

**VILLAGE OF HILTON
ZONING BOARD OF APPEALS
Meeting Minutes of December 9, 2025
Approved**

Present: Chairman Kim Fay, Members Elaine Begy, Harry Reiter, Laura Pettine and Paul Cliff; Mayor Joe Lee, Village Liaison Larry Speer, Code Enforcement Officer Ron Bragg, Deputy Clerk Amy Harter, Administrative Assistant Fawn Cretelle-Galan

Guests: Member Joe Ruta via Zoom, Mark Mazzucco via Zoom, Jeff DeCaesere, Dave Willard of MRB, Pat Laber of Schultz Associates, Chris

This meeting was held in the Board Room and via Zoom.

1. Chairman Fay called the meeting to order at 6:28 p.m. with the Pledge of Allegiance and a moment of silence.
2. Chairman Fay declared that a quorum was present so the meeting may proceed.

Minutes

Motion to approve the meeting minutes of November 19, 2025 as submitted made by Laura Pettine, seconded by Elaine Begy, approved 4-0-1. Kim Fay abstained.

Reports

Village Board liaison Larry Speer gave his report.

Village Mayor Joe Lee gave his report.

Code Enforcement Officer Ron Bragg gave his report.

Planning Segment opened at 6:43 p.m.

CONCEPTUAL REVIEW – PARKLAND SUBDIVISION – Wegmans Specialties LLC, 231 & 261 East Avenue

Application of Wegman’s Specialties, LLC to construct 24 townhouse units in 12 duplex buildings, along with a private roadway and all necessary utilities. A full storm water management system will also be constructed. Access into the development from East Ave will be via the existing Hilton East Assisted Living Facility driveway.

At Chairman Kim’s prompting, Pat Laber pointed out the plan changes in the past 3 weeks including street lights, the turning radius for fire truck entry and the loss of 2 units.

Member Pettine confirmed the turn radius for all trucks including village refuse and plows and questioned whether the road could be a one-way directional road. Dave Willard pointed out that the 20' width plus 2'5" gutters should not be made smaller. It was agreed that striping would be added to the road to help traffic flow and safety.

Member Pettine questioned the binding agent to be used in the walking paths and Pat Laber answered that concrete would possibly be used, but it was unknown yet. Member Pettine suggested fencing or rails be added to the side slope for the storm water pond for delineation and safety. Dave Willard noted that a barrier was not required; but is concerned with the slope of the trail which has a 16% grade on a walking path, when ADA requirements are 5% or less. A fence is being considered for the pond, the grading would be looked at.

Member Pettine questioned whether shelters would be provided for kids potentially waiting for the bus, Jeff DeCaesere declined. Member Pettine asked if a separate water meter would be installed in each unit. Jeff DeCaesere stated that according to the law, that is a requirement unless water is "free"- referring to being included in the rent price and does not know at this time which of the two options will be decided upon.

Member Reiter brought up the lack of sidewalks in the subdivision, as well as the aesthetics of design variation to enhance the look of the units and prevent them from looking "cookie cutter." Amy Harter, Deputy Clerk, asked if sidewalks were a requirement and Dave Willard noted that sidewalks are required for village dedicated property, but this is a private drive. Chairman Fay stated that sidewalks are needed on at least one side of the road for safety. Jeff DeCaesere asked if sidewalks would be a requirement for this project to go through and Chairman Fay confirmed that for a "yes" vote they would be required. Pat Laber will investigate adding sidewalks into the design.

Chairman Fay further discussed the aesthetic design including the varied roof pitches and varying the colors to create differentiation between the units, as well as clarifying that each unit would have a two-car garage plus an additional two car driveway. Chairman Fay requested the dimensions for the porches which are not noted and will be added by Pat Laber.

Further discussion regarding the turning radius for the firetruck took place. Member Begy questioned whether there were plans to improve the emergency access road via ESL as there are potholes. Ron Bragg noted that trees along the emergency access road needed trimming to meet requirements for a fire truck. It was determined that Hilton East owns the portion of road containing the potholes. A gate was discussed to discourage "through traffic". Discussion ensued regarding cars parking along the driveway, which can't be prevented but that overflow parking will be provided to discourage this.

Mark Mazzucco questioned the spacing of fire hydrants, Pat Laber stated they are spaced much less than the maximum of 600' - at 450' and 300'. Pat Laber confirmed the hydrants

would be flow tested if a mandate was put on the schedule and required by the village but would be made the meet ISO required fire flow in either case. Ron Bragg noted that hydrants needed to be exercised yearly. Dave Willard noted that the DPW does maintenance on all fire hydrants in the village.

Larry Speer brought up use of wheelchairs by the residents of Hilton East and the safety of kids walking along the roadway if there is no salt use on the road as determined by Hilton East. Dave Willard stated because it will be a shared access roadway, an agreement could be made to salt the road.

The SEQR was reviewed and it was noted that: the planning board and zoning board boxes should be checked on p. 213; the number of months for the project was left blank on page 3; hours of construction would be changed if needed to reflect the village code. Per Chairman Fay, at the next meeting, we will take on lead agency as long as changes are made.

Next meeting: January 13, 2026.

Agenda deadline: December 23, 2025

Motion to adjourn the meeting at 7:35 p.m. made by Chairman Fay, seconded by Paul Cliff.
Motion carried 5-0.

Respectfully Submitted,

Fawn Cretelle-Galan
Recording Secretary