

PLANNING BOARD

**Town of Kirkwood
70 Crescent Drive
Kirkwood, NY 13795**

**June 11, 2025
Meeting Minutes**

Present: Adisen Harden, Member
Jason Maxian, Member
David Pasquale, Ad Hoc Member
Dan Wasson, Member
Gordie Woolbaugh, Chairperson
Gina Middleton, Attorney
Chad Moran, Building & Code Enforcement
John Mastronardi, Town Engineer

Absent: Mike Maciak, Member

Chairman Woolbaugh called the meeting to order at 7:01 PM.

NORBUT SOLAR FARM – CONTINUE PUBLIC HEARING:

Motion by Dan Wasson and seconded by Jason Maxian to continue the public hearing for Norbut Solar Farm project to the July 9, 2025 meeting.

Roll Call Vote:	Adisen Harden	Yes
	Jason Maxian	Yes
	David Pasquale	Yes
	Dan Wasson	Yes
	Chairman Woolbaugh	Yes

Motion Carried.

APPROVAL OF MINUTES:

Minutes from the May 14, 2025 meeting were approved as submitted. All voted in favor.

SITE PLAN REVIEW – CAMERON HORTON ON BEHALF OF BREWED AWAKENINGS COFFEE SHOP:

Chairman Woolbaugh commented he is still very concerned about the lack of dimensions, lengths of vehicles, how many vehicles can get in there. Chairman Woolbaugh explained we need to know how many vehicles from the entrance to the window; we need some kind of measurements. Use the average length of a vehicle and include space between each vehicle. Regarding the second window, turning space is very tight there. We need more detail on the drawing. We will need the average time a vehicle is at the window. It was noted that DOT did approve the entrance. Mr. Horton will provide a professional drawing with everything that is requested. Mr. Horton will also provide radius measurements.

David Pasquale asked if this would have an escape lane, where a car can get out and Mr. Horton explained yes he would include that.

Motion by Dan Wasson and seconded by Adisen Harden to table this until the next meeting, July 9, 2025.

Roll Call Vote:	Adisen Harden	Yes
	Jason Maxian	Yes

David Pasquale Yes
Dan Wasson Yes

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Chairman Woolbaugh Yes

Motion Carried.

NORBUT SOLAR FARM:

Mr. Saunders questioned item #3 & #4 on the agenda, if they were going to do those and Chairman Woolbaugh explained the EAF Determination won't be done until the engineer does his review. Mr. Saunders questioned if he was referring to the lead agency and Chairman Woolbaugh stated yes. Ms. Middleton explained the SWPPP and the EAF because there were a lot of County comments as well. John Mastronardi commented we would like to see the wetlands report, which is in conjunction with the EAF. Mr. Saunders commented on the designation as the Lead Agency starts the time that other agencies to dispute whether they want to take lead agency status or not. It would seem to be in everyone's best interest to have a Lead Agency designated as soon as possible. Ms. Middleton explained we would prefer not to designate Lead Agency until we have at least a full complete Part 1. Our viewpoint in general is that any other agency that may be interested should be able to see a full and complete Part 1 to make a determination. The Broome County comments are primarily for Part 1. The SWPPP is designated more toward Part 2 but there were some County comments, they said they didn't even finalize their review because they need more information.

Motion by Jason Maxian and seconded by Adisen Harden to adjourn the meeting. The meeting was adjourned at 8:04 pm.

Respectfully Submitted,

Mary Kay Sullivan
Secretary, Kirkwood Planning Board

cc: Planning Board Members
Kelley Diffendorf
Poe Williams
Chad Moran

Bob McKertich
Gina Middleton
Katie Legg
Scott Snyder