

Minutes of the Town of Chesterfield Planning Board Meeting Held on Wednesday, February 11, 2026 at Town of Chesterfield Office, 1 Vine Street, Keeseville, County of Essex and State of New York Pursuant to Due Notice.

Chairman Prescott called the Meeting to order at 5:30 PM.

Everyone stood for the Pledge of Allegiance.

Those present:

Chairman: Andrew Prescott  
Member: Terry Jandreau  
Member: Mark Allen  
Member: Greg Zais  
Member: Randy Pray  
Member: Benjamin Shankwitz (Alt)  
Code Officer: Trent Gravelle  
Clerk: Bruce Bourgeois

Guest present:

Jaclyn Hakes (MJ Engineering)

Upon a motion by Member Jandrea and seconded by Member Zais and unanimously carried it was

#3 Resolved: That the minutes of the Public Hearing and Regular Board Meeting held on January 14, 2026 be accepted.

Chairman Prescott informed the Board the proposed Beauregard subdivision has received APA approval, which was submitted and filed in Essex County Clerk's Office. This completes the submission requirements and the Planning Board may move to a Public Hearing.

Upon a motion by Chairman Prescott and seconded by Member Pray and unanimously carried it was

#4 Resolved: To declare the application of a proposed subdivision at 467 Dugway Road (3.3-1-6.200) owned by Robert Beauregard complete and enable a Public Hearing at the next available Planning Board Meeting.

Chairman Prescott presented the Board with a request from James and Joann Sheehey to combine two parcels on Schuyler Road in Keeseville. He informed the Board they could not approve as the parcels are in the name of PD Trust and there is confusion on the availability of the trustees to sign the application

to combine lots. It was suggested to make a motion upon act of notification of approval. Member Jandreau suggested that might not be correct. He will contact the State Department for clarification. The combination of lots was tabled pending signatures from all named trustees of PD Trust.

Chairman Prescott recognized Jaclyn Hakes for a presentation on a Draft RFP for Zoning Regulation Update Grants.

Ms. Hakes gave a summary of smart growth zoning grants. There will be an RFP publicized by the first week of March with proposals due by April's Planning Board Meeting. The Board needs to know the fee for the company it will decide on using but probably more than Comprehensive Plan fee. The grant process is 90-10 reimbursed but is more competitive than Comprehensive Plan.

Member Zais added this can overlap with the Climate-Smart Initiative and asked how points were awarded on work submitted or level of completeness and if there were other routes to pursue if a grant is not awarded.

Ms. Hakes noted the RFP will include a natural resource inventory and open space plan, helping the community "check the boxes".

Chairman Prescott added no North Country town has been awarded funding for zoning.

Member Zais suggested an attorney as subcontractor. Ms. Hakes said there sometimes is but that is the community's decision. Chairman Prescott noted the Town of Chesterfield Attorney would not have enough time to commit. Ms. Hakes suggested attorney rates are expensive and probably just use an attorney to make sure everything is correct and legal.

Member Zais queried if the Planning Board would re-do the entire zoning law. Ms. Hakes replied it was up to the Board to decide.

Chairman Prescott stated there was not a lot of geographic other than to clarify historic districts and commercial zones. Definitions in current law definitely need cleaning up.

Member Zais suggested an agricultural overlay. Member Pray added to tie the geographic edits to Essex County GIS.

Member Pray suggested a re-write from page one.

Ms. Hake agreed, stating it is actually less work and more efficient to start from scratch. If the Board updates, make sure the process is transparent, suggesting a chart format.

Member Jandreau suggested the map should be page one and it makes sense to start with a blank canvas.

Member Zais suggested one page of bullet points to make the regulations clearer and easier to use.

Ms. Hakes explained the Zoning Committee would be different than the Comprehensive Plan Committee.

Member Zais asked if there would be a website. Ms. Hakes replied in the affirmative. Member Zais suggested the role of tele meetings and recording of any meetings for the benefit of the future committee.

Member Zais asked the project duration.

Ms. Hakes replied probably 2 years once the Town Board approves the go- ahead. The Zoning Advisory Committee will be more in depth than the Comprehensive Plan. Definitions are much more critical. Just for APA approval, the process could be six months to a year.

Member Pray asked if Ms. Hakes had any applications for zoning through APA in her library.

Ms. Hakes replied very few and they were older.

Ms. Hakes presented sample pages by use on classification of use and zoning districts. She suggested the Committee not make items subjective, consider performance and initiative zoning and provide financial analysis of zoning. One chart could be for homeowners and one chart for contractors.

Chairman Prescott thanked Ms. Hakes for a thorough presentation.

Chairman Prescott surmised the process could take as long as four years which could mean different Planning Board or Town Board Members before this is complete.

Member Pray suggested there was nothing to stop the Planning Board from building its own charts in the interim of crafting a new Zoning Law.

With nothing else to come before this Board, Chairman Prescott declared the Planning Board Meeting of February 11, 2026 closed at 7:01 PM.