

**TOWN OF SKANEATELES  
PLANNING BOARD  
MEETING MINUTES  
October 15, 2024**

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

Chair Kasper opened the meeting at 6:33 p.m.

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

Applicant: 828 West Genesee Street, LLC  
505 E Fayette Steet  
Syracuse, NY 13202

Property:  
828 West Genesee St  
Skaneateles, NY 13152  
**Tax Map #048.-01-13.1**

Present: Josh Allyn, Tom Fernandez, Michael Balestra, Applicants; Bill Murphy Jr., Space Architectural Studios; Mike Lasell, MBL Engineering PLLC;

The Zoning Board of Appeals has approved the variances requested for the proposal. The Zoning Board of Appeals had standard conditions plus the approval by the Planning Board in their resolution.

At this time, Chair Kasper continued 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 Member Marshall and seconded by Member Parker-Fann to close the public hearing. The Board having been polled resulted in the unanimous affirmance of said motion.

Chair Kasper inquired about the most recent site plan and Mr. Murphy explained that the revised plan reflects the seven planters to the west and the removal of the queuing sign that will be replaced with a living wall. The planters will have arborvitaes with seasonal color plantings added. Counsel Molnar commented that the applicant has provided the engineering summary regarding the ongoing NYSDEC remediation at the site. It is recommended that there be no additional disturbance that may compromise the monitoring and continued remediation of the site.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Parker-Fann, the Planning Board declared this application a Type II action pursuant to 6 NYCRR617.5(c)(9) and not subject to further review under SEQRA. The Board having been polled resulted in the affirmance of said motion.

**WHEREAS**, the Planning Board in reviewing the Application under Special Permit and Site Plan review criteria, 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 Chair Donald Kasper, 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 the Special Permit and Site Plan; and
3. That the Site Plan Z-0 through Z-10 dated September 16, 2024 and Narrative dated July 3, 2024 prepared by Space Architectural Studio P.C. Licensed Architects, and Site Plan and Photometric Plan C-101 through C-102 dated June 14, 2024 prepared by MBL Engineering, PLLC, be followed in all respects; 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 shall obtain all necessary permits and approvals from any agency or authority having jurisdiction over the Property or the Application, including the New York State Office of Cannabis Management; and
6. That the seven (7) six (6) foot by two (2) foot steel planters will have permanent green arborvitae or equivalent for screening, with seasonal color native plantings; and
7. That all existing outdoor lighting, and any replacement or new lighting be night sky compliant, turned off when the dispensary is closed, and otherwise remain Zoning Code compliant; and
8. That a building permit be obtained for any signing, and that all signing comply with section 148-9 of the Zoning Code; and
9. 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	Absent	

Member	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Absent	
Member	Samantha Parker-Fann	Present	[Yes]

**Public Hearing -2 Lot Subdivision**

Applicant: 4341 State Street Subdivision  
 300 S State St  
 Syracuse, NY 13202

Property:  
 4341/4355 State Route 321  
 Skaneateles, NY 13152  
**Tax parcel #022.-01-16.0**

Present: Jeff Davys, Legal Representative;

Proposed is a two lot subdivision with the Lodge parcel separated from the Baxter parcel. The easement language for the waterline has been submitted to the board. Chair Kasper inquired about the septic system for the Lodge and Mr. Fernandez commented that they are about 75% complete on the installation. The septic and water service for the Lodge will be separate from the services provided to the Baxter facility. Mr. Davis said that the language is on the plan and that he had submitted suggested language regarding the utilities for conservation as conditions for the resolution. There is an existing driveway access easement that the Lodge will continued to use the loop driveway until such time that the Lodge property installs their own driveway access off State Street Road. There are no plans to remove vegetation between the Lodge and Route 321.

At this time, Chair Kasper 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 Member Marshall 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 Chair Kasper and seconded by Member Marshall, the Planning Board declared this application a Type II action pursuant to 6 NYCRR 617.5(c)(9) and not subject by SEQR for further review; and 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 148 of the Town of Skaneateles Code, the Applicant has submitted the following items to the Planning Board for consideration when approving the Subdivision Map, including:

1. 4341 State Street Subdivision dated October 4, 2024, prepared by Michael O’Shea of QPK Design, 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 two subdivided lots under consideration, with Parcel A consisting of 63.6+/-acres of developed land with The Lodge Facility thereon, and Parcel B consisting of 89.0 +/-acres of developed land with the Baxter Facility thereon.

**NOW, THEREFORE**, upon a motion made by Chair Donald Kasper, seconded by Member Jill Marshall, 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 Subdivision Map as the final plat, subject to the following conditions:

1. The foregoing recitals are incorporated herein as if set forth at length;
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 Subdivision Map shall be filed with the office of the Onondaga County Clerk within sixty days of the signing of the Subdivision Map and proof of said filing shall be submitted to the Planning Board; and
4. That the Applicant and its professionals have submitted a draft of the Access Easement, and the Water Line Easement (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.
5. That Parcel A water system be installed, inspected, and completed to the satisfaction of the Town Engineer; and
6. That Parcel A wastewater system be installed with certification of approval from OCDOH, and the Design Engineer provided to the Town; and
7. The existing water and wastewater connections service to the Lodge, Parcel A, are to be severed and capped so as not to provide service from Parcel B to Parcel A once installation of the water and wastewater systems are completed and approved for Parcel A; and
8. That the existing Driveway Access Agreement stay in place to provide access from Route 321 for Parcel A until such time Parcel A has installed a private driveway access off Route 321.

**RECORD OF VOTE**

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

**Public Hearing-Site Plan Review**

Applicant: Sarah & Joseph Coco  
564 Whittier Ave  
Syracuse, NY 13204

Property:  
1387 Thornton Heights Rd  
Skaneateles, NY 13152  
**Tax Map #057.-01-38.0**

Present: Robert Eggleston, Eggleston & Krenzer Architects

The Zoning Board of Appeals has approved the requested variances. The revised plan reflects the dwelling located further from the lake line and provides onsite parking, increasing the impervious coverage to 10% of the lot. The downspouts from the dwelling will be directed to the shoreline while preserving the bank. The dwelling will become a year round home to replace the seasonal dwelling. The dwelling will be a two story dwelling with walk out storage area below.

At this time, Chair Kasper 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 Member Marshall 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 Chair Kasper 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 SEQR. The Board having been polled resulted in the affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made Member Jill Marshall and seconded by Chair Donald Kasper, 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 and 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 1 of 4 dated August 22, 2024, and site plan 2 through 4 of 4 dated August 23, 2024, with revised Narrative dated August 23, 2024, prepared by Robert Eggleston, 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 Planning Board waives the requirement for special permit findings as the scale of the proposed single family dwelling modifications 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
6. 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	Absent	
Member	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Absent	
Member	Samantha Parker-Fann	Present	[Yes]

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

Applicant: West Lake Properties LLC  
James Ranalli  
1200 State Fair Blvd  
Syracuse, NY 13209

Property:  
1808 West Lake Rd  
Skaneateles, NY 13152  
**Tax Map #062.-01-09.2**

Present: James Ranalli, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

The Zoning Board of Appeals has approved the requested variances. The revised site plan reflects the removal of the concrete boat launch, and they have reduced the covered boat slip to as small as possible for the downsized boat the applicant selected. The walkway will be five feet wide, and Mr. Riclef had explained at the site visit why the boat slip will need the wrap around dock extension for stability during winter conditions, as mono posts only work where there are no rocks or shale. Chair Kasper said that based on the discussion at the site visit, he agrees with Mr. Riclef’s explanation for how it should be constructed.

At this time, Chair Kasper 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 Chair Kasper 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 Chair Kasper and seconded by Member Marshall, the Planning Board classified this application a Type II action pursuant to 6 NYCRR617.5(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 Chair Donald Kasper and seconded by Member Samantha Parker-Fann, and after a unanimous affirmative vote of the Members present, as recorded below, and in consideration of the unique factors applicable to the Property, the Town of Skaneateles Planning Board hereby **APPROVES** the Application for minor Special Permit and 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 1 of 3 through 3 of 3 dated October 8, 2024, with Narrative dated October 8, 2024, prepared by Robert Eggleston, Licensed Architect, be followed in all respects; and
3. That all conditions imposed by the Skaneateles Zoning Board of Appeals, in connection with its approved variance(s) for the Property be fulfilled; 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 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	Absent	
Member	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Absent	
Member	Samantha Parker-Fann	Present	[Yes]

**Amendment Request Special Permit**

Applicant: Marc Albino  
 292 S Hoopes Ave  
 Auburn, NY 13021

Property:  
 841 West Genesee St  
 Skaneateles, NY 13152  
**Tax Map #047.-01-29.1**

Present: Mark Albino, Applicant

The applicant is requesting an amendment to the approval to have a food truck on the premises, Thursdays through Sundays from 11 am to 3 pm during March through October. The truck will be located to the northwest corner of the parking lot with seating near the bakery and outdoor seating at the front of the restaurant. Restroom access would be available through the bakery; however, 90% of the food truck business is pick up and go with mobile and in person orders. The truck would operate during times that the Rosalies Restaurant is closed. The truck has water and waste tanks that are emptied daily. Trash bins are also available near the food truck for those who stay to eat their lunch.

The signage for the truck is on the food truck, and a flag is placed near the restaurant parking lot where the food truck is serving at the location. The food truck does travel to different events and would not necessarily be there every day. Member Parker-Fann reminded that there is no street parking of food trucks in the town.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Marshall, the Planning Board declared this application a Type II action pursuant to 6 NYCRR 617.5(c)(9) and not subject to further review under SEQR; and The Board having been polled resulted in the affirmance of said motion.

**WHEREAS**, the Board, in reviewing the Application under Zoning Code special permit and site plan review criteria, adopted the following findings (“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; and
- (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 if the Applicant follows the submitted narrative; and
- (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; if the Applicant follows the submitted narrative; and
- (4) That the Application will not adversely affect the general availability of affordable housing in the Town; and
- (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; and
- (6) That the Application will have appropriate parking and be accessible to fire, police, and other emergency vehicles; and
- (7) That the Application will not overload any public water, drainage or sewer system or any other municipal facility or service, including schools; and
- (8) That the Application will not degrade any natural resources, ecosystem, or historic resource, including Skaneateles Lake or Owasco Lake; with the material storage being located on the gravel surface so as not to compact the grass and soil; and
- (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; and
- (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; and
- (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; and

(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.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made by Member Jill Marshall, seconded by Chair Donald Kasper and upon an affirmative vote thereon as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application, and amends the Approving Resolution, with the Approving Resolution remaining in full force and effect except as amended hereby, with the following additional 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; and
2. That the Findings are ratified and made part of this Resolution; and
3. That Site Plan 1 of 1 dated October 15, 2024, prepared by Marc Albino, Applicant, be followed in all respects; 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 food truck on the Property is to be operated seasonally from March through October, Wednesday through Sunday, from 11 am to 3 pm; and
6. That a building permit be obtained for any additional signing and that the signing comply with section 148-9 of the Zoning Code; and
7. Except as modified hereby, the conditions set forth in the Approving Resolutions remain in full force and effect.

**RECORD OF VOTE**

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

**Continued Review- Site Plan Review**

Applicant     Mark Bitz  
                    PO Box 912  
                    Jordan, NY 13080

Property:  
3145 East Lake Rd  
Skaneateles, NY 13152  
**Tax Parcel #040.-01-28.0**

Present: Bill Murphy, Space Architectural Studios

Mr. Murphy said that there has been a prior discussion on removing the moorings from the site plan although the plan has not been updated to reflect the removal of the moorings. Chair Kasper inquired about the purpose of the proposed platform. Mr. Murphy explained that it would allow access to personal watercraft and allow a ladder for swim access. The property is in a family trust for two families with a lot of children that use the property. The proposed width of the dock is 4 feet by 80 feet, with a 96 square foot platform. Member Marshall suggested that the boat hoist be placed on the south side of the dock and Mr. Murphy explained that the owners do not want to place it there. The applicant has a deck on the shoreline that will be utilized for sitting. The seasonal boat hoist is stored on land in the winter months.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Marshall, 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. The Board having been polled resulted in the affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made Chair Donald Kasper and seconded by Member Jill Marshall, and after a unanimous affirmative vote of the Members present, as recorded below, that, in consideration of the unique factors applicable to the Property, 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 Site Plan S-1.1 dated September 9, 2024, with Narrative dated August 9, 2024 prepared by Space Architectural Studio P.C., Licensed Architect, be updated to reflect the removal of the moorings and extended water perimeter, then submitted and 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 an as-built survey for this Project be submitted to the Codes Enforcement Officer upon completion of improvements permitted hereby to verify conformance of all phases of the completed Project with the approved plans, within (60) days of completion of the Project.

**RECORD OF VOTE**

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

**Continued Review- Site Plan Review**

Applicant Mark & Sally Wilson  
7900 River Park Dr  
McKinney, TX 75071

Property:  
2408 Wave Way  
Skaneateles, NY 13152  
**Tax Parcel #056.-02-36.0**

Present: Robert Eggleston, Eggleston & Krenzer Architects.

There have been no changes to the proposed site plan. They will tie into the existing drainage system with the gutters on the proposed detached garage directed to the drainage system. Ms Aversa relayed Mr. Camps comments that the drainage of the detached garage will sheet flow across the lawn and have adequate time for filtration prior to reaching the lake.

**WHEREAS**, a motion was made by Chair Kasper 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. The Board having been polled resulted in the affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made Chair Donald Kasper and seconded by Member Jill Marshall, 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 1 of 4 through 4 of 4 dated September 6, 2024, with Narrative dated September 6, 2024, prepared by Robert Eggleston, 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 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	Absent	
Member	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Absent	
Member	Samantha Parker-Fann	Present	[Yes]

**Continued Review- Site Plan Review**

Applicant David & Alexa Krauter  
2172 Wave Way  
Skaneateles, NY 13152  
**Tax Parcel #057.-02-02.0**

Present: Robert Eggleston, Eggleston & Krenzer Architects.

The proposal is for a recreational building that will have a two car garage and accessory apartment above. Along the southern border there has been extensive work to control the water coming from the road. Along the eaves of the building the stormwater will be captured, filtered through the stone area to the underdrains and directed to the ditch to the south. All lighting on the proposed building will be dark sky compliant lighting. Chair Kasper added that the lights should be either motion detection or on a timer to shut off at night.

Member Parker-Fann asked about how much of the vegetation and trees would be removed and Mr. Eggleston explained that it would be for the area of the building and ten feet around the building. The tree removal will comply with the NYSDEC guidance for removal between November and March so as not to cause harm to any native species at risk. The septic design is still pending with OCDOH and the water source for the building will be tied into the existing well.

**WHEREAS**, a motion was made by Chair Kasper 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. The Board having been polled resulted in the affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made Member Jill Marshall 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 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 1 of 5 through 5 of 5 dated September 5, 2024, with narrative dated September 5, 2024, prepared by Robert Eggleston, 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 the Applicant will follow all applicable NYSDEC guidance and requirements to prevent harm to native species at risk, as related to the potential bats that may be present on the Property; and
5. That all lighting will be dark sky compliant with motion detection lighting utilized and/or lighting turned off at night; and

6. That the Applicant will ensure that there will be no encroachment on the berms and buffers located on the Property to the south and west, to protect the existing drainage system; 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	Absent	
Member	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Absent	
Member	Samantha Parker-Fann	Present	[Yes]

**Continued Review- Site Plan Review**

Applicant	Michael Cregg 12 E Epping Wood Pittsford, NY 14534	Property: 2880 West Lake Rd Skaneateles, NY 13152 <b>Tax Parcel #052.-01-06.0</b>
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Present: Robert Eggleston, Eggleston & Krenzer Architects.

The property was purchased recently, and the applicant has been doing renovations to the interior of the existing dwelling. The property will be used as a summer retreat with his extended family, and they determined that additional parking is needed near the dwelling. Proposed is an additional parking area to the north of the dwelling. There will have a four course tiered retaining wall facing east that will also be vegetated. The drainage system will be supplemented with an additional catch basin that will tie into the existing drainage system. Native specials will be utilized in landscaping and any new outdoor lighting will be night sky compliant.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Marshall, 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. The Board having been polled resulted in the affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made Chair Donald Kasper and seconded by Member Jill Marshall, 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 1 of 2 through 2 of 2 dated August 28, 2024, with Narrative dated August 28, 2024, prepared by Robert Eggleston, 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 the Applicant establish an escrow account with the Town of Skaneateles in the amount of \$250 for engineering review of the drainage system; and
5. That native species shall be utilized in any landscape improvements; and
6. 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	Absent	
Member	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Absent	
Member	Samantha Parker-Fann	Present	[Yes]

**Continued Review- Site Plan Review**

Applicant	Ben & Tyler Cherington PO Box 404 Sewickley, PA 15143	Property: 1838 West Lake Rd Skaneateles, NY 13152 <b>Tax Parcel #062.-01-06.0</b>
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Present: Robert Eggleston, Eggleston & Krenzer Architects.

The proposed “L” shaped dock will be 6 feet wide and 100 feet long with a platform at the end. The platform will provide additional area to access a boat and necessary supplies. The seasonal boat lift will be stored on the platform during the winter months instead of dragging it 100 feet to shore. The existing retaining wall will be extended to meet the dock. Chair Kasper expressed his concern with the permanent platforms holding the seasonal boat lifts up and down the lake, and that at this location the lift would have to be lifted out of eight feet of water and then placed on the platform.

Chair Kasper said that another concern in the 20 feet width at the end of the dock. Mr. Eggleston replied that the width is 16 feet, and the length is 20 feet. Chair Kasper said that the codes reads that the maximum width for a dock and platform is 16 feet. Mr. Eggleston agreed to reduce the end of the dock and platform to 16 feet by 16 feet.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Marshall, 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. The Board having been polled resulted in the affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made Member Jill Marshall and seconded by Member Samantha Parker-Fann, and after a unanimous affirmative vote of the Members present, as recorded below, that, in consideration of the unique factors applicable to the Property, 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 Site Plan 1 of 3 through 3 of 3 dated September 5, 2024, with Narrative dated September 5, 2024 prepared by Robert Eggleston, Licensed Architect, be updated to reflect the end of the dock and platform area to not exceed 16 feet x 16 feet in size, then submitted and 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 an as-built survey for this Project be submitted to the Codes Enforcement Officer upon completion of improvements permitted hereby to verify conformance of all phases of the completed Project with the approved plans, within (60) days of completion of the Project.

**RECORD OF VOTE**

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

**Sketch Plan- Special Permit/Site Plan Review**

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

Present: Andy Ramsgard, Ramsgard Architectural Design

The proposal is for the removal of the existing 384 square foot dock and replacing with an “L” shaped dock that comes out into the lake 50 feet in length and is 8 feet wide. The water at the end of the dock will be 3.5 feet deep. Additionally the applicant is creating a new stone edge line along the shoreline to reduce erosion as the shoreline has been caused by wave action. Stabilized grass will be added behind the wall.

The grass would be stabilized with a grass pave grid system to support the grass so that it does not wash out into the lake. Member Parker-Fann asked about the degradation rate of the grass pave and Mr. Ramsgard said he did not have that information.

Another part of the proposal is for a 384 square foot gazebo with a patio, and underground storage for kayaks and waterfront accoutrements. Member Parker-Fann asked on the dimensions of the circle door and it will be 6 feet high and wide, with the storage area 2.5 feet above the mean high water level. Incorporated curvilinear walls and landscaping will be added with native species used.

Small scale stormwater management systems have been added to span across the site. The dwelling is located over 100 feet away with 14% grade. Chair Kasper suggested that Mr. Camp be consulted as there may not be a need for the stormwater system since there is so much lawn before reaching the lake. When the dwelling was constructed it achieved LEED Platinum status, and was the first in New York State to receive this status.

Chair Kasper asked if the grade will be raised when the seawall is constructed, and Mr. Ramsgard said that they will need to raise it 18 inches and then level it out with fill taken from the exaction for the gazebo storage.

The boats would be located on the south side of the dock with a proposed 300 square foot covered boat slip. The covered boat slip will have a slanted roof with access on one side of the dock. It will not have a walkway around the boat slip.

There will also be modifications of the hard surfaces by the house to develop landscaping by the house and reusing the pavers to support a turnaround A.so the entrance to the property will have the posts with one re-built for packages that may be delivered. A site visit will be conducted on October 19, 2024.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Marshall to schedule a public hearing on **November 19, 2024 at 6:30 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

**Sketch Plan- 2 Lot Subdivision**

Applicant        Noah Leubner  
                         3020 Rickard Rd  
                         Skaneateles, NY 13152  
                         **Tax Parcel #035.-03-10.0**

Present: Noah Leubner, Applicant

The applicant is proposing a two lot subdivision with lot 1 at 75.9 acres of vacant land and lot 2 of 3.7 acres of land for future development. A perc test was completed on Lot 2 and the septic design is pending. There is an existing tractor path that will remain on Lot 2 for access on Lot 1. The paddock land that is current leased has access off Coon Hill Road. A site visit will be conducted by the board independently.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Parker-Fann to schedule a public hearing on **November 19, 2024 at 6:40 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

**Sketch Plan- Special Permit/Site Plan Review**

Applicant Paul & Meredith Torrissi Property:  
41 Eat Elizabeth 2521 East Lake Rd  
Skaneateles, NY Skaneateles, NY 13152  
**Tax Parcel #037.-01-36.0**

Present: Robert Eggleston, Eggleston & Krenzer Architects.

The property is a nonconforming lot with less than 75 feet of lake frontage and less than 20,000 square feet in size, requiring variances from the Zoning Board of Appeals. Proposed is the removal of the rear porch and patio, concrete slab in front of the bulkhead doors, and reducing the brick walkway between the driveway and the house. Impermeable surface coverage will be reduced to 15.3% from 16.3%. The proposed deck will be more than 100 feet from the lake. A site visit will be conducted on October 19, 2024.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Marshall to schedule a public hearing on **November 19, 2024 at 6:50 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

**Sketch Plan- Lot Line Adjustment**

Applicant Jack Gordon Properties:  
680 Sheldon Rd 680 Sheldon Rd  
Skaneateles, NY Skaneateles, NY 13152  
**Tax Parcels #023.-05-01.1,023.-05-02.0,  
023.-05-03.0, 024-01-34.0**

Present: Robert Eggleston, Eggleston & Krenzer Architects.

The applicant owns four lots and have decided to reallocate the land amongst the four lots, making them all conforming. Proposed Parcel 1 will be 5 acres of vacant land, Parcel 2 would be 11.8+/- acres of vacant land, Parcel 3 would be 22.4+/- acre of land with the event center, barn, outbuildings, and existing dwelling, and Parcel 4 would be 70.4+/- acres of vacant land and would have 300 feet of road frontage on Sheldon Road. Chair Kasper said that there will be two new lots created with this lot line adjustment request. Counsel Molnar said that the application could be treated as a lot line adjustment and have a public hearing with the requirements of a subdivision. Parcel 1 and 2 could require site plan approval at time of development as there are some wetlands on the four lots. A site visit will be conducted independently by the board.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Parker-Fann to schedule a public hearing on **November 19, 2024 at 7:00 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

**Sketch Plan- Site Plan Review**

Applicant Matt Salanger  
1824 Tamarack Trail  
Skaneateles, NY 13152  
**Tax Parcel #062.-01-12.0**

Present: Robert Eggleston, Eggleston & Krenzer Architects.

The applicant is proposing an 8 foot by 90 foot permanent dock with a 96 square foot platform that would be located near the shoreline. The shape of the dock will follow the existing pattern of the temporary dock and create an area to tuck in the platform. Member Marshall pointed out that the platform area and dock would create an area that is 16 feet by 20 feet. The area will be reduced to 16 feet by 16 feet. The dock will be located further south than the existing deck on the shoreline. There will be a small amount of decking that will be added of the rock retaining wall to connect the dock to land. A site visit will be conducted on October 19, 2024. The application will continue next month.

**Merger Request**

Applicant: 2595 Benson Rd LLC  
2595 Benson Road  
Skaneateles, New York  
**Tax Map #055.-01-04.0 \* 055.-01-05.0**

The applicant is request the merger of the two adjoining properties with one of the lots consisting of vacant land.

**WHEREFORE**, a motion by Member Marshall and seconded by Chair Kasper to notify the Town of Skaneateles Tax Assessor that this Board has no objection to the request to merge the two parcels. The Board having been polled resulted in the unanimous affirmance of said motion.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Parker-Fann to adjourn the meeting. The Board having been polled resulted in the unanimous affirmance of said motion. The Planning Board Meeting adjourned at 9:10 p.m. as there being no further business.

Respectfully Submitted,  
Karen Barkdull, Clerk

Additional Meeting Attendees:

Robert Eggleston	Tom Fernandez	Mike Balestra	Noah Leubner
Joseph Cavender	Bill Murphy Jr.	Josh Allyn	Jeff Davis
Adrienne Drumm-Foody	James Ranalli	Andy Ramsgard	Mark Tucker
Lee Buttolph	Scott Brothers	Mark Albino	

Additional Meeting Attendees (Zoom):

Mark Tucker	Howard Brodsky	Mark Wilson
Mike Lasell	Heather Vasilie	David Lee
Chris Buff	Brian Buff	Meredith Torrasi