

*APPROVED*  
**ZONING BOARD OF APPEALS**  
**MINUTES OF MEETING**  
**March 10, 2025**

The Regular and Organizational Meetings of the Zoning Board of Appeals of the Town of Clay, County of Onondaga, State of New York, was held at the Clay Town Hall, 4401 New York State Route 31, Clay, New York on March 10, 2025. Chairperson Mason called the meeting to order at 6:00 P.M. and upon the roll being called the following were:

|          |               |                    |
|----------|---------------|--------------------|
| PRESENT: | Vivian Mason  | Chairperson        |
|          | Karen Liebi   | Deputy Chairperson |
|          | Ryan Frantzis | Member             |
|          | David Porter  | Member             |

|         |            |                  |
|---------|------------|------------------|
| ABSENT: | David Hess | Alternate Member |
|---------|------------|------------------|

**OTHERS**

|          |                |           |
|----------|----------------|-----------|
| PRESENT: | Robert Germain | Attorney  |
|          | Chelsea Clark  | Secretary |

All present participated in the Pledge of Allegiance.

**MOTION** made by Chairperson Mason accepting the 2025 Scheduling Calendar, which states the filing dates of when a completed application is to be received from an applicant; the designation that the second Monday of each month will be the regular meeting of the ZBA; appointment of Karen Liebi as Deputy Chairperson; the acknowledgement that Chelsea Clark was appointed by the Town Board as the Zoning Board of Appeals Secretary; the acknowledgement that Robert Germain (Germain & Germain) was appointed by the Town Board as the Zoning Board of Appeals Attorney; and that Proofs of Publication will be in the Tuesday edition of the Post Standard the week before the meeting. Motion was seconded by Mr. Frantzis. *Unanimously carried.*

**MOTION** made by Chairperson Mason that the Minutes of the meeting of December 14, 2024, be accepted as submitted. The January 13, 2025, and February 10, 2025, meetings were cancelled due to no business. Motion was seconded by Mr. Frantzis. *Unanimously carried.*

**MOTION** made by Chairperson Mason for the purpose of the New York State Environmental Quality Review (SEQR) all new actions tonight will be determined to be a Type II, and will be given a negative declaration, unless otherwise advised by our attorney. Motion was seconded by Deputy Chairperson Liebi. *Unanimously carried.*

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

**Case: #1966 – Timothy R. See, 8380 Caughdenoy Road, Tax Map #064.-01-03.2.:**

The applicant is seeking a Special Permit pursuant to Section 230-13 A.(2)(d)[1] – Home Occupation, and Section 230-27 I.(2)(a) – Home Occupation Standards, to allow for pottery classes in pole barn. The property location is in RA-100 Residential Agricultural District.

The applicant was present.

Chairperson Mason asked the applicant to explain his request for a Special Permit.

Mr. See explained he is a potter and travels to different pottery workshops and would like to offer classes at his residence, in his pole barn.

Chairperson Mason asked if there were any further comments or questions from the Board.

Mr. Frantzis stated the applicants request is exciting and asked if the pole barn and pottery wheels were finished.

The applicant stated that the septic has been approved, bathroom designed and is working on getting necessary permits. Mr. See added that the septic and parking have been dealt with.

Mr. Frantzis asked how many students the applicant would have at one time.

Mr. See stated he would average around one student per week.

Mr. Frantzis asked if the applicants' classes were geared toward instruction on pottery.

The applicant explained he would be hosting workshops to learn the art of pottery.

Deputy Chairperson Liebi asked if there were existing bathrooms in the pole barn.

Mr. See stated not yet, however, there will be one in the pole barn once permits are approved.

Mrs. Liebi asked the applicant if there would be a kiln and if the students would be taking home their pottery from class.

Mr. See stated no, his classes are build and destroy based to encourage the students to step out of the box and challenge themselves to try something new.

Chairperson Mason asked if anyone in the audience had any questions or comments.

Chris Close, 5160 Lyle Drive, had concerns that students would be parking on Caughdenoy Road. There is a sharp curve with cattails and many accidents happen in this area.

The applicant confirmed no students would be parking on Caughdenoy road and there is ample parking on his property for the expected one student at a time.

Mr. Germain noted that Caughdenoy Road is a County owned road and parking on County roads is prohibited.

Mr. Germain added this is an Unlisted Action with a filed EAF (short form) for the purpose of SEQRA compliance. The proposed action does not involve any other permitting authorities outside the Town. The proposed action will not have a significant negative effect on the environment, and therefore does not require the preparation of a DEIS.

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Chairperson Mason asked for those in favor of granting the Special Permit and those opposed to granting the Special Permit and there were none.

The hearing was closed.

**MOTION** was made by Mr. Frantzis in Case #1966 to **approve** the Special Permit as requested with the condition that there shall be no parking on Caughdenoy Road. Motion was seconded by Deputy Chairperson Liebi.

|            |                          |            |                             |
|------------|--------------------------|------------|-----------------------------|
| Roll Call: | Mr. Frantzis             | - in favor |                             |
|            | Mr. Porter               | - in favor |                             |
|            | Deputy Chairperson Liebi | - in favor |                             |
|            | Chairperson Mason        | - in favor | <i>Unanimously Carried.</i> |

There being no further business, Chairperson Mason adjourned the meeting at 6:13 P.M.



Chelsea Clark, Secretary  
Zoning Board of Appeals  
Town of Clay