

**TOWN OF SKANEATELES  
PLANNING BOARD  
MEETING MINUTES  
January 16, 2024**

Donald Kasper  
Douglas Hamlin  
Jill Marshall-absent  
Jon Holbein-absent  
Samantha Parker-Fann  
Scott Molnar, Legal Counsel  
John Camp, P.E. (C&S Engineers)  
Howard Brodsky, Town Planner  
Karen Barkdull, Clerk

Chair Kasper opened the meeting at 6:00 p.m. and welcomed new member Samantha Parker-Fann.

**Public Information Meeting-8-lot Subdivision**

Applicant:	Village Meadow LLC	Property:
	57 State Street	Franklin Street Rd
	Skaneateles, NY 13152	Skaneateles, NY 13152
		<b>Tax Parcel #047.-01-06.1.</b>

Present: Josh LaGrow, Applicant; Robert Eggleston, Eggleston & Krenzer Architects, Mike Lasell, MBL Group

The 19 acre lot has a 60 foot access driveway off Franklin Street, and proposed is an eight lot conventional subdivision with all of the lots at least two acres in size. Consideration was given to establish the accessway as a public road and after further discussions with the town and highway department, they have classified the access way as a private road that will be managed by an HOA. The HOA will also be responsible for the stormwater system and the preserved outlying land that will be maintained as wildflower groundcover.

Mr. Lasell stated that the engineering plans have remained the same for the road and drainage facilities. The existing stormwater drains through an 18 inch pipe that washes down the accessway and to the hand dug ditches on the east side of the property going into the backyards of the neighboring properties, and then down the road. To the north the drainage flows to the existing drainage pipe and then through a 24 inch culvert. These are the three main points of design that they are trying to mitigate. The existing ground cover is row crops with a higher exposed soils causing more drainage. .83 acres of land on the southern portion of the lot will be maintained as natural vegetation and managed by the HOA, located on part of lots 6 through 8. This will provide more stormwater control versus the existing row crops today.

Lots 5 through 8 will drain to rain gardens that will be near the private road and drain to the storm drain along the road. There are also dry swales that are located on the east side of the lots that will collect any stormwater that is not collected by the rain gardens and storm drain, and directed to the large stilling basin on the north side of the road. The stilling basin is split; when the northeastern swale cannot handle any more stormwater, the stormwater will break away and go down the road. Although there is a significant drainage pipe at the northeast, if there is any failure the stormwater will flow to the spilling basin and then down the road and out.

Lots 1 through 4 will also have rain gardens to collect stormwater that will drain through the check basins in the stormwater gutter along the road that would feed to the spillage basin. From there the stormwater would drain to the existing northern drainpipe to the Franklin Road ditch.

The three design points, at Franklin Street, spillage basin, and the dry swales will reduce the flows from 5 to 2 cubic feet per second down to a zero runoff as the stormwater is being held in the rain gardens, then sent to a drainage pipe, to a four bay, and then to a long infiltration area with an underdrain. There is some drainage and with a two inch storm it would be flattened out during the peak. In a 100 year storm we look at the total volume of water that leaves the site, and the peak is flattened so that there is less water flowing during the peak of the event. Because of the existing land coverage and the proposed development, they will be removing approximately 25% to 30% of the water from the system trying to get it into the ground with the rain gardens and dry swale absorbing stormwater. The proposed development will reduce the amount of stormwater coming off the property compared to the existing row crop farm fields.

They are working with Miranda locating the front public water lines. They have met with OCDOH on site and have done test pits in all four corners of the site to redefine the septic bed areas for the lots.

Chair Kasper requested clarification on road ownership and Mr. Eggleston explained that the road west of Franklin Street will be maintained by the HOA. The homeowners will maintain the road, the meadow that will be cut annually, the sidewalk, and the stormwater system. Chair Kasper commented that tonight is just an information meeting and that the board is not making any decisions. The applicant will be establishing a drainage district with the town board that would be there in case the applicant does not maintain the drainage system and the town is needed to step in to repair. Chair Kasper opened the public question and comment session requesting that anyone who chooses to speak say their name and address.

Lisa Lincoln, 778 Franklin Street, asked on the width of the swale located on the northeast side of the lot and if it was grass or stone. Mr. Lasell said that it would have an eight foot bottom width with the capacity of 1.5 feet of ponding water before it starts leaving. It can then pond at the 18 inch pipe before it heads to Franklin Street. The swale is structured with a 4 on 1 slope so that it is very mow able. Mr. Eggleston added that it would be dry most of the time and when there is a storm event it will fill up and slowly release the water.

Don Lincoln, 778 Franklin Street, said that the existing ditch on the north end has a lot of water that comes back to the 18 inch pipe and asked if the ditch will be redone. Mr. Lasell said that the existing drainage is along the existing power line and all of the water from that area is coming down. With the development the stormwater will drain into the swale before reaching the 18 inch pipe. He continued saying that there is a low point under the power lines that that will not be able to be redirected; however, the stormwater before that will be redirected to the swale.

Janet Aaron, 840 Franklin Street, asked how the drainage will be handled on the southeastern portion of the property. Mr. Lasell said that they are not able to redirect that stormwater to the north; that is why they are proposing that the area is not developed and instead become an established meadow instead of the row crop farming to reduce any drainage. Mr. Eggleston explained that a plowed crop field sends more water faster than a mowed lawn that slows it down, with the drainage from a meadow being slower. Ms. Aaron inquired if this area is not in a drainage district and the HOA does not maintain it, can the town go

in to maintain it. Mr. Eggleston said that the drainage district will include all eight lots and there will be easements to access certain facilities with the meadow having a performance easement.

Jim Fields, 777 Franklin Street, asked what is going to prevent the road from becoming a water slide as he is at the receiving end of that. Mr. LaGrow said that at the back of the houses where the new swale will be located, the neighbors that have lived there have dug out their own ditches and culverts that have sent the water down there. When it rained a month ago, they noted that all of the water that should have gone to the pipe at the north end was sent to that road. They are going to correct what has been done to correct the overall problem and send the water where it is supposed to go. Mr. Fields said that he is on the receiving end of it and when it used to be a road they flooded all of the time. Mr. Lasell added that the existing gutters get overwhelmed during an intense storm, and they are proposing catch basins all along the proposed road, so they are not sending any more water down the road than what is on it. If the water gets by the proposed culverts the road is designed to come back 75 feet from Franklin street to create a gully flat area. There would be a stilling basin at the end where the culvert is leaving allowing some ponding on that road before it could break over Franklin Street. Mr. Eggleston added that there are collection areas on each side of the road.

Jeff Carlberg, 783/787 Franklin Street, asked if the water traveling down the road all above ground or underground and will there be any change in the dumping into the culvert that goes along the west side of Franklin Street. The existing pipe frequently gets plugged or is not large enough to take care of all the water coming down the road. The road acts like a funnel with the water going straight and down his driveway. Mr. Lasell said that there is a pipe at the start of the road and there will be catch basin, every 250 feet that would direct the water to the stilling basin. Once past that basin there are no more culverts until you get down to the intersection with catch basins in the gutter. In a standard 100 year storm which is about 5.5 inches of rain, they are taking it from a design point, they are taking what used to be 12 cubic feet per second down to 2 cubic feet per second. The existing pipe could never handle 12 cubic feet per second. All of the water from the property was sent to that area and now it is being redirected and slowed down. There will be a 25% volume reduction of water for the entire parcel. Mr. Carlberg said that when the water reaches the bottom of the hill it is supposed to turn. Mr. Lasell explained that the storm water would be directed to the stilling basin then the northern swale, then directed to the 18 inch culvert to the drain where it has drained before; however there will be less water. Mr. Carlberg said that it goes down on his property. Mr. Eggleston explained that Mr. Carlberg's property is across the street from the 18 inch culvert and goes east to the Parkside subdivision. Mr. Lasell said that at that location there will still be a reduction in the amount of water flowing. Mr. Carlberg said that the open ditches on Franklin are not always clear, and Mr. Lasell explained that the drainage system they are proposing would reduce the amount of soil runoff going into those ditches as well as reducing the amount of stormwater flowing. Mr. Carlberg asked where the water would go then. Mr. Camp explained that it would go from an agricultural field where water runs through very quickly to a meadow and lawns that would drink and absorb a lot more water. Mr. Lasell added that the basins and dry swales also assist with water absorption and evaporation that would reduce the amount of water going down. Mr. LaGrow said that the HOA will also manage 50-75 feet of land around the entire exterior of the property that would not be developed.

Seth Lincoln, 778 Franklin Street, asked if the plantings will be native species. Mr. Lasell reiterated that the HOA will be maintaining that area and keeping it as a meadow. A failed meadow that has invasive species will still have good ground cover with deep roots.

Don Lincoln, 778 Franklin Street, asked how the development will affect the water pressure in the area. Mr. Lasell stated that they are working with Miranda, John, and the town. They have test data that shows that there is enough water pressure to serve the site. The issue in the town/village is a pressure problem and not a volume problem, with this site meeting the water pressure requirements. The proposed town water tower will definitely take care of the pressure issues in the town.

**Continued Review -Special Permit Amendment**

Applicant:	John Menapace	Property:
	Skaneateles Brewery	4022 Mill Rd
	2487 East Lake Rd	Skaneateles, NY 13152
	Skaneateles NY 13152	<b>Tax Parcel #027.-01-47.1.</b>

Present: John Menapace, Kate Slade

Parking calculations were submitted for the application in addition to the revised narrative reflecting the updated calculations. Chair Kasper inquired about overflow parking and Ms. Slade stated that they are considering a satellite parking lot across the street at 4029 Mill Road that could be used seasonally. Chair Kasper said that a parking plan would need to be submitted that shows how the parking would work and the safe access for pedestrians from the satellite lot to this property. Ms. Slade said that having someone directing the vehicle parking would assist with the flow to the property and control where someone would park. Mr. Menapace said that he would also like to consider parking along Mill Road beyond the parking area for the trail. He continued saying that he has a call into the Supervisor about the use of the land as they do not own it. He continued saying that they are also considering a shuttle van as well.

Mr. Menapace said that during the winter months the demand for parking can easily be managed; however in the summer months it is challenging with the outdoor events. Ms. Slade said that for the food trucks people come for an hour or two, but with music they stay maybe an hour longer. They have not had any events where someone would be staying on the premises for six hours. She asked if the board has similar issues elsewhere. Chair Kasper commented that Sinclair of Skaneateles had arranged for overflow parking across their venue, providing guides for people crossing the street. He continued saying that the applicant should provide a safety plan for how they would manage the parking and safe access to the property. Counsel Molnar added that the Sinclair provided a copy of the parking agreement with the property owner across the street and the Sinclair owner provided a written safety plan on how they would provide safe crossing of Jordan Road. Mr. Brodsky suggested that the applicant submit a full site plan that has the metes and bounds of the property, and a plan that shows the floor plan of the entire building that shows what parts of the building are being used in addition to the recommendation by Counsel Molnar. Chair Kasper suggested that a public hearing is held on the application to hear from the neighbors in the area. Mr. Brodsky suggested that the applicant meet with the town to review the application.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Cochair Hamlin to schedule a public hearing on ***Tuesday, February 20, 2024*** at 6:50 p.m. The Board having been polled resulted in the unanimous affirmation of said motion.

**Continuance-2 Lot Subdivision**

Applicant:	Chris Foote	Property:
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2935 West Lake Rd  
Skaneateles NY 13152

1676 Coon Hill Rd  
Skaneateles, NY 13152  
**Tax Parcel #035.-04-16.1.**

Present: Robert Eggleston, Eggleston & Krenzer Architects,

The applicant is still in the process of getting perc tests and a preliminary septic design, and would like to continue this until next month. Chair Kasper commented that the public hearing was closed last month and inquired if the applicant is willing to agree to an extension. Mr. Eggleston stated that the applicant is on record for giving the board extended time for the board to make their decision.

**Sketch Plan -Lot Line Adjustment**

Applicant: Derek Grassman  
PO Box 218  
Skaneateles Falls NY 13153

Property:  
4619 Jordan Rd  
Skaneateles Falls, NY 13153  
**Tax Parcel #017.-01-08.1 &  
016.-02-04.1**

Present: Derek Grassman, Applicant;

Mr. Grassman said that he is adjusting the lot line as he is selling a portion of the land. 17 acres will be given to 016.-02-04.1 with a 15 foot strip to Jordan Road, and the lot also bordering County Line Road and Irish Road. 017.-01-08.1 would be reduced to 10+/- acres with the existing factory and parking areas. The buyer would like to have access to Jordan Road for recreational purposes and Mr. Grassman stated that if he had to, he could grant an access easement to the property instead of the 15 foot strip of land to Jordan Road. Mr. Brodsky said that access off Irish Road or County Line Road would require the drive going over Skaneateles Creek. Maple Drive, a town road, also dead ends into the 016.-02-04.1 property. Lot coverage calculations are still in process and will be submitted to the town.

Member Parker-Fann inquired about how the easement would function as Jordan Road is a busy road. Mr. Grassman said that the owner is the O'Hara's that live on property surrounding the lot and are only interested in using the lot recreationally. Chair Kasper requested that the plan be updated to reflect the coverage of the lots, a building envelope shown on the property off County Line Road, the 15 foot strips placed back into the original lot, and the access easement agreement, then the board can look at the plan at the next meeting. Mr. Eggleston volunteered to work with the surveyor to update the survey and coverage calculation corrected, and Mr. Grassman said that he would work with his attorney for the easement language. The application will continue at next month's meeting.

**Sketch Plan -Special Permit**

Applicant: David Lee/Geysson Armijo  
9 State St  
Skaneateles NY 13152

Property:  
1741 Pork Street  
Skaneateles, NY 13152  
**Tax Parcel #034.-04-13.0.**

Present: Geysson Armijo, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

The property has been in the Lee family for over four generations with eight buildings on the existing property. In 1988 the Zoning Board of Appeals determined that allowed the use of the property for a

home occupation. Mr. Lee has retired and some of the buildings are continued for personal use. Building A is the single family dwelling, building B will remain as a home occupation office for properties that he manages, building C is the sap house that will continue, and building D is the smokehouse for continued use. Building E will be rented out to Hans Volt for his cabinetry business that will need special permit for a service business. Building F is the personal workshop for Mr. Lee and building G is a storage barn for personal and community storage, and building H is the dairy barn. 4,000SF of the dairy barn will be used by Geysson Armijo who is a contractor. He will use the barn identical to the way Mr. Lee used the barn. The HB portion of the dairy barn and the silo will continued to be used for Mr. Lee's personal use. A 24x60 shed will be constructed to be attached to the dairy barn for covered outdoor storage for Mr. Armijo's business. The outdoor storage between buildings F and G will continue for Mr. Lee to park his plane. There are 5-10 acres of forest on the property with the remaining acreage being farmed by the Richards.

They are requesting a special permit for the cabinetry business in building E and the construction business in building H with the proposed shed addition. Mr. Holt would be working on site with another person and delivering the cabinetry to various sites. Mr. Armijo has six employees that work offsite but that may come to this site for tools, equipment, or supplies. There are eight formal parking spaces assigned to the contracting business. There is additional parking on the property and deliveries would utilize the circular driveway with motorized lift moving delivered freight to the appropriate locations. All lighting on the property is night sky compliant. A site visit will be conducted on February 10, 2024 beginning at 9 am.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Cochair Hamlin to schedule a public hearing on **Tuesday, February 20, 2024** at 6:30 p.m. The Board having been polled resulted in the unanimous affirmation of said motion.

**Sketch Plan -Special Permit**

Applicant:	Robert & Diana Logan	Property:
	3 Fennel St Apt 3	1010 West Lake Rd
	Skaneateles NY 13152	Skaneateles, NY 13152
		<b>Tax Parcel #058.-01-22.0.</b>

Present: Robert Logan, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

The applicant has a purchase offer on the property that is a narrow lot approximately 45 feet wide. Mr. Eggleston commented that the property is difficult to locate, and that GPS will not accurately direct you to the property. Chair Kasper commented that he went out today and that he could not find the property. There are two porches that will be expanding as living space. Also proposed are a patio with a deck and stairs above it, and a detached garage with a permeable walkway to the dwelling from the garage. The garage will be located over existing driveway and will allow the applicant to charge their Tesla inside of the garage. The turnaround for the property will be relocated closer to the road which will provide safer egress from the property. Impermeable surface coverage will be reduced from 22.7% to 20.4%, requiring a special permit for redevelopment and a payment into the DRA fund. There is a pending variance request with the Zoning Board of Appeals for nonconforming lake frontage, and a side yard setback for the garage.

The existing septic system is being evaluated and the number of bedrooms in the dwelling will be reduced from three to two. A trench drain will be added coming down the driveway, picking up stormwater from the eaves down the downspouts, and directing the stormwater to a bioswale before eventually draining

to the lake. The bioswale is located in a flat portion of the property within 100 feet of the lake line. The drainage plan will address some of the stormwater coming down from the road and down the driveway.

The detached two car garage will have a storage area above the garage with a ceiling height no greater than 6 feet 8 inches. The dwelling will be updated to provide first floor living space as the applicant intends to age in place. Chair Kasper commented that these small lots keep asking for variances and that is going against controlling stormwater and protecting the lake. Mr. Eggleston responded that the applicant would be making a contribution into the DRA fund to preserve land in the watershed and is also adding a stormwater system to assist with stormwater runoff. Chair Kasper said that these lots were essentially camp lots and now you are asking for several variances to get the lots buildable. He continued saying that we are going the wrong way on some of these smaller lots. There is too much blacktop on this lot to begin with and you are taking the blacktop and putting a structure on it. He continued saying that he is just venting here, but the comprehensive plan to protect the lake is being changed. Cochair Hamlin commented that Mr. Eggleston is maximizing all the tools that are available. The lot is difficult as it is narrow and long with a small amount of acreage. The Zoning Board of Appeals has scheduled a public hearing for the variances requested on February 6, 2024. A site visit will be conducted by the Planning Board on February 10, 2024 beginning at 9 am.

**WHEREFORE**, a motion was made by Cochair Hamlin and seconded by Chair Kasper to schedule a public hearing on **Tuesday, February 20, 2024** at 6:40 p.m. The Board having been polled resulted in the unanimous affirmation of said motion.

**Sketch Plan -Site Plan Review**

Applicant:	Kevin LaGrow	Property:
	PO Box 528	2510 Wave Way
	Skaneateles NY 13152	Skaneateles, NY 13152
		<b>Tax Parcel #054.-04-03.0.</b>

Present: Robert Eggleston, Eggleston & Krenzer Architects

LaGrow had redeveloped the property and had received a variance for 17.9% impermeable surface coverage. Proposed they would like to put a roof over the existing deck and expand the first floor bedroom with a 96 square foot addition. The existing impermeable surface coverage will increase from 16.4% to 16.8% and under the allowed 17.9%. the applicant is in the process of obtaining variances for the expanded footprint and floorspace. The only ground disturbance is placing one post into the ground in the corner to support the roof over the deck. A site visit will be conducted on February 10, 2024 beginning at 9 am.

**Extension Request – Subdivision**

Applicant:	April Ward
	Jeremy Kimball
	1351 Cherry Valley Tpke
	Skaneateles, NY 13152
	<b>Tax Parcel#032.-03-30.1.</b>

Present: Robert Eggleston, Eggleston & Krenzer Architects.

The applicant is requesting an extension for the subdivision approval for an additional six months to finalize the easement agreement for the drainage.

**WHEREAS**, the Planning Board recalled that it conducted a thorough SEQRA review of the proposed Project, as set forth in the Approving Resolution, reflecting that the Unlisted Action and reviewed the Applicant’s Short Environmental Assessment Form, evaluated each of the criteria set forth in Part II with a determination that the proposed action would not result in any significant adverse environmental impact, which determination was adopted by the Planning Board in consideration of this Extension Application; and

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made by Chairman Donald Kasper and seconded by Co-Chair Douglas Hamlin and after an affirmative vote of all Members present, the Skaneateles Planning Board **APPROVES** the Extension Application for an additional six (6) months from the from the date hereof to October 18, 2023, with the following conditions:

1. That the conditions set forth in the Approving Resolution and Preliminary Plat Plan approval dated June 9, 2022 for the Project shall be followed in all respects for the subdivision, and that all requirements of the Approving Resolution of the Planning Board be followed in all respects, except as extended for an additional six (6) months.

**RECORD OF VOTE**

Chair	Donald Kasper	Present	[Yes]
Co-Chair	Douglas Hamlin	Present	[Yes]
Member	Jill Marshall	Absent	
Member	Jonathan Holbein	Absent	
Member	Samantha Parker-Fann	Present	[Yes]

**WHEREFORE**, a motion was made by Cochair Hamlin and seconded by Chair Kasper adjourn the meeting. The Board having been polled resulted in the unanimous affirmance of said motion. The Planning Board Meeting adjourned at 7:37 p.m. as there being no further business.

Respectfully Submitted,  
Karen Barkdull, Clerk

Additional Meeting Attendees:

Robert Eggleston	Mike Lasell	Josh LaGrow
Derek Grassman	Robert Logan	Kate Slade
John Menapace	Janet Aaron	Jim Fields
Holly Falso	Lisa Lincoln	Dan Lincoln
Jeff Calberg		

Additional Meeting Attendees (Zoom):

Chris Buff	Ian Carroll	Jim Fields
Julie Stafford	Courtney Alexander	Howard Brodsky
Scott Gasparini	David Lee	Mark Tucker
Kathy LaGrow	Chris	