

**TOWN OF SKANEATELES
PLANNING BOARD
MEETING MINUTES
November 21, 2023**

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

Chair Kasper opened the meeting at 6:30 p.m.

The meeting minutes of October 17, 2023 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 Member Holbein to approve the minutes as submitted. The Board having been polled resulted in the affirmance of said motion.

RECORD OF VOTE

Chair	Donald Kasper	Present	[Yes]
Cochair	Douglas Hamlin	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Jill Marshall	Absent	
Member	Jonathan Holbein	Present	[Yes]

Public Hearing-Special Permit

Applicant: Seth Thibault
44 W Elizabeth St
Skaneateles NY 13152

Property:
1321East Genesee St
Skaneateles, NY 13152
Tax parcel #032.-03-32.0

Present: Seth Thibault, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

The applicant has owned the property for a few years and the property has been in disrepair. There are several buildings, which consists of a two bedroom dwelling, a building with 10 rooms, a three bedroom dwelling and the former service station/office. The building with 10 rooms were converted to six apartments that became run down over the years. Proposed is the change of use of the dwelling units to a lodging facility. There is little physical change other than the improvements and repairs the owner has been doing to make them habitable. The driveways and parking areas have been enhanced with the three units on the back of the motel provided with four parking spaces, six parking spaces on the south side of the same structure, the house has two parking spaces as pull off of the driveway, and the smaller dwelling unit will be converted into an accessible dwelling with a ramped sidewalk up to the back of the dwelling, and two additional parking spaces. The rest of the property has eight parking spaces that are for the office building and can be used as flex parking spaces.

The applicant has his office in the commercial building and the building will be used for property maintenance. The existing lighting is residential lighting, and they will be enhancing the parking areas with low voltage night sky compliant lighting. There are two existing septic systems supporting the property that have been approved by OCDOH as noted in the submitted letter from Jeff Till as part of the application. Chair Kasper inquired about the rental units and Mr. Eggleston explained that the houses will be rented out as single units in addition to the six separate guest rooms in the carriage house. This property will be used as short term rental known as the Gate. Member Hamlin asked if the six units in back have their own kitchen and Mr. Eggleston confirmed that they will. Mr. Brodsky commented that the proposal has two driveways and asked if they will be maintained. Mr. Eggleston said that there are three existing driveways, and they will eventually reduce them to two when the applicant develops the office area further. One consideration under discussion is the possibility of the driveways having one way in and one way out.

At this time, Chair Kasper opened the Public Hearing and asked if there was anyone in favor of the project and no one spoke in favor. Chair Kasper asked if there was anyone wishing to speak in opposition or had any other comments.

Mike Yates, 1322 East Genesee St, asked why a special permit is required and Chair Kasper said that a change of use requires a special permit. He asked if there will be management people on staff. Mr. Thibault said that it will be a self-check in model with Airbnb. He continued saying that if they develop the commercial building as an event space, then it would change but right now he is using it as an office. Mr. Eggleston added that the applicant's business is property management.

Margaret Sherman, 198 East Genesee Street, said that the in/out of the driveway has a lot of traffic there now and would be double. Mr. Eggleston explained that a lodging facility has 60% occupancy compared to a residential use that has 100% occupancy, the traffic will be less. The number of units would be the same.

Mr. Sherman, 198 East Genesee Street, asked if the use is considered a motel and it was affirmed by Chair Kasper who added that it would be weekends. Mr. Thibault said that they are more focused on long weekends with the use being less.

Mrs. Yates, 1322 East Genesee St, asked if a sidewalk that is being installed will connect to the village sidewalk. Chair Kasper clarified that it is only a sidewalk easement that is being proposed.

Mrs. Sherman, 198 East Genesee Street, asked if there is anything that will tie all of the buildings together long term to improve the area. Mr. Thibault said that right now they are trying to develop the interior of the rooms to rent and in the spring they will begin their focus on the exterior with plantings and the buildings being resided.

Mr. Sherman, 198 Genesee Street, asked if the larger house will remain as a full time residence. Mr. Thibault responded saying that it will be developed as a short term rental at some point.

Mike Yates, 1322 East Genesee St, next door is two hotel buildings that are right next door to the Shermans and asked if anything is going on. Mr. Thibault said that he has not seen anyone there, but they are maintaining the grass.

WHEREFORE, a motion was made by Chair Kasper and seconded by Member Winkelman 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 Holbein, the Planning Board declared this application a Type II action pursuant to 6 NYCRR617.5(c)(18) and not subject by SEQR for further review. 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 won’t 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.

NOW, THEREFORE, BE IT RESOLVED, upon a motion made by Chair Donald Kasper, seconded by Cochair Douglas Hamlin, and upon an affirmative vote thereon as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application, 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 applicant shall obtain a building/zoning permit from the Codes Enforcement Officer prior to any work commencing on the property; and
3. That Site Plan 1 of 1 dated October 24, 2023 with the Revised Narrative dated October 26, 2023 prepared by Robert Eggleston, Licensed Architect, be followed in all respects; and
4. That there shall be quiet hours on the premises between the hours of 10 p.m. and 7 a.m. daily; and
5. That the Application be referred to the fire chief for approval of the access/egress to the Property, and that the Applicant comply with any recommendations from the fire chief; 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; and

RECORD OF VOTE

Chair	Donald Kasper	Present	[Yes]
Cochair	Douglas Hamlin	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Jill Marshall	Absent	
Member	Jonathan Holbein	Present	[Yes]

Public Hearing-Site Plan Review

Applicant: Jeremy Kimball
1351 Cherry Valley Tpke
Skaneateles NY 13152
Tax parcel #032.-03-30.1

Present: Robert Eggleston, Eggleston & Krenzer Architects

The mixed used property includes a storage facility, outside storage, a dance studio, and the office for the applicant's wife who is a doula practitioner. Proposed is a separate office building with a birthing room for the doula practice located on the pad between the dance studio and the single family dwelling on the adjacent property. She would be the sole employee with visitors by appointment, and seven parking spaces allocated for the building. A portion of the existing gravel area will be converted to grass and landscaping.

Additionally, there will be a storage building located to the north of the existing storage buildings. The building will be for the applicant's personal storage, and additional area to store some of the vehicles parked outside. Since the last meeting, the parking area has been further defined providing a driving loop for the dance studio with additional 22 parking spaces increasing it to 42 spaces for any event they may have.

A new septic system will be installed for the dance studio with the existing septic system supporting the proposed office building and storage office building. Impermeable surface coverage will remain at the same level as the original approval was for the full build out of the site.

Mr. Brodsky asked about emergency access and Mr. Eggleston responded saying that there is adequate access with the loop drive and 24 foot wide driveway. Member Winkelman commented that the driveway narrows up by the loop and Mr. Eggleston said that the area can be straightened out for a consistent width. Chair Kasper suggested that appropriate signing including directional signing be provided for clarity of the traffic flow. There will be fencing around the existing septic area for the dance studio.

Regarding the stormwater system, Mr. Camp stated that a detailed review of the stormwater plan in prior applications addressed the stormwater needs for the property at full impermeable surface coverage.

At this time, Chair Kasper opened the Public Hearing and asked if there was anyone in favor of the project and no one spoke in favor. Chair Kasper asked if there was anyone wishing to speak in opposition or had any other comments.

Mike Yates, 1322 East Genesee St, noted that he did not receive a public notice for this project although he is in support of the project. (Mr. Yates property is not contiguous or directly across property to the applicants, and would not receive a formal notice.) There was a prior discussion about the Eastern Gateway in regard to the pond and lack of landscaping around it and asked if it could be addressed as part of the plan. Mr. Eggleston suggested that it be addressed as part of the Eastern Gateway and sidewalk plans. Chair Kasper said that the Codes Officer will verify that any planting plans from prior approvals were implemented. There is existing lawn in front of the proposed office that will be augmented with additional landscaping.

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 unanimous affirmance of said motion.

Chair Kasper suggested that the fire chief should also verify fire access to the buildings as a condition of any approval. Member Winkelman suggested that trees could be added by the parking area behind the

dance studio to help control the temperature and soften the look. Chair Kasper asked for a planting plan to be submitted to the board.

At this time Counsel Molnar recommended to the Board that the application be an Unlisted Action and reviewed the short form SEQR with the Board. In evaluating each of the criteria set forth in Part II:

Part II	No or small. impact	Moderate to Large impact
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulation?	X	
2. Will the proposed action result in a change in the use or intensity of use of land?	X	
3. Will the proposed action impair the character or quality of the existing community?	X	
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a CEA?	X	
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking, or walkway?	X	
6. Will the proposed action cause an increase in the use of energy, and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	X	
7. Will the proposed action impact existing public/private water supplies and/or public/ private wastewater treatment utilities?	X	
8. Will the proposed action impair the character or quality of important historic, archeological, architectural, or aesthetic resources?	X	
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, water bodies, groundwater, air quality, flora, and fauna)?	X	
10. Will the proposed action result in an increase in the potential for erosion, flooding, or drainage problems? It will be improved with the proposal.	X	
11. Will the proposed action create a hazard to environmental or human health?	X	

WHEREAS, pursuant to and in accordance with the **New York State Environmental Quality Review Act**, 6 NYCRR 617 *et seq.* (“SEQR”), a motion was made by Chair Kasper and seconded by Member Holbein, the Planning Board classified the Application as an Unlisted Action under SEQR and reviewed the Short Environmental Assessment Form submitted by the Applicant to determine that the proposed action will not result in any significant adverse environmental impacts; and The Board having been polled resulted in the unanimous affirmation 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 won't 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 Cochair Douglas Hamlin, and upon an affirmative vote thereon as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application with the following additional conditions:

7. 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
8. That the applicant shall obtain a building/zoning permit from the Codes Enforcement Officer prior to any work commencing on the property; and
9. That Site Plan 1 of 1 dated October 26, 2023, Office building and Storage building elevations and floorplans 1 of 2 through 2 of 2 dated October 2, 2023 with the Revised Narrative dated October 26, 2023 prepared by Robert Eggleston, Licensed Architect, be followed in all respects; and
10. The applicant submit a Planting Plan with the plant species and location identified on the plan for approval by the Planning Board Chair, which Planting Plan shall be followed by the Applicant; and
11. That a traffic flow plan be submitted with location and type of additional signage to be installed, to indicate the proposed access/egress for vehicles which visit the existing dance studio and that the traffic flow plan be followed by the Applicant; and
12. That the 24 foot entrance driveway have a consistent 24 foot width to the storage buildings; and
13. The Application be referred to the fire chief for approval of the access/egress to the Property, and that the Applicant comply with any recommendations from the fire chief; and
14. That the Applicant shall obtain all necessary permits and approvals from any agency or authority having jurisdiction over the Property or the Application.

RECORD OF VOTE

Chair	Donald Kasper	Present	[Yes]
Cochair	Douglas Hamlin	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Jill Marshall	Absent	
Member	Jonathan Holbein	Present	[Yes]

Continued Review -Site Plan Review

Applicant:	Dennis & Tracey McCarthy 1 Sachem Drive Skaneateles NY 13152	Property: 3241 East Lake Rd Skaneateles, NY 13152 Tax parcel #040.-01-08.0
------------	--	--

Present: Dennis & Tracey McCarthy, Applicants; Adrienne Dunn, Andry Ramsgard, Ramsgard Architectural Design

The applicant’s representative and Mr. Camp have discussed in detail the finding of the test holes, subsurface water, and topography, and concluded that the proposed stormwater plan will function at the location. Mr. Camp added that their existing testing data including deep hole tests and that alleviated the concerns that he had. If the system overflowed it would be in a spot that would be very visible and indicate that the clear out should occur. Mr. Ramsgard added that the current septic system location was approved by OCDOH. The correspondence between Mr. Camp and Mr. Ramsgard will become part of the record for the application.

WHEREAS, a motion was made by Chair Kasper and seconded by Member Winkelman, the Planning Board declared this application a Type II action pursuant to 6 NYCRR617.5(c)(9) 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 Cochair Douglas Hamlin, and after an 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 will 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 Site Plan Z.1.0 through Z.1.1, and bioswale detail plan dated October 3, 2023, with narrative dated July 31, 2023, prepared by Andrew Ramsgard, Licensed Architect, and Bio-diffuser detail dated October 3, 2023 prepared by Advanced Drainage Systems be followed in all respects; and
3. That the McCarthy Small Scale Stormwater Management Discussion memo dated November 21, 2023, prepared by Andrew Ramsgard, Licensed Architect, 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 all conditions imposed by the Skaneateles Zoning Board of Appeals, in connection with its approved variance for the Property be fulfilled.

RECORD OF VOTE

Chair	Donald Kasper	Present	[Yes]
Cochair	Douglas Hamlin	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Jill Marshall	Absent	
Member	Jonathan Holbein	Present	[Yes]

Sketch Plan-Special Permit/Site Plan Review

Applicant: Tracey Mills
7502 Saint Louis St
Austin, TX 78757

Property:
2613 East Lake Rd
Skaneateles, NY 13152
Tax parcel #037.-01-02.0

Present: Robert Eggleston, Eggleston & Krenzer Architects,

The property is an existing nonconforming lot with nonconforming coverage. The dwelling is in disrepair although the foundation is in good standing. Proposed is the rebuilding of the dwelling on the same foundation with the foundation raised two feet to be above flood level. There is a small area east of the dwelling where the grade will be raised, and the existing septic system located at the west side of the lot was installed recently. Impermeable surface coverage is high on the lot due to the shared driveway and the neighbor’s parking area located on the lot. They will be removing some of the coverage by the dwelling and replacing it with landscaping.

Chair Kasper asked about the foundation being raised and Mr. Eggleston said that they will be raising the foundation walls with two rows of block and reinforcing the foundation. The finished cellar height will be six feet allowing area for mechanicals and storage of kayaks. The change in grade will be minimal; however, the change in grade will trigger a special permit requirement.

WHEREFORE, a motion was made by Chair Kasper and seconded by Member Winkelman to schedule a public hearing on **Tuesday, December 19, 2023** at 6:30 p.m. The Board having been polled resulted in the unanimous affirmation of said motion.

Member Winkelman inquired on why the application is not considered redevelopment and Mr. Eggleston explained that the footprint is not being changed as they will be maintaining and raising the foundation. A site visit will be conducted on December 2, 2023.

Sketch Plan-Lot Line Adjustment

Applicant: Paul Fallon
Fergal McCaul
1725 Coon Hill Rd, Coon Hill Rd
Skaneateles, NY 13152
Tax Parcels #035.-01-19.1 & 19.2

Present: Robert Eggleston, Eggleston & Krenzer Architects,

This was a subdivision that was finalized a couple of years ago and a driveway to the newly created lot was installed. They realized that although the road frontage for the lot is at a conforming 300 feet, the intention was for the lot to go to the existing fence line. Proposed is a lot line adjustment to increase the road frontage for the lot with the lot expanded back to the rear property line. Both lots are owned by the same person.

WHEREAS, a motion was made by Chair Kasper and seconded by Member Holbein, the Planning Board adopted and ratified its prior SEQRA determination for the Application, which was a determination that the Application constitutes a TYPE II single family residential project action

pursuant to 6 NYCRR Section 617.5(c)11, not subject to further SEQRA review. The Board having been polled resulted in the unanimous affirmation of said motion.

NOW, THEREFORE, BE IT RESOLVED, upon a motion made by Chair Donald Kasper, seconded by Cochair Douglas Hamlin, and after an affirmative vote of all Members present, as recorded below, the Town of Skaneateles Planning Board hereby APPROVES the Lot Line Adjustment, with the following conditions:

1. The LLA Map be submitted to the Chairman for review, approval, and signature prior to filing with the Onondaga County Clerk’s Office; and
2. The LLA Map and deed transferring title to the adjusted property must be filed in the Onondaga County Clerk’s Office within sixty-two (62) days of the signing of said LLA Map or the Lot Line Adjustment 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; and
3. The Applicant obtain the approval of any other agency or authority having jurisdiction over the Property of Application.

RECORD OF VOTE

Chair	Donald Kasper	Present	[Yes]
Cochair	Douglas Hamlin	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Jill Marshall	Absent	
Member	Jonathan Holbein	Present	[Yes]

Sketch Plan-2 Lot Subdivision

Applicant:	Chris Foote	Property:
	2935 West Lake Rd	1676 Coon Hill Rd
	Skaneateles NY 13152	Skaneateles, NY 13152
		Tax parcel #035.-04-16.1

Present: Robert Eggleston, Eggleston & Krenzer Architects,

The property was originally owned by Mr. Stafford who owned the dwelling and the commercial business. Several years ago the property was subdivided for the dwelling to be located on its own lot. The applicant would like to subdivide a two acre residential lot from the commercial lot. The existing lot does not have a septic system and the applicant is proposing septic systems for both of the lots. The commercial lot will be a flat lot with a 50 foot easement for the driveway and utilities. The septic systems are under design development and both lots will be supported by their own wells.

There are steep slopes and a watercourse located at the south end of the property and they are not proposing any changes to the area. There is some of the gravel area on the commercial lot that will be removed to bring the impermeable surface coverage down to 8.4%. The existing driveway is connected to the Stafford residence will remain although there is no easement agreement.

Mr. Brodsky inquired if there are drainage issues on the existing site and Mr. Eggleston said that the slopes seem stable and there does not seem to be any drainage issues. Member Winkelman asked if the proposed lot might be inhibited by the driveway being located on the lot. Mr. Eggleston said that the driveway has 3.6% impermeable surface coverage, leaving enough coverage for any dwelling and associated structures.

Chair Kasper inquired why the septic is being located on the other side of the driveway. Mr. Eggleston said that it is downhill from any dwelling that would be located on the lot. Mr. Brodsky asked if there will be an easement filed for the driveway and Mr. Eggleston said that there will be with the filing of the subdivision. Chair Kasper inquired on the location of the bathroom for the commercial property and Mr. Eggleston said that it would be the center barn. A site visit will be conducted on December 2, 2023.

WHEREFORE, a motion was made by Chair Kasper and seconded by Member Winkelman to schedule a public hearing on **Tuesday, December 19, 2023** at 6:40 p.m. The Board having been polled resulted in the unanimous affirmation of said motion.

Sketch Plan-Special Permit

Applicant: Beth Endres
PO Box 727
Skaneateles NY 13152

Property:
796 West Genesee St
Skaneateles, NY 13152
Tax parcel 048.-01-09.0

Present: Beth Endres, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

The applicant will be a tenant of the building owned by Justin Marchuska, who had acquired a series of properties in this area. The building is about 800-900 square feet and has had several uses over the years, with the most recent being glass sales. Proposed is a dog grooming business at the site with the applicant and her partner as employees. They will have five to seven dogs a day for grooming with scheduled appointments. They also have a company vehicle where they take dogs out for adventures off site. The existing survey reflects a limited part of gravel parking, and they will augment the parking area for five parking spots. Dogs are typically dropped off in the morning and would be exercised out the back of the property on leash.

Inside the building will be a holding area with 6-7 crates, two grooming areas, a reception area, and a small office area. Member Winkelman inquired about the driveway and Mr. Eggleston said that it is paved by the road then transitions to gravel. Mr. Brodsky commented that the new uses will be using more water than the prior use and Mr. Eggleston responded saying that the total usage for washing dogs would be about 18 gallons a day. A site visit will be conducted individually.

WHEREFORE, a motion was made by Chair Kasper and seconded by Member Holbein to schedule a public hearing on **Tuesday, December 19, 2023** at 6:50 p.m. The Board having been polled resulted in the unanimous affirmation of said motion.

Continued Review-8-lot Subdivision

Applicant: Josh LaGrow
57 State Street
Skaneateles, NY 13152

Property:
Franklin Street Rd
Skaneateles, NY 13152

Tax Map #047.-01-06.1

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

The applicant had a meeting with the highway superintendent, and town board members to discuss the potential dedication of the road to the town. Based on that conversation, the application is being amended to keep the road a private road and the applicant will also establish a homeowners association. The private road will utilize retaining walls along the road by Franklin Street, and there will be a sidewalk located on the north side of the proposed road. The drainage plan has been further developed with a prepared SWPPP and a full EAF submitted to the town.

Mr. Lasell said that overall everything has remained the same in regard to the size of the lots and they have done some adjustments to the road to provide a flat area of 100 feet before reaching Franklin Street. They are eliminating as many issues as possible at this intersection. There will be a swale at the entrance on the south side of the proposed road that will hold the water before it enters the storm system. This will reduce the amount of water coming from the field and from the existing drainage swale located to the west of the neighboring dwellings.

There is an existing long skinny swale to the west of the neighboring properties north of the proposed road that discharges to an existing pipe to Franklin street. It currently causes stormwater to spill over with a modest 10 year storm. Their intention is to get this stormwater into a larger linear stormwater facility and gradually releasing the stormwater into the existing pipe to Franklin Street. The stormwater drains on Franklin Street appear to be 24 inch culverts. Each property on the north side in the subdivision will also have its own rain gardens located on the southern corner of each of the lots along the road.

On the south side of the proposed road, the back portion of the proposed lots will be in conservation to develop into natural fields. The existing area has been used for row crops that are allowing the stormwater to directly flow into the developed properties along Franklin Street. The forever wild area managed by the HOA will help to absorb and slow down the stormwater. There will also be a long narrow swale located behind the existing properties that will direct the stormwater to the meadow.

Mr. Lasell continued saying that they are in communication with Miranda regarding the water pressure and that they do have peak fire flow determination. Being that there will only be eight lots, they have 40 psi static pressure at the most west lot on the parcel. They are hoping to have a fire flow test on the hydrant on Franklin Street near the proposed road entrance. Chair Kasper asked if the new water tower would improve the fire flow in this area and Mr. Camp said that it would improve fire flow and static pressure although the water tower has not been finalized.

Chair Kasper inquired about the conservation area staying meadow as that was not the experience with Butters Farm where it is now lawn. Mr. Eggleston said that SUNY forestry is developing standards for meadows and there is a successful one in the Colony. Their intention is for a meadow that is maintained and mowed twice a year. The HOA would be the responsible party to maintain it. Mr. Eggleston said that more specific restrictions can be placed on the area that is to be maintained as meadow with the HOA language development. Member Winkelman asked why the area would be left open as meadow instead of woods. Mr. Lasell said that a meadow will have a lower runoff number than a woods that tend to let the ground bare up. Member Winkelman asked if the conservation land would be located on different lots

and Mr. Eggleston said that there will be part of each lot in conservation and there would be restrictions placed on that portion of each of the lots. Mr. Brodsky added that the conservation area could be shown on the subdivision map and the individual surveys for each lot. It would be up to the HOA to enforce it. Mr. LaGrow said that he intends to live there and would be part of the HOA and could assist with enforcement. Mr. Lasell said that the meadow is being proposed to improve the drainage but that the drainage plan is controlling the stormwater without the meadow. A good meadow has less stormwater runoff compared to a lawn; however, a lawn will have less stormwater runoff than what exists today with the row crops.

Mr. Camp requested clarification on whether the retaining walls at the entrance of the subdivision would require a setback as a structure. Mr. Brodsky explained that retaining walls do not require a setback but are required to be on the owners property. He continued saying that there needs to be a long term strategy for the HOA maintenance of the meadows, drainage facilities, rain gardens, sidewalk, retaining walls, and the road. Chair Kasper commented that that will need to be written in the HOA laws. Chair Kasper said that there will also be a need for a water line easement into the subdivision. The town will probably place a streetlight at the intersection with Franklin Street and any lighting along the road would be night sky complaint and maintained by the HOA. Mr. Brodsky suggested that the subdivision have a drainage district established with the town, and Counsel Molnar suggested that the applicant should approach the town board regarding the establishment of a drainage district.

WHEREFORE, a motion was made by Chair Kasper and seconded by Member Winkelman to accepts the applicant's request to function as lead agency, consider the proposed action as an Unlisted 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.

Mr. Camp inquired if the water system cannot support the subdivision are the lots large enough for wells and Mr. Eggleston replied yes. Chair Kasper commented that a public information meeting should be held probably in January 2024. Mr. Camp asked about the water system and Mr. Lasell said that they have spoken to Miranda twice about the project, and she had provided static pressure reading of the hydrant by the proposed entrance. They then calculated the static pressure at the highest second floor level of the highest house and they still maintain almost 40psi. Obviously, the flows are pretty minimal, and he does not see it dropping but they will have to determine a stream flow from the fire hydrant. He does not see that as an issue with his knowledge of the water flow from the project down the street. He is seeking to obtain an accurate fire flow test completed and hopefully that will be provided soon. Mr. Camp suggested that it should be plugged into a hydraulic model to simulate the fire flow at the top of the new road. Mr. Camp said that he could provide a copy of the simulator and then Mr. Lasell can use it and re-submit for them to view. Chair Kasper inquired if the Hilltop development will impact this project and Mr. Camp clarified that it is not a water usage issue but a fire flow issue as the fire flow pressure should not be below 20psi. A site visit will be conducted on December 2, 2023.

Discussion

Applicant: Gavin McCaul
1400 E Genesee St
Skaneateles NY 13152

Property:
1590 Cherry Valley Tpke
Skaneateles, NY 13152
Tax parcel #042.-05-03.0

Present: Robert Eggleston, Eggleston & Krenzer Architects,

A final list of uses that are approved for the property has been accepted. Mr. Brodsky had provided a set of criteria addressing customer use, hours of operation, lighting, landscaping, outside storage, utilities, parking, and notification to the CEO of changes that will be part of the accepted use list.

Discussion

The NYSDEC, in conjunction with Critical Path Engineering Solutions, have developed stormwater remediation plans to strengthen the banks of Shotwell Brook that would be available to any properties that border Shotwell Brook. Any property that would propose remediation plans for the brook on their property would need to obtain approval from the Planning Board and other agencies having jurisdiction. The intent of the NYSDEC is to develop these plans for other areas of concern in the Finger Lakes.

WHEREFORE, a motion was made by Chair Kasper and seconded by Member Winkelman adjourn the meeting. The Board having been polled resulted in the unanimous affirmance of said motion. The Planning Board Meeting adjourned at 8:42 p.m. as there being no further business.

Respectfully Submitted,
Karen Barkdull, Clerk

Additional Meeting Attendees:

Robert Eggleston	Mitchell Sherman	Margaret Sherman	
Seth Thibault	Andy Ramsgard	Mike Yates	Vanessa Yates
Adrienne Drumm	Tracey McCarthy	Dennis McCarthy	Holly Falso

Additional Meeting Attendees (Zoom):

Chris Buff	Doug Hamlin	Mike Lasell	Josh LaGrow
Mark Tucker	Tracey Mills	Jim Fields	