



Office of the Town Clerk
James M. Wooten, Town Clerk

Registrar of Vital Statistics

Records Management Officer

Marriage Officer

September 18, 2025

General Code Publishers
781 Elmgrove Road
Rochester, NY 14624
Attn: Jan Medina

Dear Ms. Medina:

ENCLOSED HEREWITH please find the following resolution which was adopted by the Riverhead Town Board at a Regular Town Board meeting on September 16, 2025.

#30- Resolution #795-Adopted 9/16/2025 Adopts a Local Law to Amend Chapter 301 of the Riverhead Town Code titled "Zoning and Land Development", Article LVI "Site Plan Review"

Sincerely,

James M. Wooten
Town Clerk
JW:cd

TOWN OF RIVERHEAD

TB Resolution 2025-795

**ADOPTS A LOCAL LAW TO AMEND CHAPTER 301 OF THE RIVERHEAD TOWN CODE TITLED
“ZONING AND LAND DEVELOPMENT”, ARTICLE LVI “SITE PLAN REVIEW”**

Councilman Kern offered the following resolution,
which was seconded by Councilwoman Merrifield

WHEREAS, by Resolution 2025-678 adopted on August 5, 2025, the Town Clerk was authorized to publish and post a public notice to hear all interested persons to consider a local law to amend Chapter 301, of the Riverhead Town Code titled “Zoning and Land Development”, Article LVI, “Site Plan Review”; and

WHEREAS, a public hearing was held on the 3rd day of September 2025 at or about 2:05 p.m. at Town Hall, 4 West Second Street, Riverhead, New York, the date, time and place specified in said public notice, and all persons wishing to be heard were heard; and

WHEREAS, the proposed action is a Type II action pursuant to SEQRA.

NOW, THEREFORE, BE IT RESOLVED, that a local law amending Chapter 301 of the Riverhead Town Code titled “Zoning and Land Development”, Article LVI, “Site Plan Review”, is hereby adopted as specified in the attached notice of adoption; and be it further,

RESOLVED, that the Town Clerk be and is hereby authorized to publish the attached notice of adoption once in the News Review Newspaper and to post the same on the signboard at Town Hall; and be it further,

RESOLVED, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of the same may be obtained from the Office of the Town Clerk.

THE VOTE

RESULT:	Adopted
MOVER:	Councilman Robert Kern
SECONDER:	Councilwoman Denise Merrifield
AYES:	Tim Hubbard, Kenneth Rothwell, Robert Kern, Denise Merrifield, Joann Waski

**TOWN OF RIVERHEAD
NOTICE OF ADOPTION**

PLEASE TAKE NOTICE, that the Town Board of the Town of Riverhead adopted a local law to amend Chapter 301, of the Riverhead Town Code titled “Zoning and Land Development”, Article LVI, “Site Plan Review” at its regular meeting held on September 16, 2025.

The intent of the proposed legislation is to increase fines for violations of site plans.

A copy of the entire text of the adopted local law may be reviewed at the Office of the Town Clerk, 4 West Second Street, Riverhead, New York 11901, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday and can be accessed on the Town of Riverhead website at: www.townofriverheadny.gov under the Agenda and Minutes for the September 16, 2025 Town Board Meeting.

Dated: Riverhead, New York
September 16, 2025

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF RIVERHEAD
JAMES M. WOOTEN, Town Clerk**

Chapter 301. Zoning and Land Development

Part 4. Subdivision and Land Development

Article LVI. Site Plan Review

§ 301-303. General requirements.

G. Penalties for violation of approved site plan.

- (1) It shall be unlawful for any person, firm or corporation to construct, alter, repair, move, remove, demolish, equip, use, occupy or maintain any real property, building or structure or portion thereof in violation of the approved site plan.
- (2) For any and every violation of the approved site plan, the owner or general agent of a building or premises where such violation has been committed or shall exist, and the lessee or tenant of an entire building or entire premises where such violation of approved site plan has been committed or shall exist, and any builder, architect, tenant, contractor, subcontractor, construction superintendent or their agents or any other person taking part or assisting in any such violation of an approved site plan, shall, upon conviction thereof, be liable to a fine or penalty not less than ~~exceeding~~ \$1,000 and not more than ~~\$5,000.00~~ for each and every violation. Each day that such violation continues shall constitute a separate and distinct violation of the approved site plan.

* Underline represents addition(s)

* Overstrike represents deletion(s)

Chapter 301. Zoning and Land Development

Part 4. Subdivision and Land Development

Article LVI. Site Plan Review

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- (2) For any and every violation of the approved site plan, the owner or general agent of a building or premises where such violation has been committed or shall exist, and the lessee or tenant of an entire building or entire premises where such violation of approved site plan has been committed or shall exist, and any builder, architect, tenant, contractor, subcontractor, construction superintendent or their agents or any other person taking part or assisting in any such violation of an approved site plan, shall, upon conviction thereof, be liable to a fine or penalty not less than \$1,000 and not more than \$5,000.00 for each and every violation. Each day that such violation continues shall constitute a separate and distinct violation of the approved site plan.