

**TOWN OF SKANEATELES
PLANNING BOARD
MEETING MINUTES
December 19, 2023**

Donald Kasper
Douglas Hamlin
Scott Winkelman
Jill Marshall-zoom left 6:57 pm
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 November 21, 2023 were previously distributed to the Board and all members present acknowledged receipt of those minutes.

WHEREFORE, a motion was made by Cochair Hamlin and seconded by Chair Kasper 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	Present	[Yes]
Member	Jonathan Holbein	Present	[Yes]

Public Hearing-Special Permit

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 proposal is for the removal of the first and second floor of the dwelling and raising the foundation of the dwelling two feet to meet FEMA regulations from structures within a flood zone. The house will remain on the same footprint with the first and second floors rebuilt.

The foundation will remain in place with minor repair and increasing the additional height. The demolition of the dwelling will be done in pieces with the debris placed in dumpsters located on the existing parking area. All of the work will be completed from the eastern side of the dwelling with no large equipment being utilized that could potentially disturb the land and lake. The foundation will be constructed by a mason rather than a poured wall addition. There will be no vehicles utilized on the south and west sides of the dwelling. Construction will begin soon and there will be a silt fence in place around the entire work area.

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. No one requested to speak.

WHEREFORE, a motion was made by Cochair Hamlin and seconded by Chair Kasper 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 Cochair Hamlin, the Planning Board declared this application a Type II action pursuant to 6 NYCRR617.5(c)(11) and not subject by SEQR for further review. The Board having been polled resulted in the affirmance of said motion.

Chair Kasper inquired if Mr. Camp had any additional concerns. Mr. Camp said that Mr. Eggleston's explanation is good and recommended that the approving resolution has language that if there were trouble with the temporary construction road, that the applicant would be required to stabilize the area with clean stone. Chair Kasper suggested that the silt fencing could be backed up with bales of straw by the waterfront and Mr. Camp agreed. Mr. Eggleston said that during the framing and siding period it will be mostly people and not machinery, with the mason will be working from inside the foundation walls. Chair Kasper said that the straw should be utilized after demolition.

NOW, THEREFORE, BE IT RESOLVED, upon a motion made Chair Donald Kasper and seconded by Cochair Douglas Hamlin, and after a unanimous affirmative vote of the Members present, as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application for minor 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 Site Plan 1 of 4 through 4 of 4 dated October 31, 2023, with narrative dated October 31, 2023 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 shall maintain the construction road(s) in good order and shall stabilize it with clean stone as necessary; and
5. That the Applicant shall reinforce the silt fencing with hay bales during construction; and
6. That the Applicant shall keep the straw on the slopes through spring; and
7. That the Applicant shall place sod in the area between the dwelling and lake; and

8. That an as-built survey be 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	Douglas Hamlin	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Present	[Yes]

Public Hearing-2 Lot Subdivision

Applicant:	Chris Foote 2935 West Lake Rd Skaneateles NY 13152	Property:	1676 Coon Hill Rd Skaneateles, NY 13152 Tax Parcel #035.-04-16.1
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Present: Robert Eggleston, Eggleston & Krenzer Architects,

The subdivision plan has not changed however the septic design for both of the septic systems are in development. Ms. Stafford had written a letter with some questions on septic distance. The septic locations will be designed by Mr. Buck and approved by OCDOH. Based on the location of Mrs. Stafford’s septic system, the commercial septic system will be located far enough away to not pose a concern. The residential septic location chosen for lot A will be sufficient if 100 foot setback is required; a 200 foot setback would be required if the well is downhill from the septic location. Mrs. Stafford’s septic system is located in the rear of the dwelling and would be some distance from any well that is installed on the commercial property.

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

Julie Stafford, Power of Attorney for Mrs. Stafford, 1670 Coon Hill Road, said that she is not opposed to the subdivision but has questions. Her issue is the safety of the water so the location of the septic system in relationship to the well is important. Her second comment is that there is an existing shared driveway agreement that is located on the 1670 Coon Hill Road property for the 1676 Coon Hill property. Her concern is that the shared driveway on her mother’s property would be used more than the proposed driveway. The site plan presented does not show this driveway that is on her mother’s lot and if construction traffic can be limited to the proposed driveway only. She continued saying that the narrative does not accurately reflect the history of the properties.

Chair Kasper inquired if the driveway is being used now by Mr. Foote. Ms. Stafford said that he does use it and she is hoping that the commercial traffic can be limited to the proposed driveway only. Mr. Eggleston added that the surveyor has researched the property and did not find any recorded easements on the property. He continued saying that reflecting the neighbor’s driveway on the site plan is possible however it would not be shown on the plat plan that is specific to the 1676 Coon Hill property. He suggested that a conversation is held between Mr. Foote and Mrs. Stafford regarding the connected driveway as to whether it should be eliminated or kept for emergency access. Ms. Stafford said that she

had a copy of the agreement and Mr. Eggleston said that it would be helpful to see a copy of the agreement. Counsel Molnar commented that if the agreement impacts the lot being subdivided then it should be plotted on the plat.

Member Winkelman asked what the impermeable surface coverage is on Mrs. Stafford property and Mr. Eggleston replied that it is irrelevant as that property is not part of the application. Chair Kasper inquired if the board has any control on what type of vehicle is being driven on Mrs. Stafford’s property. Counsel Molnar said that the board has a modest amount of control if the property being subdivided is subject to a shared driveway agreement, whether or not it has been recorded. With the shared driveway plotted, the board can design a condition that the shared driveway is not disturbed with construction vehicles.

Mr. Eggleston stated that the application narrative was based on what he was told, and he did not verify the content with others. The commercial property has been in existence since Mr. Stafford had his business and there is not a significant difference from a plumbing service business and a construction business. Mr. Brodsky asked if Mrs. Stafford uses the commercial property driveway access. Ms. Stafford said that it is the main entrance to her mom’s house. She continued saying that there are three driveways, with one driveway to the west that goes to the front of her mom’s house, the second driveway to the back of her mom’s house, and the third driveway is on the applicant’s property. 1670 Coon Hill Road property has a loop driveway with two driveway cuts onto Coon Hill Road.

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 commented that the septic plans have not been fully developed and Mr. Eggleston replied that he had recommended to the applicant that the application should be on hold pending the resolution of the septic design for the commercial and residential lots. Chair Kasper said that the application should continue to next month’s meeting to give time for more information regarding the septic plans.

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.

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]

The application will continue next month.

Public Hearing -Special Permit

Applicant:	Beth Endres	Property:
	PO Box 727	796 West Genesee St
	Skaneateles NY 13152	Skaneateles, NY 13152
		Tax Parcel #048.-01-09.0

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

Proposed is a dog grooming business at the existing structure. A revised site plan was submitted reflecting that the driveway and parking areas had been paved and reflect nine parking spots for the building. Their company van that is used for dog excursions will be parked behind the building when left overnight. The City of Syracuse Department of Water had raised an issue about the distribution box back in 1998 and the box was replaced in 1998 and is functioning well. Rich Abbott is now satisfied with the septic system. There will be two employees working at the site.

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

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

Mr. Brodsky inquired if there would be any fencing in the back of the building and Mr. Eggleston said that there would not as the dogs would be curbed on leash.

WHEREAS, a motion was made by Cochair Hamlin and seconded by Chair Kasper, 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 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 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 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 the Revised Site Plan 1 of 2 dated December 4, 2023, Site Plan 2 Of 2 dated November 9, 2023, with the Revised Narrative dated December 4, 2023 prepared by Robert Eggleston, 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 the Planning Board waived the requirement for an as-built survey to be submitted.

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: 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 Davis, Legal Representative; Joseph Cavender, QPK

Proposed is a minor two lot subdivision separating the Lodge from the Baxter manufacturing facility. The Lodge property would have 62+/- acres of land, and the Baxter property would have 90+/- acres. The properties are conforming to all zoning requirements. The Lodge would be sold to the Woodbine Group for independent operation from the Baxter property. The Lodge property would temporarily have an agreement to continue to be connected to the septic system and water line until such time that they can be developed independently. Baxter will continue to allow the Lodge to use the access drive until a separate drive is established, and they are currently working with NYSDOT.

Chair Kasper inquired what the timeframe is for the conversion of utilities to separate utilities for the Lodge. Mr. Davis said that there will be a fee based agreement and it would be beneficial for Woodbine Group to resolve the issues quickly. The electric lines will be two years to coincide with the electrical upgrade that Baxter Industries is pursuing. Mr. Camp said that all of these issues are problematic. He continued saying that right now you could not build a house on one lot and have it use the septic, electric, and water system from another. Those issues would need to be resolved before the Planning Board could approve a subdivision. You cannot have a public service water line off of a private water line. The proposed Lodge lot is outside of the water district and the lot would need to be reconfigured to have a portion of the lot from Mottville Road in order to have public water. There should be some acknowledgement of the existing drainage system and its maintenance and Mr. Davis said that they are drafting an easement agreement for the existing drainage system. Mr. Camp noted that the existing wastewater treatment outflow to the creek crosses the proposed Lodge lot and suggested that there be an easement agreement for the benefit of Baxter Industries.

Chair Kasper commented that the utility issues will need to be resolved and a potential lot shape to connect to the water district contemplated before the applicant should come back to the board.

Sketch Plan -Special Permit Amendment

Applicant: John Menapace
Skaneateles Brewery
2487 East Lake Rd
Skaneateles NY 13152

Property:
4022 Mill Rd
Skaneateles, NY 13152
Tax Parcel #027.-01-47.1

Present: John Menapace, Kate Slade

The applicant is requesting approval for the expanded use of the facility including expanded hours of operation, expansion of the Skaneateles brewery use inside the building, and outdoor seating with food trucks. Chair Kasper said that the biggest issue is the available parking for the facility. Mr. Menapace said that they had submitted the parking plan and stated that the problem is handling the cars and sending them back into town or use the lot he has up the street for parking. Mr. Brodsky stated that they need to

improve the quality of the submission. This would include number of customers and visitors to determine the amount of parking required. If the secondary parcel is being considered for parking then it should be shown on one site plan to indicate how people will walk to the brewery. Cochair Hamlin said that the calculations can be done and if the board receives the information that Mr. Brodsky is recommending that can be reviewed by the board. The town code addresses parking requirements.

Chair Kasper stated that the submitted seating chart shows 84 seats and the calculations should show number of employees, number of customers and the calculation of the parking requirements. Ms. Slade asked if they are supposed to turn people away once the parking area is full. Chair Kasper said that the customers would then need to be turned away, or use the land across the street for additional parking. There would need to be a parking plan submitted with a safety plan for people crossing the street. Mr. Brodsky said that it should show sidewalks and how pedestrians would walk down to the brewery. Mr. Menapace said that there are no sidewalks on the road. He continued saying that there could be more parking available south of the Charlie Major trail on town land. Mr. Brodsky advised that if that area were to be used there would need to be an agreement with the landowner that you could have parking there.

Chair Kasper said that the property across the road could be for employee parking; however, it is up to the applicant to formulate the parking needs and area. Chair Kasper inquired if the inside of the building is used when there are food trucks and Mr. Menapace said that it is rarely used and usually when the weather is not cooperating.

Mr. Brodsky suggested that this multi-use building should have a strategy for the entire site with a determination of potential uses, square footage for each of the uses, number of employees, times/days of activity, and hours of operation. Chair Kasper said that there is a need for a plan on how to handle the overflow and Mr. Menapace reiterated that there would be available parking south of the trail entrance. Mr. Brodsky said that the use is an incidental use to the service business of the brewery and distillery and his concern is the land use evolving past the definition. The boundaries should be determined by the board so that the applicant knows when to stop and the codes officer has a clear understanding for enforcement.

Mr. Menapace said that everything that they are doing is what the Comprehensive Plan had laid out and what the Hamlet committee is doing. Member Winkelman added that the previous approval was for a tasting room, and it has expanded so there is a need to amend the approval. Chair Kasper reiterated that the board would need the parking plan before they can render their decision.

Discussion-8-lot Subdivision

Applicant: Village Meadow LLC
57 State Street
Skaneateles, NY 13152

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

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

Mr. Eggleston said that they are still working on the water and engineering plans, and that it was his understanding that letters have gone out regarding the Planning Board being lead agency on this application. He suggested that a public information meeting could be held in January. Chair Kasper

suggested that the meeting on January 16, 2024 could begin at 6 pm with the public information meeting held first.

WHEREFORE, a motion was made by Chair Kasper and seconded by Member Holbein to schedule a public information meeting on **Tuesday, January 16, 2024 at 6:00 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

WHEREFORE a motion was made by Chair Kasper and seconded by Cochair Hamlin to enter an attorney advice session. The Board having been polled resulted in favor of said motion.

WHEREFORE a motion was made by Chair Kasper and seconded by Member Holbein to return from attorney advice session. The Board having been polled resulted in favor of said motion.

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

Respectfully Submitted,
Karen Barkdull, Clerk

Additional Meeting Attendees:

Robert Eggleston	Tom Hernandez	Jeff Davis
Mike Balestra	Joe Cavender	Kate Slade
John Menapace		

Additional Meeting Attendees (Zoom):

Chris Buff	Jill Marshall	Mike Lasell
Sal Strods	Justin Marchuska	Jim Fields