

**TOWN OF SKANEATELES  
PLANNING BOARD  
MEETING MINUTES  
August 19, 2025**

Donald Kasper  
David Lee  
Jon Holbein  
Samantha Parker-Fann -Absent  
Mitchell Sobolevsky  
Scott Molnar, Legal Counsel -Zoom  
Caitlin Choberka (C&S Engineers)  
Karen Barkdull, Clerk

Chair Kasper opened the meeting at 6:30 p.m. The meeting minutes of July 15, 2025 were previously distributed to the Board, and all members present acknowledged receipt of those minutes.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Cochair Lee to approve the minutes as submitted. The Board having been polled resulted in the affirmance of said motion. Member Sobolevsky abstained from the vote due to his absence last month.

**RECORD OF VOTE**

Chair	Donald Kasper	Present	[Yes]
Cochair	David Lee	Present	[Yes]
Member	Jonathan Holbein	Present	[Yes]
Member	Samantha Parker-Fann	Absent	
Member	Mitchell Sobolevsky	Present	[Abstain]

**Public Hearing-Special Permit/Site Plan Review**

Applicant	Penelope Gray Rev. Trust	Property:
	352 Seneca Rd	2654 West Lake Rd
	Hormell, NY 14843	Skaneateles, NY 13152
		<b>Tax Parcel:053.-01-04.0</b>

Present: Robert Eggleston, Eggleston & Krenzer Architects,

The site plan has not been modified since last month although there were comments from Mr. Camp regarding the existing gabion basket rock wall that had been installed over 20 years ago. It sags a little bit, and they will line the wall with rocks to dissipate any wave action. The Zoning Board of Appeals have not rendered their decision on the variances as the newest member of the board had wanted to do a site visit of the property before participating in the board decision.

Chair Kasper opened the public hearing. There was no one who spoke in favor, opposition or had any other comments. Mr. Eggleston said that letters of support from the neighbors are on file.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Holbein to keep the public hearing open until such time that the Zoning Board of Appeals renders its decision. The Board having been polled resulted in the affirmance of said motion.

Ms. Choberka asked for clarification on the proposed reinforcement of the gabion basket wall. Mr. Eggleston recommended the rocks the size of one half to one ton rocks to be utilized. Ms. Choberka said that Mr. Camp's concerns said that although it can be maintained it may be an opportune time to replace the wall. Mr. Eggleston commented that they will place rocks where the dock meets the wall. Cochair Lee inquired if the rocks will be placed along the entire wall and Mr. Eggleston said rocks would be added where the new structure will be placed and they may extend it to the area where there has been some drift on the gabion baskets. Cochair Lee commented that some of the baskets are empty.

Chair Kasper inquired if the deck will be set on steel piles and Mr. Eggleston explained that everything will be set on steel piles whether it is in front or behind the gabion basket wall. The application will continue next month.

#### **Sketch Plan – Site Plan Review**

Applicant: David & Ann Griffith  
3108 Sage Brush Trail  
Plano, TX 75023

Property:  
2500 West Lake Rd  
Skaneateles, NY 13152  
**Tax Parcel:054.-05-03.1**

Present: Robert Eggleston, Eggleston & Krenzer Architects,

The applicant recently purchased the property from his mother's estate. There is a watercourse that runs along the southern portion of the property that had been reinforced in 2008. The dwelling is not supported by a garage; however, there is a large shed that will be removed. Proposed is an attached three car garage that will be less nonconforming than the existing dwelling and southern deck. Included in the proposal is for an attached deck located on the east side of the dwelling. Silt fences will be utilized during construction. Chair Kasper inquired about how stormwater runoff will be managed from the proposed garage. Mr. Eggleston explained that the garage will be guttered with the water directed to the armored watercourse. Chair Kasper asked about the existing sidewalk located on the southeast and Mr. Eggleston explained that it is a walkway that leads to a small shed in the area. Ms. Choberka noted that the existing well is located three feet from the garage however the State does not regulate the location of a well in proximity to a structure and Mr. Eggleston commented that they will protect the well during construction. A site visit will be conducted on August 26, 2025.

#### **Public Hearing-Special Permit/Site Plan Review**

Applicant 1690 Amerman LLC  
Patrick Scutari  
7 State St  
Skaneateles, NY 13152

Property:  
1690 Amerman Rd  
Skaneateles, NY 13152  
**Tax Parcel:063.-04-03.0**

Present: Patric Scutari, Applicant; Robert Eggleston, Eggleston & Krenzer Architects,

Mr. Eggleston explained the Mr. Scutari had recently acquired the property from Mr. Hourigan and that the Zoning Board of Appeals have continued their public hearing on the application until next month. The applicant also wanted additional time to discuss the proposal with the neighbor, Mike Boudreau. There was some question as to definition of the gravel area and Mr. Eggleston said that under zoning if it is on land it is part of the lot and if it is overwater then it is a dock. He continued saying that he labeled the area

to be consistent with zoning law, although the surveyor labelled it differently. The gravel area is obviously man made and has been there for a period of time with the steel piles put in to reinforce the area. The surveyor shows it as land and a structure on it as part of coverage of that land. The property is at a proposed 9.6% impermeable surface coverage and a 19% total lot coverage. The proposed dock will be located ten feet to the north extending line calculated from the centerline of the lake, and the boathouse will be 20 feet from the north property line.

Chair Kasper commented that the shoreline code states that the boathouse needs to be 10% on land and Mr. Eggleston said that the proposed boathouse exceeds 10% on land. Chair Kasper said that there should have been consideration for a requirement for a certain percentage on water. Mr. Eggleston said that the prior code required 100% of the boathouse on land. He continued saying that the shoreline is a stable cliff with existing steps and the applicant needs a boathouse to securely store the kayaks they have.

Chair Kasper opened the public hearing. Mike Boudreau, 1694 Amerman Road, live to the north of this property, shared a prepared letter to the board outlining his concerns on whether the shoreline area indicated as a patio should be considered a dock, the correct location of the north property line, and whether the boathouse should be considered a shed. A NYSDEC permit would be required for the boathouse if the patio area was part of the lake. He continued saying that the proposed boathouse does not meet the definition of a boathouse because it has to have a rail system to be a boathouse. If it is a boathouse then it would need NYSDEC and OGS approval. Chair Kasper clarified that the Town has jurisdiction of the lake and not OGS. Mr. Boudreau said that OGS commented that if someone fills in the lake it does not change ownership of the filled in portion of the lake. Chair Kasper inquired when Mr. Boudreau could say the land was filled in and Mr. Boudreau said that it was filled in 2016-2017 and shared pictures of the original structure. Member Holbein asked if there was a survey done in the past that would reflect the shoreline and Mr. Scutari said that he just acquired the property and does not know the past history.

Mr. Eggleston said that the fill has been there for an extended period of time. As far as repaired the seawall/bulkhead, the NYSDEC allows steel piles in front of the existing wall rather than ripping out the old wall and creating a mess. What permits were required at the time is unknown. It was put in by Chris Foote and in the current zoning law it allows repairs to expand to a maximum of 10% and it would have been less than 10% to have put the steel piles in. The survey was done by Paul Olszewski who has an excellent reputation for being accurate and had done the Boudreau survey with the property line boundary being done by the same surveyor. The site plan reflects the line perpendicular to the lake from the property to the low water mark as the surveyor works from centerline of the lake back to the low water mark. As the proposed boathouse is mostly on land it does not require a NYSDEC permit. Member Holbein inquired about the high water mark and Mr. Eggleston said that it is on the site plan and survey. Member Holbein said that the NYSDEC has jurisdiction between the low and high water line. Mr. Eggleston said that steel pile docks are exempt from NYSDEC permits. Mr. Boudreau said that a previous survey of his property shows the water line against the cliff and shows the filled area as a dock on the neighboring property. He continued saying that he believes it was fill added and that it should not change the lake line. Mr. Eggleston said that the surveyor did not change it and that the Boudreau property has the water line along the cliff. Chair Kasper said that the surveyor labeled it as a dock and Mr. Eggleston commented that the surveyor chose the label, but it is not what is in zoning as docks are not on land. The survey is showing it on land behind the high water mark, and it is included in the coverage calculation. Mr. Eggleston said that there are other properties on the lake similar to this and the town has treated it as land with other applications.

Mr. Eggleston offered to have the surveyor correct the language on the survey to conform with zoning. Counsel Molnar commented that it would be helpful and said that it would be supportive to have some clarification from OGS that they have no objection to that portion of Skaneateles Lake that was filled in with rocks with the perimeter around it being steel piles. Over time the lot was increased in size with the addition of the rocks at the shoreline and it would be helpful with the State acknowledging it. Mr. Eggleston affirmed the comment that the town wants clarification on what is on land and what is on water. Pictometry (available on the [ongov.net](http://ongov.net) website) reflects the defined line of the gravel area since 2002.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Cochair Lee to keep the public hearing open until such time that the Zoning Board of Appeals renders its decision. The Board having been polled resulted in the affirmance of said motion.

**Public Hearing Continuance- Site Plan Review**

Applicant      Greg Parker  
                     1021 The Lane  
                     Skaneateles, NY 13152  
                     **Tax Parcel #050.-01-21.0**

Present: Robert Eggleston, Eggleston & Krenzer Architects.

The Zoning Board of Appeals approved the variances on the project at their August 5, 2025 meeting and the site plan reflects the removal of the storage building and the enlargement of the proposed garage. Impermeable surface coverage has been reduced further to 11.6% with the modifications and elimination of the turnaround. Chair Kasper inquired on any Zoning Board of Appeals conditions, and it was noted that they had standard conditions and a condition for Planning Board approval.

Chair Kasper opened the public hearing. There was no one who spoke in favor, opposition or had any other comments. There was no one who wished to speak in favor, opposition or had any other comments.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Holbein to close the public hearing. The Board having been polled resulted in the affirmance of said motion. Member Sobolevsky abstained from the vote.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Lee, 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. Member Sobolevsky abstained from the vote.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made by Chair Donald Kasper and seconded by Member Jonathan Holbein, 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 July 7, 2025, with Narrative dated July 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 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 establishes an escrow account with the Town of Skaneateles in the amount of \$250 for engineering review; and
6. That \$6,656.63 be submitted to the Town of Skaneateles Land and Development Rights Acquisition Fund; 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]
Cochair	David Lee	Present	[Yes]
Member	Jonathan Holbein	Present	[Yes]
Member	Samantha Parker-Fann	Absent	
Member	Mitchell Sobolevsky	Present	[Abstain]

**Public Hearing Continuance -Special Permit, Lot Line Adjustment**

Applicant	SUNN 1017 LLC/Stauffer	Property:
	700 West Metro Park	4516 Jordan Rd
	Rochester, NY 14623	Skaneateles, NY 13152
		<b>Tax Parcels #018.-04-31.1 &amp; 018.-04-29.1</b>

Present: Matt McGreggor, Abundant Solar, Andrew VanDoorn, Solar Bank; Bartolo Morales, Solar Bank; Justin Lam, Abundant Solar Inc.

Mr. McGreggor said that the Zoning Board of Appeals approved the requested variances. They have also heard back from the NYSDEC that they have acknowledged the application and would be reviewing it this week. Correspondence was received by Julie Stenger with concerns that they would like to address.

Her first concern was the location of the proposed panels in the northwest location and the proximity of the capped sections of the remediated site. The proposed solar arrays were designed to not penetrate the soil in that area and the NYSDEC reviewed the location of the panels for that area.

Her second concern was for who would be responsible for the maintenance of the area and Mr. McGregor explained the remediated areas will continued to be monitored and maintained by the property owner, Stauffer Chemical/AstraZeneca. Abundance solar would be responsible for the system itself.

Her third concern is for if the company fails or the project gets sold. Mr. McGregor explained that the project will receive financing and if the company goes bankrupt the lender would step in. There will also be a decommissioning agreement and a bond posted for the town if the landlord is unable to remove the project from the site then the town has sufficient funds to step in without incurring any costs passed to the taxpayers.

Chair Kasper inquired if the NYSDEC has spoken about the trail system proposal. Mr. McGregor said that they verbally said that they are looking at it, however, they do not have any material information to provide to the town. In the interim Stauffer has started plotting out what it might look like and there is willingness for it with the town. Chair Kasper asked if the monitoring wells can be cut down to be flush with a future walking path. Ms. Minas said that from an engineering perspective it would be possible although she is not familiar with what type of access they need. Chair Kasper commented that any of the wells that may be located in the trail path would be a potential trip hazard if they were not flush with the path. Cochair Lee commented that flush covers are routine in gas stations.

Chair Kasper opened the public hearing. There was no one who spoke in favor, opposition or had any other comments. There was no one who wished to speak in favor, opposition or had any other comments.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Cochair Lee to close the public hearing. The Board having been polled resulted in the affirmance of said motion. Member Sobolevsky abstained from the vote.

Counsel Molnar stated that the SEQR determination has been rendered by the board on June 24, 2025 with a negative declaration and the application can be reviewed by the full board including Member Sobolevsky has had an opportunity to review all of the materials for the project. The board is missing one member tonight and with the composition of only four members there is a potential for the application to fail if the board splits its decision. He recommended that the vote occur when there is a full board present. Mr. VanDoorn said that they are tight on time as they do need to begin construction by the end of the year. Counsel Molnar suggested a special meeting could be held to address this application and another complex application pending.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Holbein to schedule a special meeting on September 2, 2025 at 6:30 pm to continue this application. The Board having been polled resulted in the affirmance of said motion.

### **Continued Review – Lot Line Adjustment**

Applicant: Sara Fagan  
42244244 County Line Rd  
Auburn, NY 13021  
**Tax Parcels#024.-01-33.2 & 33.3**

Present: Robert Eggleston, Eggleston & Krenzer Architects,

The Gordon lot line adjustment with deeds have been filed with the County. The proposal is for lot line relocation between three lots, enlarging both of the lots that are along County Line Road. The Sheldon Road will get smaller with an easement on the Sheldon for access to the two County Line Road lots. The proposed access easement will allow a road that would be located 100 feet from a wetlands. There is also a utility easement on lot 2 for the benefit of lot 3.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Cochair Lee, the Planning Board declared this application a Type II action pursuant to 6 NYCRR 617.5(c)(11) and not subject to further review under SEQRA. The Board having been polled resulted in the affirmance of said motion.

**WHEREAS**, pursuant to and in accordance with Section 276 of the Town Law of the State of New York, and Chapter 131 of the Town of Skaneateles Code, the Applicant has submitted the following items to the Planning Board for consideration when approving the Lot Line Adjustment Map, including:

1. Pettigrass Fagan Lot Line Relocation dated July 2 2025, prepared by Paul James Olszewski Licensed Land Surveyor, P.L.S. ("Final Plat" or "Subdivision Map"); and

**WHEREAS**, upon review of the Subdivision Map, the Board concurs that it fulfills code requirements, reflecting three lots under consideration, with Lot 2 consisting of 38.92+/- acres of improved land with dwelling and associated out buildings, Lot 3 consisting of 18.11+/- acres of improved land with dwelling and Parcel 4 consisting of 20.27+/- acres of vacant land with a proposed 40 foot access easement off Sheldon Road for the benefit of Lot 2.

**NOW, THEREFORE**, upon a motion made by Chair Donald Kasper, seconded by Member Jonathan Holbein and upon the affirmative vote of all Members present, as set forth in the Record of Vote referenced below, the Skaneateles Planning Board approves the Lot Line Adjustment Map for the Pedigrass Fagan Lot Line Adjustment as the final plat, subject to the following conditions:

1. The foregoing recitals are incorporated herein as if set forth at length; and
2. That one mylar and five copies of the Subdivision Map shall be submitted for signature within six months of the filing of this decision, and the Chairman is authorized to sign said Subdivision Map, subject to fulfillment of applicable conditions herein; and
3. That the Applicant and its professionals shall submit drafts of an access easement (the "Access Easement") from Parcel 4 for the benefit of lot 2, and a ten foot utility easement on lot 2 for the benefit of lot 3 (the "Utility Agreement") (collectively the "Recordable Documents"), for review and approval by the Planning Board Chair and the Planning Board Attorney, and as

approved shall be executed and recorded by the Applicant in the Onondaga County Clerk's Office contemporaneously with the filing of the Plat Plan.

4. That the Subdivision Map shall be filed with the office of the Onondaga County Clerk with supporting documents including deeds within sixty days of the signing of the Subdivision Map and proof of said filing shall be submitted to the Planning Board.

**RECORD OF VOTE**

Chair	Donald Kasper	Present	[Yes]
Cochair	David Lee	Present	[Yes]
Member	Jonathan Holbein	Present	[Yes]
Member	Samantha Parker-Fann	Absent	
Member	Mitchell Sobolevsky	Present	[Abstain]

**Sketch Plan-Site Plan Review**

Applicant      Chedy Hampson  
                     3333 East Lake Rd  
                     Skaneateles, NY 13152  
                     **Tax Parcel #041.-01-38.0**

Present: Andy Ramsgard, Ramsgard + Drumm Architects

The applicant is proposing a two story addition to the residence on the southwest side of the dwelling to expand the primary bedroom on the main level and allow for a patio on the lower level walkout. There will be a small concrete pad for a generator behind the garage. Chair Kasper inquired if the grass strip on the driveway was part of this proposal and Mr. Ramsgard said that it was part of the proposal approved in 2024. Chair Kasper asked if the dock has been installed and Mr. Ramsgard explained that they are waiting for the NYSDEC approval. A site visit will be conducted on August 26, 2025.

**Sketch Plan – Special Permit Site Plan Review**

Applicant:	Stephen & Susan Costalas	Property:
	2 Mill Road	3143 East Lake Rd
	Malvern, PA 19355	Skaneateles, NY 13152
		<b>Tax Parcel:040.-01-29.0</b>

Present: Robert Eggleston, Eggleston & Krenzer Architects,

Mr. Eggleston said that the lakefront structures have been in place for decades and are set below flood level. Proposed is the replacement of the existing covered boat slip and dock with upgraded architecture. The dock will also be extended to 80 feet to reach appropriately deep water to accommodate a boat. The existing rail system will continue to be used to access the boat slip that is located close to shore. An 80 square foot storage shed, open gazebo and patio area are proposed onshore structures. The existing wood ramp will be removed and replaced with a row of boulders and reinforced grass. The land will be re-graded near the shoreline for easier access down to the lake, reducing the height of the existing hill in the area. Native plantings will be utilized including trees to replace the removed trees.



The existing impermeable surface coverage is 12.3% and a portion of the circle drive will be removed and replaced with permeable walks which will reduce the impermeable surface coverage to 11.5%. A temporary drive will be used on the south side of the dwelling during construction and will be removed once construction is complete. There are three bioswales to control stormwater from the guttered dwelling and driveway area. Chair Kasper inquired if the stormwater will sheet over the lawn if the swales overflow. Mr. Eggleston said that the bioswales are designed with an underdrain to slowly release the stormwater.

Chair Kasper asked how the covered boat slip roof that spans 24 feet will be supported without a huge beam. Mr. Eggleston said that there will be three steel beams that will be up in the rafter area. Chair Kasper asked how the walkway between the covered boat slip and the shore will be supported and Mr. Eggleston explained that it would also be supported by the piers for the boat slip and one more pier in the middle. The walkway will be between the seawall and the boat slip. He continued saying that the seawall will receive a stone cap to raise it about five inches to flood level to 867 foot elevation with the walkway at the same elevation as the seawall and dock.

Cochair Lee inquired about the existing rail system and Mr. Eggleston explained that they are keeping the rails system and a winch would be used to guide the boat into the covered boat slip. Chair Kasper suggested that washed stone should be placed under the dock area and walkway area by the shoreline to protect from wave action and ice. Mr. Eggleston commented that the existing seawall is in great condition and even has weep holes in it for drainage.

Member Holbein asked if the soil from the regrading will be removed from the property and Mr. Eggleston said that about a ton or two of soil will be removed from the property. A site visit will occur on August 26, 2025.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Holbein to schedule a public hearing on September 16, 2025 at 6:30 pm. The Board having been polled resulted in the affirmance of said motion.

#### **Discussion -8-lot Subdivision**

Applicant: Village Meadow LLC  
PO Box 714  
Skaneateles, NY 13152

Property:  
Franklin Street Rd  
Skaneateles, NY 13152  
**Tax Parcel #047.-01-06.1.**

Present: Josh LaGrow, Eric Brillo, Theresa Brillo, Applicants; Robert Eggleston, Eggleston & Krenzer Architects,

The applicant is requesting final plat plan approval for the subdivision so that they may file the map with the county. Mr. Eggleston said that everything has been completed with the exception of the final letter of approval from OCDOH for the septic systems. Chair Kasper commented that the board had received the letter between Mr. Lasell and OCDOH although it is not the final approval from the health department. Mr. Eggleston continued saying that the plat plan has been submitted reflecting the easements for the water quality ponds for each bioswale that has been designed for each lot, and the conservation areas for wildflowers. This is a ten foot easement for a future sidewalk, and a bioswale that is located near the entrance to the subdivision.

The density control schedule is on the plat plan that reflects that the entire subdivision will be at 10% impervious coverage including the road, and 20% total lot coverage with each individual lot allotted 7,242 square feet of impermeable surface coverage. The County wanted the septic plans attached which are reflected on pages 2-4. They anticipate having the OCDOH approval in the next week.

The easement language, HOA, and CC&Rs has been shared between Mike Carlson for the applicant and Scott Molnar for the town. The HOA paperwork cannot be filed until the final plat plan has been approved. Chair Kasper commented that the applicant is not ready to build. Mr. LaGrow said that foundations could be started now. Chair Kasper said that maybe one could be built now but without a permanent road there are safety issues.

Chair Kasper inquired what factors are delaying the installation of the concrete gutters and Mr. Brillo said that they are waiting on National Grid. Once they get the crossings for gas and electricity in they will install the gutters. They would like to install the gutters this fall. Chair Kasper stated that a C of O would not be issued until the road is 100% installed of the binder coat. Mr. LaGrow said that if they can get the plat approved they can get the paperwork off to the State for the HOA, which usually takes 4-6 weeks. He continued saying that it has taken three years to get approval from the town for eight houses and Chair Kasper corrected his statement that it has taken under two years. Mr. LaGrow continued saying that it will take time for people to come in and want to buy a lot, but their holdup is getting the paperwork in front of the State.

Chair Kasper said that he would like to go over the conditions for a final plat plan. Counsel Molnar said that the town need the OCDOH approval letter for the septic as per §131-D4. He has reviewed some of the documentation and provide edits to Mr. Carlson regarding the easement and HOA language. Another thing to consider is §131-3E for required improvements where a certified check or letter of credit to cover the full cost of the improvement or a performance bond for the full cost for the required improvements. Conversely, the applicant can complete all required improvements with a letter from the engineer indicating the satisfactory completion of the improvements required by the Planning Board. Counsel Molnar commented that there needs to be a determination of what improvements that need to be completed and what is the cost of a performance guaranty to go with it.

Mr. Eggleston said that the only thing that is outstanding is the paving of the road. Chair Kasper said that the corners of the lots should be permanently staked as the map does not reflect the permanent monuments required under §131-2- h.i.j. Chair Kasper inquired if the proposed maintenance of the stormwater system has been submitted with the HOA and the town. Mr. LaGrow said that they would be able to mow and on private properties and would be managed by the HOA. The wildflower meadows will be brush hogged once a year.

OCDOH has approved the water line and Chair Kasper asked if Mr. Camp has inspected the stormwater system. Mr. LaGrow said that Miranda and John said that they are all set. Chair Kasper requested that C&S Engineering submit a letter to the board saying that the stormwater system has been installed to his satisfaction. Chair Kasper said that he had driven by the site, and the edge of the system does not seem to be completed. Mr. Brillo said that the edge of the bioswale is not completed as National Grid needs to come up through there. The area cannot be finished as there will be a 54 inch trench going in there as a common service trench going by the road and the gutter line through the easement. Mr. Eggleston said

that Mr. Brillo will put together an estimate of the cost for completing that for Mr. Camp to verify to establish what the letter of credit needs to be.

Mr. Brillo said the road is private and asked if the town needed anything because the road is private. Mr. LaGrow said that they met the conditions of tying into the town road, but the rest of the road is private. He continued saying that they did contribute to the town the replacement valve to improve the water fire flows and they have gone above and beyond. They are ready to move forward. Chair Kasper said that the town could not issue any C of O for any house until the road was done. Mr. LaGrow reiterated that they are looking to get their paperwork into the State and want the plat approved to achieve that. That will allow us time this fall to complete the road and necessary infrastructure so that when they receive the HOA approval they can get the MLSs for the lots. Then the houses can be in front of the Planning Board in the winter with the potential for their construction in the spring. They want to give people the time to purchase the lots and have time over the fall and winter to develop and obtain approval for their lots.

Mr. Eggleston asked to satisfy §131-3E requirements for the road at the entrance and to wait for National Grid to complete their work so that they can finish the bioswale at the end of the road. Counsel Molnar said that he will take a good look at that and provide an answer before the next meeting. Mr. Brillo can put the price together for the road and have Mr. Camp look at it. Chair Kasper said that it should have the full cost of finishing it with the binder coat, curbing, and final grade and also the breakout for just the right of way. Counsel Molnar said that the Planning Board is asking for approval for the final plat for these lots that will be sold to parties that will take their time to design and engineer them. This is about approved plans for the subdivision which includes additional improvements. Without those improvements, even on a private road, they are not compliant with the plans approved previously by the Planning Board and a performance guaranty is going to be required for what would be considered reasonable. Mr. Eggleston said that typically a binder coat is placed down, and the finish coat is added after all of the lots are developed, and the HOA will have to fund for that. Cochair Lee said that it is reasonable that it does not include the topcoat. Chair Kasper said that it should include the base coat, curbing, stabilized earth, and stormwater system completed. He continued said that he would like to see the breakdown of the entire road and just the right of way area on the road portion of the total cost for the guaranty.

Chair Kasper said that there will be an escrow for engineering review that Ms. Choberka will let Mr. Camp know that it will need to be communicated, and Counsel Molnar said that an escrow of \$1500 will need to be established for his work reviewing the documents.

Member Holbein asked where lot 9 is located and Mr. Eggleston clarified that lot 9 is the road and will be owned by the HOA. Mr. LaGrow commented that Eric and Theresa Brillo are full partners on this project. The application will continue at the special meeting scheduled for September 2, 2025.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Cochair Lee to adjourn the meeting. The Board having been polled resulted in the unanimous affirmance of said motion. The Planning Board Meeting adjourned at 8:27 p.m. as there being no further business.

Respectfully Submitted,

Karen Barkdull, Clerk

Additional Meeting Attendees:

Robert Eggleston

Andrew Van Dorn

Bryan Dunbar

pbm.08.19.2025

Matt McGregor  
Theresa Brillo  
Mike Boudreau

Rebecca Minas  
Josh LaGrow

Eric Brillo  
Andy Ramsgard

Additional Meeting Attendees (Zoom):

Lori Milne

Mark Tucker

Greg Parker

Scott Molnar

Julie Stenger

Bob Silvinski