

Town of Pomfret  
Planning Board  
Pomfret Town Hall  
9 Day St  
Fredonia, NY 14063

**April 13, 2026**  
**Hearing # 1-26**  
**6:30 PM**

***DRAFT MINUTES***

APPLICANT & PROPERTY OWNER:

Autumn Howe  
9667 Route 60  
Fredonia, NY 14063  
SBL: 131.09-1-22  
Minor Sub-Division

PRESENT: Robert Smith (Acting Chairman), Robert Dando, Ashley Willebrandt, Nicole Waite (Planning Clerk)

ABSENT: James Joy, Heather Lesch

PUBLIC PRESENT: Autumn Howe, Ralph E. Winterburger, Laura White, Danielle Panek

1. **CALL TO ORDER:** Robert Smith called the meeting to order at 6:30 PM.
2. **ACCEPTANCE OF MINUTES:** A motion to accept the minutes of Hearing #3-25 was made by Robert Dando and seconded by Robert Smith. The motion carried unanimously.
3. **NOTIFICATION OF MEETING:** Mr. Smith read the published Public Hearing notice aloud.

**“NOTICE IS HEREBY GIVEN** that Public Hearing #1-26 will be held by the Pomfret Planning Board on April 13, 2026, at 6:30 PM at the Pomfret Town Hall, 9 Day Street, Fredonia, NY 14063 to consider the appeal of the Autumn Howe for a Minor Subdivision of property located at 9667 Route 60, Fredonia, NY 14063. This property is described on the tax map as SBL: 131.09-1-22 and is zoned Mixed-Use Corridor (MUC) under the Town of Pomfret Zoning Code.

The proposed action is to divide two (2) lots within the 6.40+/- acres of land. The first lot: 0.486 acres, the second: 5.914 acres.

This Minor Subdivision application is open to inspection at the Town of Pomfret Planning & Zoning Office, 9 Day Street, Fredonia, NY 14063.

**PLEASE TAKE FURTHER NOTICE** that the environmental significance of the proposed request under SEQRA will be reviewed by the Board at said hearing.

Any person may appear in person, or by agent, or attorney. Please contact the Planning Office at (716)672-7496 Ext. 7 with any questions. Communication in writing in relation thereto may be filed with the Planning Clerk or at such hearing. All interested persons shall be heard.”

A notification letter was mailed by Clerk Waite to the applicant, and all property owners within 500 feet of the project site.

4. **CORRESPONDENCE:** None received
5. **PROJECT DISCUSSION:** The Board reviewed the application materials for the proposed Minor Subdivision of 9667 Route 60, Fredonia, NY SBL: 131.09-1-22. Autumn Howe explained that she intends to subdivide the single-family home and shed from the remaining vines, garage, and barn. The parcel with the house will be sold, and she will retain the larger parcel with plans to create a driveway to the garage.
6. **PUBLIC COMMENT:** Mr. Smith opened the public comment portion of the hearing.
  - Ralph E. Winterburger (9707 Wilson Rd, Fredonia): Asked if the larger parcel would be sold to the Town of Pomfret to expand the Laona Cemetery.
  - Laura White (9619 Route 60, Fredonia): Asked if the applicant had plans to construct anything on the parcel she’s retaining.

Ms. Howe responded that her only plan is to install a driveway so she can access the garage, which will house her tractor.

7. **CONTINUED PROJECT DISCUSSION:** The Board asked the applicant if there was living space in the garage and if it had any utilities. Ms. Howe answered that the previous owners had an apartment in the garage. It has electricity and a gas line that are separate from the house.

The Board asked if the new driveway would be constructed on Webster Road or Route 60. Ms. Howe intends to have the entrance on Route 60 because the frontage she owns on Webster Road is very small and right next to the corner.

Mr. Smith explained there was some internal confusion regarding the minimum lot size required by the Chautauqua County Health Department for parcels with public water, but no public sewer. In the previous Pomfret Zoning Code, at least 1 acre lot size was required if there were 1 or more private utilities.

The Board reviewed the current Pomfret Zoning Map, Zoning Code Mixed-Use Corridor Section 300-3-6, and Chautauqua County Health Department Sanitary

Code Article IV Section 7. It was determined this proposed subdivision meets the lot requirements of them, including minimum area of 15,000 sq ft, minimum frontage of 100ft, and minimum leach field setback of 10ft.

8. **SEQR PART 1 REVIEW:** The board reviewed the Part 1 SEQR submitted by the applicant. #10 was changed to 'Yes' because the parcel has public water. #11 was changed to 'No' with Septic System being listed as the method of wastewater treatment.
9. **SEQR DECLARATION:** The board reviewed the Short Environmental Assessment Form Part 2 and discussed each question. The decision for each was 'No'. Based on the answers from Part 2 SEQR, and the fact that no land is being disturbed, a motion was made by Robert Smith, seconded by Ashley Willebrandt, to declare a Negative Impact for the proposed Minor Subdivision. The motion carried unanimously by roll call vote.

**ROLL CALL:**

James Joy	ABSENT
Robert Smith	AYE
Heather Lesch	ABSENT
Robert Dando	AYE
Ashley Willebrandt	AYE

10. **DECISION:** A motion was made by Robert Smith, seconded by Ashley Willebrandt, to grant a Minor Subdivision to Autumn Howe, for sub-division of 6.40 +/- acres into two conforming parcels: 0.486 acres, and 5.914 acres, as presented with a Planning Board application for property located at 9667 Route 60, Fredonia, NY 14063 SBL: 131.09-1-22. The motion carried unanimously by roll call vote.

**ROLL CALL:**

James Joy	ABSENT
Robert Smith	AYE
Heather Lesch	ABSENT
Robert Dando	AYE
Ashley Willebrandt	AYE

11. **ADJOURNMENT:** Ashley Willebrandt made a motion to close the Public Hearing at 6:58 PM. The motion was seconded by Robert Dando and carried unanimously.

Respectfully Submitted,

*Nicole Waite*

Nicole Waite

Planning & Zoning Clerk, Town of Pomfret