TOWN OF CAMILLUS
PLANNING BOARD MINUTES
July 13, 2026 - 7:00 p.m.

PRESENT:
Tracy Lauer, Chairperson
Scott Gasparini
Erich Grome
Don Klaben
Matthew Prell

STAFF PRESENT:
Paul J. Curtin, Jr., Attorney
Chuck White, Engineer

GUESTS AND MEMBERS OF THE PUBLIC:
3 others

Chairperson Lauer called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

NEW BUSINESS

Fairmount Animal Hospital **TM #: 056.-02-05.1**
4101 W. Genesee Street
Temporary Site Plan

Steve Reese, Treasurer of Seventh Heaven Rescue and employee of Fairmount Animal Hospital appeared before the Board to present their Temporary Site Plan for a fundraising event taking place in the north parking lot of their facility. He explained that the event will primarily be a craft and vendor fair with a food truck, beverage truck, adoption opportunities, and will take place from 10:00 a.m. to 2:00 p.m. on August 8, 2026.

He explained that the parking strip between the animal hospital property and adjacent Holy Family School will facilitate some parking, with additional parking available behind the building on Chapel Drive, in the north and south parking lots of the adjacent retail plaza, and in the Holy Family church and school lots, noting that they have volunteer parking attendants on hand to assist visitors. He added that they have requested permission from the plaza owner to use their lots but haven't heard back yet and will reach out to Holy Family to request permission to use their lots.

Mr. Grome clarified where traffic would enter and exit; Mr. Reese stated that there would be no traffic in or out of the parking lot being used for the event from set up through teardown.

Mr. Gasparini inquired what the total available parking spots would be; Mr. Reese stated that there are approximately 30 on site and many overflow spots between those contained in the adjacent plaza and church/school lots.

Mr. Klaben noted that it is important that they obtain approval from both the plaza owner and church for use of their lots. He inquired about attendance numbers from their last event, whether there were any issues, where most of the attendees parked, and how they plan to block the parking lot entrances. Mr. Reese stated attendance totaled approximately 200-300 people over the course of the four-hour event last year, there were no traffic or parking issues, that most parked in the adjacent plaza lots, and stated that the entrances to the parking lot where the event will take place will be blocked with barrels and/or sawhorses and safety tape. Mr. Klaben suggested blocking the West Genesee entrance with a vehicle.

Mr. Curtin confirmed that there would be no vehicular traffic in the northern parking lot being used for the event and inquired about the total hours and number of volunteers assisting. Mr. Reese stated that set up would take place from 8:30 a.m. to 9:45 a.m., the event would take place from 10:00 a.m. to 2:00 p.m., and teardown would take place from 2:00 p.m. to 3:00 p.m.

Chairman Lauer requested they submit a revised plan that more clearly depicts the ingress/egress points being blocked to traffic, as well as written permission from the plaza owner and church allowing use of their parking lots for the event.

Mr. Prell made a motion to declare the Camillus Planning Board as Lead Agency. Mr. Klaben seconded the motion, and it was unanimously approved.

Mr. Prell made a motion to declare this proposed action an unlisted action under SEQR. Mr. Klaben seconded the motion, and it was unanimously approved.

Mr. Prell made a motion to make a negative declaration regarding this proposed action under SEQR. Mr. Klaben seconded the motion, and it was unanimously approved.

Mr. Prell moved to approve the proposed Temporary Site Plan contingent upon the applicant submitting an updated site plan depicting the ingress/egress points being blocked to traffic and written approval from the adjacent property owners allowing use of their parking lots for the event. Mr. Klaben seconded the motion, and it was unanimously approved.

MINUTES

Mr. Prell moved to approve the minutes of the June 22, 2026 meeting. Mr. Klaben seconded the motion, and it was unanimously approved.

CORRESPONDENCE

Mr. Gasparini moved to approve payment of a voucher received from Curtin Law Firm, P.C. for legal services totaling $2,200.00, $550.00 of which is recoverable. Mr. Grome seconded the motion, and it was unanimously approved.

Mr. Prell moved to approve payment of a voucher received from Barton & Loguidice, D.P.C. for engineering services totaling $3,763.25, $3,263.25 of which is recoverable. Mr. Klaben seconded the motion, and it was unanimously approved.

COMMENTS OF TOWN OFFICIALS

None

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COMMENTS OF THE ATTORNEY

None

COMMENTS OF THE ENGINEER
None

COMMENTS OF BOARD MEMBERS
None

ADJOURNMENT
Mr. Gasparini moved to adjourn the meeting at 7:11 p.m. Mr. Prell seconded the motion, and it was unanimously approved,

Respectfully submitted,

Martha Dickson-McMahon
Interim Planning Board Clerk