

HERKIMER COUNTY PLANNING BOARD

COUNTY OFFICE BUILDING ▪ HERKIMER, NEW YORK 13350

Staff:
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MINUTES

Herkimer County Planning Board
Monday, December 15, 2025

The Herkimer County Planning Board (HCPB) met in person on December 15, 2025, and the meeting was called to order at 12:03 p.m.

The following were present:

Les Stephens, HCPB Chairperson
Bob Drummond
Donna Salamone

Frank Mendl
Hanna Sauberan, HOCCPP Staff

Minutes

Minutes from the November 17, 2025 meeting were unanimously approved, following a motion by Bob Drummond and second by Donna Salamone.

New Business

Town of Frankfort – Town of Frankfort

HCPB reviewed the material submitted for a proposed local law regulating property maintenance in the Town of Frankfort. Members noted the proposal is not subject to official review by the Planning Board because the submitted law will not change zoning or land use regulations that are part of the County 239 review jurisdiction. Donna Salamone made a motion for “No Jurisdiction”, Bob Drummond seconded, and the motion passed unanimously. A letter, signed by Chairperson Les Stephens, will be sent to the municipality explaining the “No Jurisdiction” determination.

Peters – Okara Road West, Town of Webb

HCPB reviewed a conditional use permit for a single-family dwelling in a conservation overlay in a RS-1 zoning district located on Okara Road West in the Town of Webb. Members agreed the potential for intermunicipal and/or countywide impacts would be minimal. Bob Drummond motioned for “No Recommendation”, Frank Mendl seconded, and the motion passed with all in favor.

Dizdarevic – State Rte. 28, Town of Webb

HCPB reviewed an area variance to replace a nameplate sign for a residence that will be 8-10 square feet in a RS-1 zoning district. The HCPB did not identify any significant countywide or intermunicipal impacts and therefore issued a “No Recommendation as to Final Action”. Citing no likely countywide impact, Frank Mendl motioned for “No Recommendation”, Bob Drummond seconded, and the motion passed unanimously.

Norton (Durham School Bus Terminal) – Ferguson Rd, Town of Frankfort

HCPB reviewed a special use permit to operate a school bus transportation and storage facility, including parking, dispatching, and bus maintenance, on Ferguson Road in the Town of Herkimer. The HCPB did not identify any significant countywide or intermunicipal impacts and therefore issued a “No Recommendation as to Final Action”, Bob Drummond motioned for “No Recommendation”. Donna Salamone seconded, and the motion passed with all in favor.

Arts Guild as Old Forge D/B/A View – 3273 State Rte. 28, Town of Webb

HCPB reviewed a conditional use permit to replace and upgrade current signage with digital signs and a steel sculpture installation in a CB-5 zoning district in the Town of Webb. Members agreed the potential for intermunicipal and/or countywide impacts would be minimal. Donna Salamone motioned for “No Recommendation as to Final Action”, Frank Mendl seconded, and the motion passed with all in favor.

Other Business

The next meeting of the Herkimer County Planning Board is scheduled for January 26, 2026, at noon. The meeting will be held in person at the Herkimer County Chamber of Commerce (420 East German Street, Herkimer, NY 13350). There being no further business, the meeting was adjourned at 12:16 p.m.