

MINUTES OF THE TOWN OF FORT EDWARD PLANNING BOARD MEETING HELD ON WEDNESDAY NOVEMBER 12, 2025, AT TOWN HALL COMMENCING AT 7:00 P.M.

Chairman Mark Belden called the meeting to order at 7:06 PM

Pledge of Allegiance

PRESENT: Chairman Mark Belden
Joe McMurray
Dolores Cogan
Zach Middleton
Don Sanders Jr.
Valerie Ingersoll

ABSENT: Max Fruchter

OTHERS PRESENT: James O'Connor, Sharon Tasker-Dalton

APPROVAL OF MINUTES: MOTION by Joe McMurray, seconded by Dolores Cogan to approve the minutes of the meeting of October 8, 2025, **ALL AYES**

BUSINESS:

O'CONNOR FAMILY SUBDIVISION (1 WILLIAMS ROAD)

Valerie Ingersoll: On the survey map it shows lot to be transferred as 3 acres, on the application it shows 5 acres, which is correct?

James O'Connor: 3 acres is correct

Chairman Belden: (corrected application paperwork- Applicant and Chairman initialed and dated each spot- first page, general information and table)

Chairman Belden read the following comments submitted by Town Engineer Chris Koenig:

Applicant should submit the following:

- An affidavit from the application confirming the required familial relationship of the grantor and the proposed grantee and requesting exemption from fees.
- A copy of the draft deed for conveyance of the proposed lot including the statement in the comment below as required by the Planning Board.

The subdivision Plat Map should include the following:

- Acreage of the parent parcel before and after subdivision.
- Since a house is going to be built as per the application, approximate location of house, well, septic and driveway.
- A note stating the five-year family subdivision restriction as per 87-3.2 of the Fort Edward Subdivision Code "*A parcel created by means of family subdivision may not be subdivided*"

for a period of 5 years from the date the map for the family subdivision is filed with the County Clerk.” Unless the requirement is waived by the Planning Board.

Chairman Belden:

1. All agree- Yes
2. All agree- Yes
3. Applicant get a copy from Town Clerk Aimee Ives and sign it
4. Already addressed
5. **Motion by** Zach Middleton, seconded by Don Sanders Jr. to Declare The Town of Fort Edward Planning Board as Lead Agency, No Discussion, **All Ayes**
6. Applicant No, It is dryer than a bone and all shale
7. **Motion by** Dolores Cogan, seconded by Zach Middleton to schedule a Public Hearing for December 10, 2025, at 7:05 PM, No Discussion, **All Ayes**
8. A.- Talk to Town Clerk Aimee Ives
9. Surveyor can add A, B, and C to Survey Map before applicant comes back for Public Hearing.
 - A. The acreage of the parent parcel would be the 177.31 plus 3, so it was 180.31 before started. Applicant will have to get a permit from the Highway Superintendent Brian Brockway. Call for an application for a driveway, for a curb cut. Is there a culvert there already?
Applicant- No, there is no culvert. It depends on where they put the driveway. Some of it is level. There is no ditch.
The Town of Fort Edward requires you to talk to Brian.
 - B. Approximate location of house, well and septic for setbacks

Applicant is also going to need a copy of the Draft Deed for conveyance of the proposed lot including a statement in 7C which is done by Applicants attorney, that shows it is going to Applicants daughter. Applicant will submit it to the County.

Zach Middleton: Start Building Permit Application now to get things started.

Motion by Joe McMurray, seconded by Dolores Cogan to adjourn the meeting at 7:40 PM **All Ayes**

Dated: November 19, 2025

Valerie Ingersoll, Acting Clerk