

**PLANNING BOARD TOWN OF KEENE
MONTHLY MINUTES**

Date: April 14, 2026

Kind: Regular Planning Board Meeting

Place: Keene Town Hall

Board Present: Linda LaBarge, Larry House, Keith Wadsworth & Linda Deyo

Board Absent: Brian Crowl, Ron Hall & Robert Hickey

Others Present: Tom Fine, Mimi McGivney Woltner and Joe Pete Wilson

Pledge of Allegiance

Call to Order: Larry House called the meeting to order at 9:30 am

Approval of Minutes:

A motion was made by Keith Wadsworth and 2nd by Linda LaBarge to approve the minutes of the Planning Board Meeting March 2026 - **CARRIED**

NEW BUSINESS

**K-26-08 FINE, THOMAS – GARAGE
CORNER OF LACY/BARLETT ROAD, KEENE, NY 12942
TAX# 44.2-1-59.120**

Mr. Fine presented today with an application for the 24x24 Garage, wood frame/wood sided, uninsulated and on a cement slab. Plans, Application a check completed. Motion to approve project by Linda LaBarge and 2nd by Keith Wadsworth. – **4 YES – CARRIED**

OLD BUSINESS

**K-26-07 WOLTNER, EMMA – ADDING RENTAL TO HOME
991 HURRICANE ROAD, KEENE, NY 12942
TAX# 45.3-1-62.000**

Mrs. Woltner has applied for an Essex County Grant for low-income house where you add an extra dwelling into your home and rent for a 10-year period as a lower income housing. This would be a 15 x 15 room in the basement of her home with sliding glass door to the outside. It will have either a murphy or futon for the bed, small kitchen roughly 10' long. She will add a bathroom and laundry room. Brian Crowl stated that she will need to apply for a change of use to start. Mrs. Woltner reviewed some hand drawn plans with the board which she denied leaving for the file with the application. Brian Crowl stated he does not feel they need septic information due to the house is a 3-bedroom home and is currently only a two bedroom. Brian Crowl explains she needed two separate applications 1. Change of Use which they could approve today if she submitted payment today. 2. Application for conversion from basement to apartment due to adding a bathroom. She does not want to pay for change of use until she finds out from Essex County that she is awarded the grant. Brian Crowl also stated if the septic is evaluated get update to the board when done. – **PENDING**

UPDATE – 4/14/26 - Mrs. Woltner presented project to the board, Linda LaBarge reviewed application again and determined that it was incomplete with no signature, no check or plans in the file. Mrs. Woltner stated she would give a set of plans however at end of meeting not plans were submitted. Mrs. Woltner stated that in the site plan review law book she does not see where it stated she should be charged for change of use and Conversion of the Basement as stated by the board at the prior monthly meeting.

After a long board conversation, it was determined that at this time the Planning Board needs the following;

NEED

- 1. Completed Application**
- 2. Check for \$100.00**
- 3. Plans for the project**

Once the above are completed the board can move ahead a head to approve the project. Board will contact Brian Crowl and have him send a letter of explanation.

K-25-22 AYLWARD, PHILIP & KATHLEEN – SUBDIVISION
NYS 73 73, KEENE, NY 12942
TAX# 53-1.3.111

7 Lot Subdivision with 20' wide access road, onsite wastewater treatment system with individual water supplies to each lot. There will be not visual change from Rt. 73 aside from the drive entrance.

NEED:

- 1. FULL SURVEY MAP**
- 2. APA PERMIT**
- 3. SITE VISIT**
- 4. LOTS LAYED OUT**

BOARD DECISION: Board agreed to Table– PENDING – 5 YES

Joe Garso, Mr. & Mrs. Aylward and sons were present today and provided, Items 1-4 from above. Six lots will be sold and Owners will keep one lot for themselves. Septic is 100' from wetlands. LGF was submitted. Subdivision stakes out will not take place till approval is done per Joe Garso. There is a log road if Planning Board wants to go up prior to being staked out. Each individual lot will need individual approval from the planning prior to building including the owners.

NEED: APA PERMIT, DOT PERMIT & DOH

DECUSSION: Motion to table by Brian Crowl 2nd by Keith Wadsworth – 5YES

UPDATE 2/10/26

Talked with Joseph Garso of North Woods engineering, PLLC over the phone in Regards to updated information needed on the project.

- 1. FULL SITE MAP RECEIVED**
- 2. APA PERMIT RECEIVED**

NEED:

- 1. SITE VISIT**
- 2. LOTS LAYED OUT**
- 3. DOT COMMERICAL DRIVEWAY PERMIT**
- 4. SEQER FORM COMPLETE - NY 10NY CRR PART 97**

DISCUSSION – TABLED

UPDATED 3/10/26

APA Full Environmental Assessment Form was filled out by Brian Crowl and emailed to Joe Garso. – This is Part 2 & 3 making the Planning Board Lead Agency.

UPDATED 4/14/26

Joe Garso sent an email to Brian Crowl that they are ready for a site visit. Keith Wadsworth requested that an email be sent to every Planning Board Member with date and time of said site visit.

DISCUSSION

Keith Wadsworth would like the board to review Solar Panels and add to the Site Plan Review Law Book, Linda LaBarge inquired if the NYS Laws were the same as the APA Laws. Keith stated the he will send an email to all Planning Board members and the Code Enforcement Officer regarding APA laws.

Joe Pete Wilson asked the Code Enforcement to checks gaps in APA & State regarding Solar Panels.

Linda Deyo - Asked if everyone was signed up for the May training in Saranac Lake and what time to arrive.

Motion to adjourn Keith Wadsworth 2nd Linda LaBarge

The meeting was adjourned at 10:35 am. Respectfully submitted by,
Tina L. Terry Preston

Next meeting – Tuesday May 12, 2026 @ Keene Town Hall