

**TOWN OF SKANEATELES
PLANNING BOARD
MEETING MINUTES
March 11, 2025**

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

Cochair Hamlin opened the meeting at 6:30 p.m. The meeting minutes of February 18, 2025 were previously distributed to the Board and all members present acknowledged receipt of those minutes.

WHEREFORE, a motion was made by Cochair Hamlin and seconded by Member Holbein to approve the minutes as corrected. The Board having been polled resulted in the affirmance of said motion.

RECORD OF VOTE

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

Amendment Request- Site Plan Review

Applicant Self Storage 321 LLC
 4437 State Street Rd
 Skaneateles, NY 13152
 Tax Parcel #022.-01-12.3

The applicant's representative requested that the application be continued at the next meeting.

Continued Review- Site Plan Review

Applicant David & Judy Fennessy
 883 Franklin Rd
 Skaneateles, NY 13152
 Tax Parcel #047.-04-02.2

Present: Bill Murphy Jr., Space Architectural Studio

An updated survey reflecting topography was obtained and the site plan has been revised to address the drainage concerns. The stormwater leaves the site in the southeast corner of the property before heading north to the culvert. The applicants had complained about a wet spot to the south of their driveway entrance. They is a proposed drainage pipe from this spot next to the driveway that would continue to

the southwest corner of the property, then on to the raingarden that would be located on the south side of the property. This rain garden would then be connected to the outflow located on the southeast corner of the lot. The rain garden will consist of three different native species nestled in gravel, and the rain garden meets the small scale stormwater management guidelines. The proposed drainage plan has been reviewed by Mr. Camp and is acceptable. Chair Kasper inquired how the stormwater from the new addition will be captured and directed to the swale. Mr. Murphy said that the addition will be guttered with the stormwater directed to a downspout, drained along the east side of the dwelling then drain to the rain garden.

WHEREAS, a motion was made by Cochair Hamlin and seconded by Member Parker-Fann, the Planning Board classified this application a Type II action pursuant to 6 NYCRR617.5(c)(11) and not subject to further review under SEQRA. The Board having been polled resulted in the affirmance of said motion.

NOW, THEREFORE, BE IT RESOLVED, upon a motion made by Member Samantha Parker-Fann and seconded by Cochair Douglas Hamlin, and after a unanimous affirmative vote of the Members present, as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application for minor Site Plan Approval, with the following conditions:

1. That the Site Plan Approval shall expire if the applicant fails to comply with the conditions stated within 18 months of its issuance or if its time limit expires without renewal.
2. That the Site Plan Z-1 through Z-5 dated March 3, 2025, with Revised Narrative dated March 3, 2025, prepared by Space Architectural Studio, P.C., Licensed Architect, be followed in all respects; and
3. That the Applicant shall obtain all necessary permits and approvals from any agency or authority having jurisdiction over the Property or the Application; and
4. That all conditions imposed by the Skaneateles Zoning Board of Appeals, in connection with its approved variance(s) for the Property be fulfilled; and
5. That the Applicant establishes an escrow account with the Town of Skaneateles in the amount of \$250 for engineering review; and
6. That the Applicant undertake all necessary measures to prevent invasive species entering the watercourse or neighboring properties during construction; and that native species shall be utilized in any landscape improvements; and
7. That an as-built survey for this project is required for the Application, which must be prepared and submitted to the Codes Enforcement Officer with verification of conformance of all phases of the completed project within (60) days of completion of the project.

RECORD OF VOTE

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

Public Hearing-11 Lot Conservation Subdivision

Applicant	Calvin Winkelman	Property:
	2866 County Line Rd	County Line Rd/Kane Ave
	Skaneateles, NY	Skaneateles, NY 13152
		Tax Parcel #048.-01-23.2

Present: Cal Winkelman, Applicant; Robert Eggleston, Eggleston & Krenzer Architects, Corey McWilliams, Reid Engineering LLC,

The existing 43 acre parcel is being proposed for subdivision in two phases. Phase one is an eleven lot conservation subdivision that is being considered at this time. Access would be off County Line Road with the eleven lots ranging in size of .6 acres to 1.1 acres. The road will be a conservation road in the existing road location. The property is located in the future water district that is under development in the town. Lots nine through eleven will have their septic systems located on their lot, and the remaining lots will have individual septic systems located across the road in the conservation lot. The conservation area will be maintained as a wildflower meadow that is adjacent to the land trust property to the north. There is a small portion of the lake watershed that is located on the east end of phase one, and the conservation land there will be continued to be farmed on a portion of it, with the wetlands on another portion that will be maintained.

The land suitability analysis has been completed reflecting the proposed conservation area located next to the land trust property to the north and the proposed residential lots with views of a private golf course located to the south. The stormwater management is located in a natural low area to the northeast where there will be a water quality pond located. Mr. Eggleston continued saying that they are using the existing stream crossing with two 24 inch culverts as reflected on the submitted cross section. The conservation road will have fire safety pull offs and the portion of the road crossing the stream will have guard rails. Chair Kasper inquired about the cross section that was submitted to the board. His concern is the south side crossing has the guard rail at the edge of the blacktop or within a foot of it, and asked how a snowplow could maneuver safely. Mr. Camp commented that there will be more detailed construction drawings that will be submitted for review. H continued saying that the upgrade to the road crossing the creek could probably be accomplished with a NYSDEC general permit. Chair Kasper commented that if the road were excavated down to the existing pipes, it could be moved over with minimum disturbance as it may drop off on the south side with the safety of the guard rail with the headwall being built up. Mr. Camp said that it would be a private road so the town would not have responsibility for the road. Mr. Camp said that when the engineering drawings are submitted they could look at them and determine if the road could slide over a little. Member Parker-Fann said that if a permit were required from the DEC that the board may need to re-review the application and Mr. Camp said that even under a nationwide general permit it would be considered a repair/replacement.

At this time, Cochair Hamlin opened the Public Hearing and asked if there was anyone in favor, in opposition, or had any other comments of the project.

Zach Masiyn, Representative for the Skaneateles Country Club (SCC), said that his concerns are in regard to safety and stormwater control. The residential lots are on the property line and would put the homes at risk for errant golf balls. The SCC has a concern with access to the SCC course. The location of the homes proposed provides an easy access to SCC, They will never allow access to the golf course from this property. They have one access point from 3344 West Lake Road. He asked once the development is built, would there be a privacy barrier or fencing for the project. SCC has a serious drainage issue at their outside nine holes that are adjacent to the applicant's property. Their concern is that this development will add to the drainage problems and affect the play in a negative way.

Bill Murphy, Member of the Skaneateles Country Club, said that he plays golf at the club and has been a member since the 1980s. There are water issued on the seventh and eighth holes and the low spot of the valley. The present proposed storm pond appears to be uphill of the proposed housing development and question how the water will be captured by the storm basin uphill from the development.

Betsy Foote, Representative for the CNY Land Trust, said the concern they are worried about as they will be planting 5,000 trees with the NYSDEC and NYS Soil and Water this summer and into the fall. She continued saying that their big problem will be snowmobiles going through to get their gasoline. They do not want it to be a right of way for the eleven houses to go wandering on the property. It has to stay forever wild as their purchase was backed by state money for water quality.

Scott Winkelman, 3415 Kane Ave, said that he has known this property for a long time and where the proposed houses are located is out of the watershed and drains northward. It would not add any problem to the golf course as proposed. The impermeable surface coverage will be held to a minimum because what is being proposed is a conservation subdivision with the conservation land being on the north end contiguous to the CNY land trust 144 acres of forest land in the future. He is in favor of the proposal.

Mr. Eggleston said that he will submit a rebuttal to the comments. Counsel Molnar suggested that the board leave the public hearing open as the board is awaiting the engineering drawings to be submitted and reviewed by Mr. Camp, and that information would be germane to the SEQR analysis.

WHEREFORE, a motion was made by Chair Kasper and seconded by Cochair Hamlin to continue the public hearing. The Board having been polled resulted in the unanimous affirmance of said motion.

Public Hearing-3 Lot Subdivision and Special Permit Extension

Applicant Jeremy Kimball
 1351 Cherry Valley Tpke
 Skaneateles, NY
 Tax Parcel #032.-03-30.1

Present: Jeremy Kimball, Applicant; Robert Eggleston, Eggleston & Krenzer Architects,

Proposed is a three lot subdivision with lot A becoming a residential lot with the existing dwelling. There is a desire to separate the dance studio on a separate lot, with a proposed conforming lot proposed with a twenty foot setback and utilizing a shared driveway with lot B that will have the storage facilities and prior approved office and additional storage building. They applicant had received a special permit to construct an office and storage building and they are also requesting an extension on that approval.

There are four easements associated with the subdivision to allow Lot B access to the drainage facility on Lot A, a shared driveway easement for lots B and C, and for lot B to have a drainage access easement on lot C for shared maintenance. All proposed lots will have a sidewalk easement for any future sidewalk development.

At this time, Cochair Hamlin opened the Public Hearing and asked if there was anyone in favor, in opposition, or had any other comments of the project. No one spoke in favor, opposition or had any other comments.

WHEREFORE, a motion was made by Cochair Hamlin and seconded by Member Parker-Fann to close the public hearing. The Board having been polled resulted in the unanimous affirmance of said motion.

WHEREAS, a motion was made by Cochair Hamlin and seconded by Member Holbein, the Planning Board declared this application an Unlisted Action and reviewed the Applicant's Full Environmental Assessment Form under SEQR at the February 18, 2025 meeting, evaluating each of the criteria set forth in Part II, upon which the board determined that the proposed action will not result in any significant adverse environmental impacts. The Board having been polled resulted in the affirmance of said motion.

Counsel Molnar reviewed the draft resolution with the board.

WHEREAS, in connection with the Application, the Planning Board reviewed the following supporting materials (the "Supporting Materials") submitted by or on behalf of the Applicant:

1. Plat Plan (the "Plat Plan") prepared by Paul Olszewski, PLS, PLLC dated February 5, 2025;
2. Site Plan (the "Site Plan") prepared by Eggleston & Krenzer Architects, PC dated December 31, 21024;
3. Narrative (the "Narrative") prepared by Eggleston & Krenzer Architects, PC, dated December 31, 2024

NOW, THEREFORE, BE IT RESOLVED, upon a motion made by Member Cochair Douglas Hamlin duly seconded by Member Jonathan Holbein, and after an affirmative vote of all Members present, as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the three-lot Subdivision, with an extension of the Special Permit, upon the following conditions:

1. The Final Plan of the Subdivision, dated February 5, 2025 prepared by Paul Olszewski, Land Surveying, PC, be submitted for the Planning Board Chairman's review and signature within 180 days from the signing of this resolution; and
2. That the Applicant and its professionals shall submit drafts of the a) Drainage Easement between lots A and B; b) the Shared Driveway Access Easement between lots B and C; the c) Sidewalk Easement for a ten foot easement for any future town sidewalk or other improvements in cooperation with the eastern gateway plans; and a d) Detention Basin and Drainage stormwater management Easement between lots B and C that includes ten feet around the pond for

maintenance access (collectively the “Recordable Documents”), for review and approval by the Planning Board Chair and the Planning Board Attorney, and once approved shall be executed and recorded by the Applicant in the Onondaga County Clerk’s Office contemporaneously with the filing of the Subdivision Map, and; and

3. The Applicant shall comply with the configuration of the parcels, the proposed easements, and the placement of improvements upon the Property in conformity with the Plat Plan, the Site Plan, and the Narrative, and the uses of the Property in each created Lot shall strictly comply with the uses described in the Narrative; and
4. That the Applicant shall obtain all necessary permits and approvals from NYSDOT, and any agency or authority having jurisdiction over the Property or Application; and
5. That the Special Permit is hereby extended for a period of 18 months for construction of the proposed office and storage barn; and
6. Except as amended hereby, the conditions of the resolutions pertaining to the Special Permit and any prior Planning Board approvals for the Property remain in full force and effect; and
7. That the Applicant shall establish a \$500 escrow with the Town of Skaneateles for legal review of the Recordable Instruments prior to Planning Board signature approval upon the Plat Plan; and
8. That the Applicant comply with all applicable signage and lighting requirements of the Skaneateles Town Code; and
9. The Subdivision Map and Deed transferring the property(ies) must be filed in the Onondaga County Clerk’s Office within sixty-two (62) days of the signing of said Map, or the Subdivision approval shall be null and void. Proof of said filing shall be immediately forwarded to the Secretary of the Planning Board upon receipt by the Applicant and/or Applicant’s representative.

RECORD OF VOTE

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

Public Hearing-Special Permit/Site Plan Review

Applicant:	Richard & Marie Garlock 81 Alexander St Princeton, NJ 08450	Property: 1777 Russells Landing Skaneateles, NY 13152 Tax Map #063.-03-05.0
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Present: Richard & Marie Garlock, Applicants; Robert Eggleston, Eggleston & Krenzer Architects

There are no changes since the last meeting. There will be some revisions from the walkway to the house, and the existing crib dock will be encapsulated with a new dock, and a covered boat slip added. Additional photographs of the shoreline have been provided.

At this time, Cochair Hamlin opened the Public Hearing and asked if there was anyone in favor, in opposition, or had any other comments of the project. No one spoke in favor, opposition or had any other comments.

WHEREFORE, a motion was made by Cochair Hamlin and seconded by Member Parker-Fann to close the public hearing. The Board having been polled resulted in the unanimous affirmance of said motion.

WHEREAS, a motion was made by Cochair Hamlin and seconded by Member Parker-Fann, the Planning Board declared this application a Type II action pursuant to 6 NYCRR 617.5(c)(11) and not subject by SEQR for further review and The Board having been polled resulted in the affirmance of said motion.

NOW, THEREFORE, BE IT RESOLVED, upon a motion made by Cochair Douglas Hamlin and seconded by Member Samantha Parker-Fann, and after a unanimous affirmative vote of the Members present, as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application for minor Special Permit/Site Plan Approval, with the following conditions:

1. That the Special Permit/Site Plan Approval shall expire if the applicant fails to comply with the conditions stated within 18 months of its issuance or if its time limit expires without renewal.
2. That the Site Plan 1 through 3 dated February 7, 2025, with Narrative dated February 7, 2025, prepared by Robert Eggleston, Licensed Architect, be followed in all respects; and
3. That the Planning Board waives the requirement for special permit findings as the scale of the proposed shoreline improvements to a residential property will not have impact on the function of nearby farm operations, or adverse impact to the scenic, natural, and historic character of the Town; and as the Project is not complex requiring findings more applicable to larger projects which include use approvals; and
4. That the Applicant shall obtain all necessary permits and approvals from any agency or authority having jurisdiction over the Property or the Application; and
5. That the Applicant undertake all necessary measures to prevent invasive species entering the lake or neighboring properties during construction; and that native species shall be utilized in any landscape improvements; and
6. The terms and conditions of the resolution(s) granting prior special permit and or site plan approval, as hereby amended, shall be strictly complied with by the Applicant; and

7. That an as-built survey for this project is required for the Application, which must be prepared and submitted to the Codes Enforcement Officer with verification of conformance of all phases of the completed project within (60) days of completion of the project.

RECORD OF VOTE

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

Application Continuance- Special Permit Amendment/Site Plan Review

Applicant	MC Skaneateles LLC	Property:
	Byrne Dairy	1387 East Genesee St
	171 US 5	Skaneateles, NY 13152
	Weedsport, NY 13166	Tax Parcel #032.-03-29.0

Present: Christian Brunelle, Sonbyrne Sales, Inc.

An undated site plan and planting plans were submitted to reflect the modifications to the trees that will be planted on the north side of the property with eight 8 foot tall trees alternated with seven 4 foot trees. The SEQR Negative Declaration, with findings in support thereof, was made at last month’s meeting. Counsel Molnar reviewed the draft resolution with the board.

WHEREAS, pursuant to and in accordance the Town Law of the State of New York, and Chapter 148 of the Town of Skaneateles Code, the Applicant has submitted the following items (collectively the “Application Summary Materials”) to the Planning Board for consideration of the Preliminary Plat, including:

1. Site Plans (collectively the “Site Plans”) prepared by Plumley Engineering, PLLC comprised of the following dated January 2025 and last revised as indicated:

- Cover Sheet, dated January 2025
- Existing Conditions and Demolition Plan C101 dated January 2025
- Final Site Plan C201 dated February 24, 2025
- Erosion Sediment Control & Landscaping Plan CA301 dated January 2025
- Erosion Sediment Control & Landscaping Plan CA302 dated December 2024
- Landscaping Details & Specifications C303 dated February 24, 2025
- Paving & Grading Systems Plan C401 dated December 2024
- Drainage System Plan & Profiles C402 through C405 dated December 2024

2. Elevations and Floorplans A1 prepared by Donahoe Group, PC, submitted November 12, 2024;
- 3 Narrative (the “Narrative”) prepared by Sonbyrne Sales, Inc., dated November 11, 2024;

4. Lighting Plan and Analysis pgs. 1-5 prepared by Red Leonard Associates dated December 30, 2024;
5. Signage Package prepared by Sonbyrne Sales, Inc., submitted December 17, 2024;
6. Parking Analysis prepared by Sonbyrne Sales, Inc., submitted December 17, 2024;
7. Trip Generation Review prepared by GTS Consulting dated September 13, 2024;
8. Photographic Renderings of Existing and proposed Modifications prepared by Sonbyrne Sales, Inc., submitted November 12, 2024;
9. Topography Survey prepared by CNY Land Surveying, PLS, PLLC dated July 31, 2024;
10. Onondaga County Planning Board (“OCPB”) resolutions dated December 23, 2024;
11. Onondaga County Health Department Septic Approval dated October 15, 2024;
12. City of Syracuse Department of Water prepared by Rich Abbott dated November 14, 2024

WHEREAS, in reviewing the Application under Special Permit and Site Plan review criteria at its meeting on February 18, 2025, the Planning Board adopted the following findings (the “Findings”) for proceeding with a determination on the Application:

- (1) That the Application will comply with all provisions and requirements of this chapter and of all other local laws and regulations and will be consistent with the purposes of the land use district in which it is located, with the Comprehensive Plan and with the purposes of this chapter;
- (2) That the Application will not adversely affect surrounding land uses by creating excessive traffic, noise, dust, glare, pollution, or other nuisances as the building will not affect the surrounding area due to the minimal activity proposed; The project will not affect anything as there will be minimal activity.
- (3) That the Application will not result in the release of harmful substances or any other nuisances, nor cause excessive noise, dust, odors, solid waste, or glare;
- (4) That the Application will not adversely affect the general availability of affordable housing in the Town;
- (5) That the Application will not cause undue traffic congestion, unduly impair pedestrian safety or overload existing roads, considering their current width, surfacing and condition.
- (6) That the Application will have appropriate parking and be accessible to fire, police, and other emergency vehicles;

(7) That the Application will not overload any public water, drainage or sewer system or any other municipal facility or service, including schools;

(8) That the Application will not degrade any natural resources, ecosystem, or historic resource, including Skaneateles Lake or Owasco Lake;

(9) That the Application will be suitable for the property on which it is proposed, considering the property's size, location, topography, vegetation, soils, natural habitat, and hydrology and, if appropriate, its ability to be buffered or screened from neighboring properties and public roads with the applicant's proposed landscape plan;

(10) That the Application will be subject to such conditions on operation, design and layout of structures and provision of screening, buffer areas and off-site improvements as may be necessary to ensure compatibility with surrounding uses and to protect the natural, historic, and scenic resources of the Town;

(11) That the Application will be consistent with the community's goal of concentrating retail uses in the Village and hamlets, avoiding strip commercial development and locating nonresidential uses that are incompatible with residential use on well-buffered properties and is consistent with the Comprehensive Plan;

(12) That the Application will be able to comply with site plan review standards in §148-10-6, and the Rural Siting Principles in Town Policy and Guideline Book have been taken into consideration; and

NOW, THEREFORE, BE IT RESOLVED, upon a motion made by Member Jonathan Holbein, seconded by Member Samantha Parker-Fann, and upon an affirmative vote thereon as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application, with the following standard and additional conditions:

1. That the Special Permit and Site Plan approval herein shall expire if the Applicant fails to obtain the necessary building permits or fails to comply with the conditions of the Special Permit/Site Plan approval within 18 month of its issuance, or if the Special Permit with which it is associated expires. The Planning Board may grant a maximum of three six month extensions, if necessary; and
2. That the Findings reflected herein are ratified and confirmed by the Planning Board for this Resolution approving amendment of the Special Permit and approval of the Site Plans; and
3. That uses of the Property by the Applicant be strictly limited to and compliant with the uses set forth in the Narrative; and
4. That the Site Plans be followed in all respects; and
5. That the Applicant submit a Notice of Intent to prepare a Stormwater Pollution Prevention Plan ("SWPPP") for the Property with the New York State Department of Environmental Conservation ("DEC"), and provide the Planning Board with a copy; and

6. That the Applicant shall obtain all necessary permits and approvals from any agency or authority having jurisdiction over the Property or the Application, including the DEC and any other agency or authority regulating and overseeing a retail fuel storage and sales facility; and
7. That the Applicant obtain a work permit from the NYSDOT for any work or improvements to be located in the road right of way; and
8. That one half of the proposed trees to be planted at the north end of the Property consist of larger native species pine trees, alternated with the proposed four-foot pine trees, to buffer and screen the Property from neighboring properties to the north; and
9. That all existing outdoor lighting, and any replacement or new lighting be night sky compliant, placed and used as set forth on the Lighting Plan and Analysis submitted by the Applicant dated December 30, 2024, and otherwise remain Town Zoning Code compliant; and
10. That signage be as set forth in the Site Plans, that there shall be no signage or graphics on the proposed canopy, and that all signing comply with section 148-9 of the Town Zoning Code; and
11. That the Applicant shall establish escrow with the Town in the amount of \$500 for legal review and \$1,000 for engineering review, to be paid for by the Applicant within seven (7) days of the date of this Resolution, or this Resolution and the permission granted herein shall be null and void, and of no further effect; and
12. That the Town Engineer issue final approval of the stormwater drainage system to be installed at the Property, prior to issuance of a Certificate of Occupancy; and
13. That an as built survey be submitted to the Codes Enforcement Officer with verification of conformance of completed Project within (60) days of completion of the Project.

RECORD OF VOTE

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

Application Continuance- Special Permit/Site Plan Review

Applicant	AADP development LLC	
	Andrew Peterson	Property:
	17 Academy St	1068-1074 Old Seneca Tpke
	Skaneateles, NY	Skaneateles, NY 13152
		Tax Parcel #028.-02-01.0

Present: Robert Eggleston, Eggleston & Krenzer Architects, Corey McWilliams, Reid Engineering LLC

The public hearing and the SEQR Negative Declaration, with findings in support thereof, was made at last month's meeting. Septic approval from OCDOH has been submitted to the board. Counsel Molnar reviewed the draft resolution with the board.

WHEREAS, pursuant to and in accordance the Town Law of the State of New York, and Chapter 148 of the Town of Skaneateles Code, the Applicant has submitted the following items (collectively the "Application Summary Materials") to the Planning Board for consideration of the Special Permit, including:

1. Site Plans (collectively the "Site Plans") prepared by Edward Reid Engineering, PLLC comprised of the following dated January 8, 2025 and last revised as indicated:

Cover Sheet, dated January 8, 2025
General Notes GA-002 dated January 8, 2025
Site Plan CA100 dated January 8, 2025
Grading, Erosion Control, & Utility Plan CA110 dated January 8, 2025
Detail CA500 through CA 502 dated January 8, 2025

2. Elevations and Floorplans 1 of 2 through 2 of 2 prepared by Eggleston & Krenzer Architects, PC, dated December 1, 2024;
- 3 Revised Narrative (the "Narrative") prepared by Eggleston & Krenzer Architects, PC, dated February 20, 2025;
4. Topography Survey prepared by Paul Olszewski, PLS, PLLC dated December 2, 2024;
- 5, SWPPP prepared by Edward Reid Engineering PLLC dated January, 2025, and submitted to the Planning Board on February 10, 2025;
6. Onondaga County Planning Board ("OCPB") resolutions dated January 15, 2025;
7. Onondaga County Department of Planning Assignment of 911 Street Address, prepared by Edward Hart, GIS Division dated December 2, 2024.

WHEREAS, in reviewing the Application under Special Permit and Site Plan review criteria at its meeting on February 18, 2025, the Planning Board adopted the following findings (the "Findings") for proceeding with a determination on the Application:

(1) That the Application will comply with all provisions and requirements of this chapter and of all other local laws and regulations and will be consistent with the purposes of the land use district in which it is located, with the Comprehensive Plan and with the purposes of this chapter;

(2) That the Application will not adversely affect surrounding land uses by creating excessive traffic, noise, dust, glare, pollution, or other nuisances as the building will not affect the surrounding area due to the minimal activity proposed; The project will not affect anything as there will be minimal activity.

(3) That the Application will not result in the release of harmful substances or any other nuisances, nor cause excessive noise, dust, odors, solid waste, or glare;

(4) That the Application will not adversely affect the general availability of affordable housing in the Town;

(5) That the Application will not cause undue traffic congestion, unduly impair pedestrian safety or overload existing roads, considering their current width, surfacing and condition.

(6) That the Application will have appropriate parking and be accessible to fire, police, and other emergency vehicles;

(7) That the Application will not overload any public water, drainage or sewer system or any other municipal facility or service, including schools;

(8) That the Application will not degrade any natural resources, ecosystem, or historic resource, including Skaneateles Lake or Owasco Lake;

(9) That the Application will be suitable for the property on which it is proposed, considering the property's size, location, topography, vegetation, soils, natural habitat, and hydrology and, if appropriate, its ability to be buffered or screened from neighboring properties and public roads with the applicant's proposed landscape plan;

(10) That the Application will be subject to such conditions on operation, design and layout of structures and provision of screening, buffer areas and off-site improvements as may be necessary to ensure compatibility with surrounding uses and to protect the natural, historic, and scenic resources of the Town;

(11) That the Application will be consistent with the community's goal of concentrating retail uses in the Village and hamlets, avoiding strip commercial development and locating nonresidential uses that are incompatible with residential use on well-buffered properties and is consistent with the Comprehensive Plan;

(12) That the Application will be able to comply with site plan review standards in §148-10-6, and the Rural Siting Principles in Town Policy and Guideline Book have been taken into consideration; and

(13) That the Application will have no greater overall impact on the site and its surroundings than would full development of uses of the Property permitted by right.

NOW, THEREFORE, BE IT RESOLVED, upon a motion made by Member Cochair Douglas Hamlin duly seconded by Member Jonathan Holbein, and after an affirmative vote of all Members present, as recorded below, the Town of Skaneateles Planning Board **APPROVES** the Application, and hereby issues a Special Permit with Site Plan approval for the Application, with standard conditions and the following additional conditions:

1. The Board hereby adopts the Findings, as if set forth herein at length.

2. That the Special Permit and Site Plan approval herein shall expire if the Applicant fails to obtain the necessary building permits or fails to comply with the conditions of the Special Permit/Site Plan approval within 18 month of its issuance, or if the Special Permit with which it is associated expires. The Planning Board may grant a maximum of three six month extensions, if necessary; and
3. That the Narrative and Site Plans be strictly followed; and that uses of the Property by the Applicant be strictly limited to and compliant with the uses set forth in the Narrative; and
4. That the Applicant submit a Notice of Intent to prepare a Storm Water Pollution Protection Plan ("SWPPP") for the Property with the New York State Department of Environmental Conservation ("DEC"), and provide the Planning Board with a copy; and
5. That the Applicant shall obtain all necessary permits and approvals from any agency or authority having jurisdiction over the Property or the Application, and
6. That the Applicant notify the Onondaga County Department of Transportation, and the Onondaga County Health Department, as suggested by the SOCPA Modifications, as applicable; and
7. That all outdoor lighting at the Property, and any replacement or new lighting be night sky compliant, placed and used as set forth on the Site Plans, and otherwise remain Town Zoning Code compliant; and
8. That signage be as set forth in the Site Plans, and that all signing comply with section 148-9 of the Town Zoning Code; and
9. That the Applicant shall establish escrow with the Town in the amount of \$500 for legal review and \$1,000 for engineering review, to be paid for by the Applicant within seven (7) days of the date of this Resolution, or this Resolution and the permission granted herein shall be null and void, and of no further effect; and
10. That an as built survey be submitted to the Codes Enforcement Officer with verification of conformance of completed Project within (60) days of completion of the Project.

RECORD OF VOTE

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

Continued Review – 5 Lot Conservation Subdivision

Applicant	Schnapp Revoc. Trust	
	David Schnapp	Property:
	15 Deer Run	4081 O’Neil Lane
	Skaneateles, NY	Skaneateles, NY 13152
		Tax Parcel #027.-01-30.1

Present Robert Eggleston, Eggleston & Krenzer Architects, Corey McWilliams, Reid Engineering LLC

A driveway detail was submitted to the board that reflects the 25% slope on the west side of the drive. The ditch on the east side of the driveway will have permanent check dams to slow down the water to control the flow, cleaning it as it goes to the low spot. There would be less than a five foot drop in that area. There are existing pine trees on the property on the west side of the drive, and they will be removing the existing pines and replacing with pine trees on the slope to put back some buffer for the neighbor.

Perc tests have been done on lot 4 and septic designs have already been done on lots 2 and 3 that would have conventional systems. Lot 3 will have perc tests and a design done as it is now accessible due to the recent snowmelt.

Mr. Camp said that he had visited the site and saw a concrete headwall and there may be a pipe that runs down for the headwall. It would be likely to tie the road drainage into this existing pipe. The pipe appears to be on the Buerkle property and should be investigated further with the property owner's permission. Mr. Camp said that if an opening could be cut into the pipe on the east side of the proposed driveway, it would be a clean way to control the stormwater. Member Holbein asked if it daylight on the west side of the property. Mr. Camp said that he did not see the upstream end of the pipe.

Chair Kasper said that he has a concern with someone coming up on O'Neil Lane and making the turn onto the proposed driveway, and suggested that a guard rail be added to the west of the proposed driveway so that no one goes over the embankment and towards the neighbor's house. Mr. Eggleston said that a guide rail could be added. Chair Kasper asked about what property the trees are located. Mr. Eggleston explained that the trees on her property and on this property are reflected on the site plan. The trees that will be removed will be on the applicant's property for grading, and they would replace with some evergreen trees in the seven-eight feet of space between the toe of the road and the property line the provide the neighbor screening.

Chair Kasper suggested that there be a written document filed with the subdivision map that details what structures are allowed on the conservation lot. Mr. Eggleston said that some structures are allowed for passive recreation and that any proposals would require site plan review by the Planning Board. Chair Kasper said that it would need to be specific as the conservation lot is only for the use of the lots in the subdivision. He also commented that the conservation lot rights would be equal amongst the subdivision lot owners although lot 4 would have ownership of the lot. He continued saying that Counsel Molnar would be including the condition in any resolution, and this requisite would also be necessary for the Winkelman subdivision. Member Parker-Fann said that there should also be a requirement for control of invasive species on the conservation lot.

Cochair Hamlin asked for clarification on why the conservation lot is a separate lot. Mr. Eggleston explained that in the code if lot 4 and the conservation lot were merged, then there is a 100 foot setback from the conservation area required, which is burdensome for any future contemplated structures.

WHEREFORE, a motion was made by Cochair Hamlin and seconded by Chair Kasper to schedule the public hearing on Tuesday, April 15, 2025 at 6:40 pm. The Board having been polled resulted in the unanimous affirmance of said motion.

Continued Review -Special Permit, Lot Line Adjustment, Subdivision

Applicant	SUNN 1017 LLC/Stauffer 700 West Metro Park Rochester, NY 14623	Property: 4516 Jordan Rd Skaneateles, NY 13152 Tax Parcels #018.-04-31.1 & 018.-04-29.1
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Present: Matt McGreggor, Andrew Van Doorn; Abundant Solar; Rebecca Minas, Barrton & Luduidice.

Ms. Minas said that revised plans have been submitted to the Board based on feedback from this Board, and a pre-application meeting in January. The most significant change to the site plan is the removal of project #3 that was for a 1.6MW community solar array. The application is now proposing two 5MW community solar arrays and keeping the arrays out of the steep slopes located in the southeast corner off Vinegar Hill Road. They have also submitted a visual assessment, decommissioning plan, update from the NYSDEC regarding the remediated portion of the land, wetlands delineation, and an updated full environmental assessment form (FEAF). They believe that the application is complete for the board to review. Since the package has been submitted they have met with the Mottville fire department who have a few minor comments and are interested in a site tour before construction starts and before commencement of operation. The Fire Chief, Mr. Baker, said that he was fine with the twelve foot access around the solar array system.

The Zoning Board of Appeals are interested in a site visit and would like to do a combined site visit. They have also scheduled their public hearing for April 1, 2025, and they will leave the public hearing open. They also agreed that the Planning Board should be lead agency for the project.

Ms. Minas continued saying they have also had a meeting with NYSDEC, and they are in the process of preparing the engineering report and forms required for a renewable energy project at the remediated site. They have no immediate concerns and will do their formal process. Counsel Molnar inquired if the NYSDEC would seek to control SEQR as lead agency. Ms. Mina said that at the meeting she did inform them that the town would include John Armitage, for the NYSDEC in the request for the Planning Board to be lead agency. They did not show any intention of wanting to be lead agency for the project. Member Parker-Fann asked if there is any updated information of the wetlands on the property. Ms. Mina said that in terms of wetlands, the parcel has been submitted for jurisdictional determination, and they are within the 90 day period to hear back from the DEC.

Member Holbein asked about the road that crosses Skaneateles Creek and Ms. Minas said that there are two existing culverts, and their intention is to maintain the existing access road; they are not proposing any improvements in the creek or floodplain.

Chair Kasper asked about the neighboring property to the north and that the hedgerows are not on this property. Ms. Minas clarified that they are proposing clearing within the fence line on this property and nothing on adjacent property. Member Holbein asked what would happen with the land that will not be used by the solar panels. Ms. Minas said that any land that is not being used by solar panels will be left as it is today. Member Parker-Fann asked if the lease includes the applicant maintaining the entire site of just where the solar array systems are located. Mr. VanDorn said that the lease is for the whole parcel for

solar and they will be maintaining the areas related to the solar. The owner will retain responsibility for the areas that are still be monitored by the NYSDEC.

Chair Kasper asked if a maintenance plan has been submitted that includes mowing and what field grass is being planted underneath the arrays. Ms. Minas said that there will be a pollinator friendly seed mix utilized underneath the arrays with the mowing occurring once or twice a year. Mr. Brodsky confirmed that the application indicates a twice a year mowing plan.

Chair Kasper suggested that the board hold a public information meeting prior to any public hearing. Member Parker-Fann asked if the applicant should be deemed complete and Mr. Brodsky advised that the board hold off on that decision as there may be input for the public information meeting that could modify the plans. He said the applicant has been very responsive to the pre-application meeting. The board suggested that a site visit scheduled for April 12, 2025 although it will be dependent on whether the ZBA can also make that date. Member Parker-Fann asked if the applicant has shared their plans with the neighbors as there is already a conversation occurring. Mr. VanDorn said that they have not done that yet.

Counsel Molnar recommended that the board accept the request from the applicant to be lead agency and classify the action as a Type 1 action as it is a remediated site in relation to the small community.

WHEREFORE, a motion was made by Cochair Hamlin and seconded by Member Holbein to accept the applicant's request to function as lead agency, consider the proposed action as an Type 1 SEQRA action subject to coordinated review, that the Planning Board will serve as Lead Agency for the SEQRA review, and requests that board Counsel to circulate notice to all potential interested parties that as part of the application. The Board having been polled resulted in the unanimous affirmance of said motion.

WHEREFORE, a motion was made by Chair Kasper and seconded by Cochair Hamlin to schedule the public information meeting on Tuesday, April 15, 2025 at 6:50 pm. The Board having been polled resulted in the unanimous affirmance of said motion.

Discussion

The board discussed the draft shoreline guidelines and commented that they were in support of the draft shoreline guidelines.

WHEREFORE, a motion was made by Chair Kasper and seconded by Cochair Hamlin to endorse the draft Shoreline Guidelines and recommends the Town Board accept the Shoreline Guidelines. The Board having been polled resulted in unanimous affirmation of said motion.

WHEREFORE, a motion was made by Cochair Hamlin and seconded by Member Holbein to adjourn the meeting. The Board having been polled resulted in the unanimous affirmance of said motion. The Planning Board Meeting adjourned at 8:07 p.m. as there being no further business.

Respectfully Submitted,
Karen Barkdull, Clerk

Additional Meeting Attendees:

Robert Eggleston

Rob Gry

Betsy Foote

Bill Murphy Jr.

Zach Masiyn

Andrew Van Doon

Rebecca Minas

Matt McGreggor

Jeremy Kimball

Additional Meeting Attendees (Zoom):

Don Kasper

Corey McWilliams

Cal Winkelman

Jacob

Richard & Marie Garlock

Howard Brodsky

Scott Winkelman