

Village of Wampsville Zoning and Planning Board

March 17, 2026

In Attendance

Board Members: Lori Seymour, Bill Colvin, Jim Rafte, Kathy Anania, Tim King, Carol Colvin

Also in Attendance: Mayor Jerry Seymour, Debbi Waxenfeld, Code Enforcement Officer Jason Nisiewicz, Douglas Bailey, Sue Brown, Symon Sumner, and Marcia Rafte

Call to Order

Lori Seymour called the meeting to order at 6:31 pm. The Pledge of Allegiance was recited.

Minutes

Bill Colvin made a motion to approve the minutes dated February 17, 2026; Kathy Anania seconded the motion. All in favor – motion carried.

Guest Speaker: Jason Nisiewicz – Code Enforcement Officer

Jason reviewed the list of questions that the board had previously asked.

Building Permits:

Q: Is new building a fee and then each separate fee?

A: No, new construction includes all the separate inspection fees, including CFO.

Q: Do you need to get a permit for each window you put in?

A: No, it is for the entire project and only for windows and doors that are a different size than what is in there. If it is a window at a time, then you would need multiple permits because an inspection needs to happen.

Q: Can you build a deck on cement pylons?

A: Yes, if it is not attached to the home. If the deck is attached to the home, then the other two legs do need to be on a four-foot dug anchor. Jason did provide additional information regarding why it matters if the deck is attached to the house or not.

Q: Who gets the funds for an inspection or a CofO?

A: Jason doesn't collect any money, so if it's not a permit that is sent to the Wampsville Clerk, it is not collected. If Wampsville wants to collect, he can send the CofO to the clerk and she can collect the fee.

The board will work on clarifying the fee list and present it to the board of trustees for approval.

Lori asked Jason to describe the process of a permit. He stated that the permit gets issued and there is a site inspection done. Depending on the project, there could be multiple site inspections done.

Inspections could include flooring, framing, roof, interior, plumbing, insulation and electrical by a 3rd party, then a final inspection. The fire marshal will do a separate inspection as needed.

Old Business:

Reviewed the questions presented to Jason.

New Business:

- **Kyle Ortlieb resignation** – Kyle provided the board with his resignation as he has moved to Tennessee. Tim King will move to that permanent position and Carol Colvin will be the 1st alternate.

- **Review and approval for annexation of two parcels 37.17-1-68 and 69** – A motion was made by Bill Colvin to approve the annexing of the properties. Jim Rafte seconded and all were in favor.
- **Pizza Shop (environmental assessment)** – Lori reviewed the questions with the board to complete the environmental assessment form.
 - Discussions were had regarding the site plan for the Pizza shop. Some concerns are:
 - The septic tank and the setback to the property line
 - Where the dumpsters will go
 - Green Spaces
 - Fence or trees to separate property line
 - Delivery trucks
 - Construction crew
 - Water collection on the roof
 - Note: Fire Chief likes the proposed materials and layout of the design
 - Note: Next step is for the owner to apply for the building permit

Adjournment

Motion to adjourn the meeting at 7:19 p.m. was made by Jim Rafte and Kathy Anania seconded. All in favor – motion carried.

Upcoming meeting: April 21st – Kathy will run the meeting.