147 Lkpt Rd., Lkpt **SBL#121.00-2-46.211**
Coordinated Review/Further Proceedings

The Chairman noted that this matter had previously been opened as a public hearing and deferred pending input from the Planning Board regarding SEQR review.

- The Planning Board is continuing its coordinated environmental review.
- Additional supplemental information has been requested and received.
- A decision from the Planning Board is expected at an upcoming meeting.
- The public hearing remains open.

Motion:

- Motion to continue the public hearing and hold the matter in abeyance pending SEQR determination
 - Motion by: Mr. Andrews
 - Seconded by: Dr. Garafalo
 - Vote: All in favor. Motion passed

Special Permit-Renewal:

LAMPKIN, Paul **2015-02**
3238 Lower Mtn., Sanborn **SBL#105.00-1-26**
Private Kennel

The Board reviewed the renewal application for a private kennel special use permit, which has been in operation for approximately 11 years.

- No complaints or issues were reported by the Building Inspector.
- Prior approvals included an initial one-year term followed by five-year renewals.

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- Motion to renew special permit for five (5) years
 - Motion by: Ms. Retzlaff-Hurtgam
 - Seconded by: Mr. Andrews
 - Vote: All in favor. Motion Carried

Reports & Discussion

Chairman's Report

The Chairman:

- Distributed variance criteria reference sheets to all Board members.
- Emphasized the importance of:
 - Clearly addressing each statutory factor when reviewing applications.
 - Creating a transparent and consistent record.
 - Providing clear reasoning for approvals or denials.

The Chairman also welcomed new members:

- **Dan Walker**
- **John Strassheim**

Attorney's Report

The Board Attorney provided guidance on improving procedural clarity and transparency, including:

- Clearly stating findings on the record for each application.
- Helping applicants understand:
 - The criteria required for approval.
 - The reasoning behind Board decisions.
- Encouraging structured discussion of:
 - Area variances (balancing test)
 - Use variances
 - Special use permits
 - Interpretations (noted as underutilized)

The Attorney recommended:

- Walking through each statutory factor during deliberations.

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- Ensuring applicants understand their burden of proof.
- Using findings to guide future applicants.

Additional notes:

- If recurring variance requests arise, the issue may be referred to the Town Board for potential zoning amendments.
- Current consideration includes regulations on accessory structures.

Board Member Discussion

Discussion included:

- Confirmation that special permit renewals:
 - Continue under original conditions unless issues arise.
 - Do not require full re-evaluation unless complaints or violations occur.
- Clarification of revocation process:
 - Would require a public hearing and new findings.
- Recommendation to improve application clarity, including:
 - Adding identifiable location references (e.g., nearby addresses) for properties without clear street addresses.

Adjournment

- **Motion:** Mr. Andrews
- **Second:** Ms. Retzlaff-Hurtgam
- **Vote:** All in favor. Motion carried.
- **Meeting adjourned @ roughly 7:20 PM**

Krista Brocious
Planning/Zoning Clerk