

**TOWN OF SKANEATELES  
PLANNING BOARD  
MEETING MINUTES  
January 18, 2022**

Donald Kasper  
Douglas Hamlin -absent  
Scott Winkelman  
Jill Marshall  
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 December 21, 2021 were previously distributed to the Board and all members present acknowledged receipt of those minutes.

**WHEREFORE**, a motion was made by Member Marshall 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]
Vice Chair	Douglas Hamlin	Absent	
Member	Scott Winkelman	Present	[Yes]
Member	Jill Marshall	Present	[Yes]
Member	Jon Holbein	Present	[Yes]

At this time, the Board discussed the appointment of Douglas Hamlin as Vice Chair for the Planning Board for the year ending December 31, 2022.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Winkelman to re-appoint Member Douglas Hamlin as Planning Board Vice Chair. The Board having been polled resulted in the affirmance of said motion.

**RECORD OF VOTE**

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

At this time, the Board discussed the reappointment of Scott Molnar, Esq. as Attorney for the Planning Board for the year ending December 31, 2022.

**WHEREFORE**, a motion was made by Member Marshall and seconded by Member Winkelman to re-appoint Scott Molnar as Attorney for the Planning Board. The Board having been polled resulted in the affirmance of said motion.

**RECORD OF VOTE**

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

At this time, the Board discussed the reappointment of John Camp of C&S Engineering as Planning Board Engineer for the year ending December 31, 2022.

**WHEREFORE**, a motion was made by Member Winkelman and seconded by Member Marshall to re-appoint John Camp as Planning Board Engineer. The Board having been polled resulted in the affirmance of said motion.

**RECORD OF VOTE**

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

**Public Hearing -2 Lot Subdivision**

Applicant:	Paul Fallon	Property:
	7026 Highfield Rd	1725 Coon Hill Rd
	Fayetteville, NY 13066	Skaneateles, NY 13152
		<b>Tax Map #035.-01-19.0</b>

Present: Aaron LaSala, Representative

The applicant has an existing 61.7 acre parcel with an existing dwelling and barn. Proposed is a two lot subdivision with lot 1 at 57.6 acres with the existing dwelling and barn, and lot 2 at 3.2 acres of vacant land. Lot 2 will be located at the northwest corner of the parcel and have 300 feet of road frontage along Coon Hill Road. There are clusters of woods along the road and in the back of proposed Lot 2. Any development would occur in the section of the lot that does not include woods. The proposed driveway would be located towards the east side of the proposed lot. The driveway cut approval and septic approval have not yet been obtained for Lot 2.

Chair Kasper commented that he did go out to visit the site with Member Winkelman and the lot is not flat, but slopes toward the road. The proposed location of a future dwelling does take advantage of the views of the lake. There is a dwelling located at a lower elevation than the potential location of the future dwelling. Counsel Molnar recommended that the board move forward with the public hearing even if the application is needing the two approvals, as there may be the public present at this public hearing that may want to speak regarding this proposal.

Chair Kasper inquired if the applicant had contacted the County highway department regarding the driveway cut or had begun perc tests in preparation of a septic design. Mr. LaSala commented that they had not had a chance to follow up on that since the last meeting.

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; **WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Winkelman to classify the action and an Unlisted Action. The Board having been polled resulted in the affirmance of said motion.

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? small	X	
11. Will the proposed action create a hazard to environmental or human health?	X	

**WHEREFORE**, a motion was made by Member Marshall and seconded by Chair Kasper to declare this application to be an Unlisted action, and after review of the SEQR short environmental assessment form and determined that the proposed action will not result in any significant adverse environmental impacts. The Board having been polled resulted in the unanimous affirmance of said motion.

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

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

The public hearing will remain open to provide time for additional materials to be submitted to the board, including a letter from the OCDOT regarding a proposed driveway cut, and information regarding a septic  
pbm.01.18.2022

plan that will need to be submitted to OCDOH for approval. He suggested that the applicant contact Mr. Camp regarding a drainage plan development of Lot 2.

**Public Hearing –Special Permit**

Applicant:	Hobbit Hollow Farm LLC	Property:
	333 W Washington	3061 West Lake Rd
	Suite 600	Skaneateles, NY 13152
	Syracuse, NY 13202	<b>Tax Map #051.-02-08.2</b>

Present: Michael Falcone, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

There are 6-7 events a years hosted by the individuals renting the Hobbit Hollow main dwelling. There are two tent locations shown with the northern location for smaller events and the southwestern location for larger events. The renters coordinate the various vendors for the event including catering, music, tents, valet parking, etcetera. Parking is located mostly to the south of the barn and coordinated with valets and parking in front of the barns is utilized by the vendors. All music cannot be audible beyond the entrance to Hobbit Hollow Farm and after 11 p.m. There was a letter submitted by Suzanne Rapalski, a neighbor located one quarter of a mile down the road, expressing some concerns and recommended that the music be slated to the north side of the road. The tent location to the north is smaller and places the event closer to the road with sound traveling off the site as opposed to the west tent location. She had indicated that she was unable to get ahold of anyone, although there are no records of contact being made.

Mr. Falcone explained that they have been doing events there since 1996 when even a permit was not required, and they have never had issues in the twenty plus years of activity. He understood that a letter was received from a neighbor regarding an event that occurred this summer and that the website has the manager’s cell number that the neighbor could have called but did not. Last year there were only five events that took place and the year before there were only four events. The applicant’s family are the nearest neighbors to the property.

Chair Kasper inquired when the music is cut off and Mr. Falcone stated that it is 11 p.m. Chair Kasper commented that the cut off is consistent with other event centers in the town with the event over at midnight. Mr. Falcone stated that that is how their contract reads with those renting the space. Chair Kasper commented that the letter was from a neighbor to the north and inquired if the music could be pushed towards the barns. Mr. Falcone said that the prevailing winds are to the north and the noise usually carries down to his parents’ house. He continued saying that he can make sure that the speakers are focused inward. Chair Kasper commented that the neighborhood population is living towards the northeast of the property.

**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 NYCRR617.59(c)[18] not subject by SEQR for further review. The Board having been polled resulted in the affirmance of said motion.

At this time, Chairman Kasper opened the Public Hearing and asked if there was anyone in favor of the project. No one spoke in favor of the project. Chairman Kasper asked if there was anyone wishing to speak in opposition or had any other comments. Chris Buff, 780 Sheldon Road, commented that they have learned the hard way that elevation plays a part in sound travel rather than wind direction. If the neighbor is elevated, then they will hear more.

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

Member Marshall inquired on the location of the Rapalski property and the topography in the area. Mr. Eggleston said that along the road is a Falcone house, with vegetation around it. There is the Krause property with hedgerows around it and then the Rapalski property. There may be one other house then the corner schoolhouse. Mr. Falcone said that the only thing that has changed is that the Krauses had removed some trees and vegetation along their property line that could have contributed to the sound carry. Member Marshall inquired if both tent areas have been used equally through the years. Mr. Falcone said it is 3 to 1 for the bigger area currently, a ratio of 60% for the larger area and 40% for the smaller area. Member Marshall commented that the letter seems to indicate that it was a one-time thing and Mr. Falcone concurred.

Counsel Molnar noted that the Onondaga County Planning Board had recommended two modifications for consideration by the Planning Board before approval. NYSDOT must be contacted for any traffic data for the proposed project. The second modification is for the applicant to contact the OCDOH regarding plans for providing wastewater and drinking water service for the proposed use to ensure long term viability and necessary requirements. The resolution from SOCPA does not indicate the outcome or action required, just simply providing notice. Mr. Falcone commented that they had explained that the events utilize portable toilets that are self-contained, and they do not utilize the septic systems. Mr. Eggleston stated that the port a johns are high end facilities located on a trailer. The general standard in the contract is one restroom per 50 guests. Water is also brought in for use as well as for the catering.

The Rapalski property is located a quarter of a mile away from the site and the tent locations, especially the south location, are at a lower elevation than the properties surrounding. Mr. Camp said sound mitigation is influenced by speaker orientation, amplification, wattage, and ambient noise. There are simple steps the noise creators can take to mitigate the perception of noise in the environment. Mr. Brodsky inquired what direction the music is orientated, and Mr. Eggleston said that they would project it to the south and southeast. Mr. Falcone added that the sound is aimed at the dancefloor and there are no speakers outside of the tents.

The tents may or may not have walls depending on the weather.

Member Winkelman commented that this is an incredible property with open space on both sides of 41A and Benson Road. The farm has been preserved and this is a viable side business to keep the open space and property. This is a good addition to the community, and they have hosted charitable events.

The application will continue at the next meeting to provide time for a draft resolution to be prepared.

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

Applicant      Lawty88 LLC  
                    Sara Recktenwald  
                    3371 East Lake Rd  
                    Skaneateles, NY 13152  
                    **Tax Map #041.-01-33.0**

Present: Sara Recktenwald, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

After discussions with one of the neighbors, Mr. Manna, the approach to stormwater management has been revised. A French drain will be placed on the east side of the upper driveway that is used by the Mannas

and the Recktenwalds. It will be a two foot wide stone ditch down to and in the shale that will pick up the stormwater that comes off the Mercurio and Panasci properties. The stormwater goes down the Recktenwald driveway currently, The drainage ditch will capture the stormwater runoff and any ground water traveling across the shale. There will be a new six inch line between the two Recktenwald properties. There are two catch basins on the east side of the house and a six inch line that then goes down to the lake. The catch basin will catch the water from the roof gutters off the garage and house, connect to the six inch line that will bring it down to an eight inch line that will go across the northern Recktenwald property, and down the ten foot strip of land with a catch basin added at the lower road to control the flow of water. Mr. Manna is on board and there are no objections to the project in the email correspondence received.

A neighbor, Michael Homeyer had reviewed the plan and had a couple of comments. There were some roof gutters on the west of the house that had gone into some pipes and with the recent remodeling, which were disconnected. They will make sure that there will be downspouts on the west side of the dwelling and put in a six inch drain in front of the enclosed porch that will pick up the house drains that would run due north into the eight inch drain. All the stormwater from the house, driveway and garage would be directed to the eight inch drain. They will also ensure than any lawn water would be directed to the eight inch drain at the western end as well. New water lines have been installed recently and the lawn will be re-seeded in the spring. Mr. Homeyer had also inquired about the large rocks that will be placed at the shoreline, and Mr. Brillo will be using smaller equipment such as a skid steer and boulders less than two tons in size going through the six foot passage that is available. There will only be 12-13 lineal feet that will be reinforced. There is a variance request with the Zoning Board of Appeals for a lot less than 75 feet of lake frontage.

Member Winkelman commended the neighborhood approach to the stormwater plan than doing each lot individually. Chair Kasper inquired about the northern lakefront where the stormwater will be directed, and Ms. Recktenwald stated that there is no development at the location other than a temporary dock they place every year. She continued saying that there was a utility access hole for the lake water connection but that has been covered since they are on town water now. Chair Kasper inquired on the outflow of the drainage pipe and Mr. Eggleston responded saying that it will come out past the bank and splash on large rocks. Mr. Camp stated that the board will need to see a detail of the pipe outlet to the lake. He also recommended that easement language be prepared for all the neighbors that will be part of the drainage system. Mr. Eggleston stated that they want an easement agreement and maintenance agreement on the stormwater system including the Mercurios, Panascis, Mannas, and the two Recktenwald properties.

**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 NYCRR617.5(c)(9) and not subject by SEQR for further review. The Board having been polled resulted in the unanimous affirmance of said motion.

At this time, Chairman Kasper opened the Public Hearing and asked if there was anyone in favor of the project. Ms. Recktenwald thanked everyone who came out to the property, specifically John Camp and Eric Brillo, to help address the stormwater issue with all the neighbors involved. Mr. Manna, 3369 East Lake Road, stated that he has lived there for over 20 years with a recurring water problem on both our properties and Sara took the lead to produce a solution with Brillo and Bob Eggleston. We are solving a problem for the neighborhood. I appreciate everyone's cooperation on this. Chairman Kasper asked if there was anyone wishing to speak in opposition or had any other comments. No one spoke in opposition or had any other comments.

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

Chair Kasper said that the board will table their decision until the Zoning Board of Appeals had made their determination on the variance requested. Mr. Homeyer asked to make comments on the project. Chair Kasper explained that the public hearing is closed and that comments will not be part of the public hearing. Mr. Homeyer complimented Ms. Recktenwald on the improvements done on the property. He continued saying that he has water problems on his property, and he had put a catch basin on his property. Mr. Eggleston explained that a new eight inch line is being installed rather than tying into any existing drainage. He continued saying that Mr. Brillo will not be tying into any other lines or abandoned lines and not disrupting any existing lines.

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

Applicant: Patricia Ford  
41 Academy Street  
Skaneateles, New York

Property:  
2797 East Lake Rd  
Skaneateles, New York  
**Tax Map #038.-01-20.0**

Present: Patricia, Ford, Applicant; Robert Eggleston, Architect

The shoreline was reinforced with a couple of truckloads of gabion baskets to control the erosions prior to that approval of the single family dwelling in 2014, and the shoreline is de-stabilized. Proposed is a continuous double layer of boulders that are 1.5 to 2 ton in size stacked back from the lake line to provide protection of the lake. The base of the first course will be set one foot into the ground to provide stability of the wall. Vegetation on the banks will be established. At the south of the property line there will be a double row of retaining walls with plantings established between. The grade will be reduced a couple of feet in a 20 foot x 30 foot area near the lake line that will be leveled with a curved retaining wall added and grassed for a grass patio area for seating. The shoreline structures calculation will be maintained. Mr. Camp stated that the project is straight forward and logical.

Counsel Molnar noted that the Onondaga County Planning Board had one comment and it was not related to erosion control of the project itself. It referenced the gravel area abutting East Lake Road as an encroachment and un-permitted use in the state right of way. They continued saying that the gravel must be removed, and the area topsoiled under a NYSDOT work permit. Mr. Camp commented that their comment does not pertain to one of their roads as this is a state road. Mr. Brodsky said that they do comment on state roads although East Lake Road is not under the jurisdiction of the county.

**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 NYCRR617.5(c)(9) and not subject by SEQR for further review. The Board having been polled resulted in the unanimous affirmance of said motion.

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

**WHEREFORE**, a motion was made by Member Winkelman and seconded by Member Marshall to close the public hearing. The Board having been polled resulted in the unanimous affirmance of said motion.

Mr. Eggleston said that the shoulder at the road may have a gravel area. Ms. Ford commented that the gravel area is a residual area from the construction; however, it is a safety feature for lawn care companies and UPS trucks. The road is dangerous and narrow, and the area uses an un-intended safety function. Member

Marshall said that along East Lake Road there are gravel areas that are used for safety functions and the road would be more hazardous if they were not there. Mr. Camp agreed with the applicant’s statements.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made Chair Donald Kasper and seconded by Member Scott Winkelman, and after an affirmative vote of most Members present, as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application for a special permit and minor site plan review, with the following conditions:

1. That Special Permit 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 Applicant establish an escrow account with the Town of Skaneateles in the amount of \$250; and
3. That the Site Plan 1 of 1 dated December 6, 2021, and Narrative dated December 1, 2021 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 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]
Vice Chair	Douglas Hamlin	Absent	
Member	Scott Winkelman	Present	[Yes]
Member	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Present	[Yes]

**Continued Review-Site Plan Review**

Applicant: Thomas & Mellissa Zell  
 1265 Oak Bluff  
 Skaneateles, NY 13152  
**Tax Map #054.-02-04.1**

Present: Thomas & Melissa Zell, Applicants; Jo Anne Gagliano, EDR; Ryan Fogg, EDR

The application is for a one car garage addition with a reduction in impervious coverage, no change to the site plan from August. At last month’s meeting the discussion included the proposed bioswale, and the 20 foot access easement located on the north side of the property. The plan has been modified to reflect the removal of the proposed bioswale and a reduction of the impervious coverage down to a complying 10%. There is no loss of vegetation on the site and the lot pitches towards the north with a steep slope at the waterline. Piping stormwater to the lake would incur additional land disturbance that could cause future issues. There is a 20 foot right of way that should not be obstructed as two properties to the west have that right to access the lake across the easement.

The new garage will be forward of the house with a walkway to the deck to the east and to the lower level.

The grading plan shows no disturbance in the easement area. There will be removal of a portion of the circular driveway, and it will be regraded to split the drainage so that stormwater to the north will drain to the north and the southern side of the garage will drain on the south side of the dwelling down to a natural depression before draining to the lake.

Chair Kasper inquired where the water will drain on the north side. Ms. Gagliano stated that it currently drains under the deck and that will continue as well as onto the new green space that will replace the removed portion of the driveway. Chair Kasper inquired if there will be a splash block for the downspouts and Ms. Gagliano stated that there will be splash blocks to spread the water out.

Chair Kasper apologized to the Zells that they had to go through all this paperwork and time, but the project now will turn out better; the board discovered the right of way on the property and the engineers determined a way to do the project without the need for a bioswale. Living on the lake is complicated. Member Marshall inquired if the people who have the right of way know about it and Ms. Gagliano stated that they do, and it is in their deeds. Member Winkelman thanked the Zells for their patience and said that the design is simpler and easier to maintain.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Winkelman, 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 unanimous affirmation of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made by Member Jill Marshall and duly seconded by Member Holbein, and after an affirmative vote of all Members present, as recorded below, the Town of Skaneateles Planning Board **APPROVES** the Application and minor site plan, with standard conditions and the following additional 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; and
2. The Site Plan S-001,C-002.C-101.C-201.C-202.C-601, and C-601 of 1 dated January 18, 2022, prepared by EDR, Licensed Architects, be strictly followed; 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. 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]
Vice Chair	Douglas Hamlin	Absent	
Member	Scott Winkelman	Present	[Yes]
Member	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Present	[Yes]

**Amendment Request-Special Permit/Site Plan Review**

Applicant: Eileen Murphy  
 3259 East Lake Rd  
 Skaneateles, NY

## Tax Map #040.-01-03.0

Present: JoAnne Gagliano, EDR; Ryan Fogg, EDR.

This property was designed with a reduction in impervious coverage from 25% to 16.7%. Throughout the construction period, minor modifications were made, and as the season changed, the cut out of the driveway for the approved grass strips had not been done. All but 682 square feet in impervious surface was saved to be applied to the driveway so that the grass strips would not need to be placed. The applicant is requesting a modification to the approval so that the final impervious coverage would be at 17.7% rather than the approved 16.7%, and that the applicant would pay an additional amount to the DRA fund. Adding the emergency vehicle access pull off increased the impermeable coverage and was a requirement that could not be removed.

Chair Kasper commented that he had attended a site visit with Member Winkelman. He continued saying that if the grass strip is installed properly, there should be no issue with the maintenance of the strip. The driveway should be marked so that people know the driveway location. The board worked hard to reduce the impervious coverage and the client requested the grass strip. He continued saying the Mr. Camp had noted other properties in the area that have grass strips where they are functioning. Ms. Gagliano commented that they could eliminate one of the grass strips without increasing the impervious coverage. Member Winkelman commented that the lakeside portion of the driveway is steeper and curvier, and that would be the one that should not have the grass strip. He continued saying the emergency turnoff would only be used in an emergency if there ever was one and pondered that it could be not considered as part of the lot coverage and be gravel instead of blacktop. Member Marshall agreed that the material could be swapped out. Ms. Gagliano said that the area of the turnoff is the same as the area of the second grass strip. Mr. Camp stated that he thinks the turnouts for emergency vehicles are un-necessary. In the event of a real emergency, a vehicle could be put on the grass. It does not make sense to add these on the long driveways when we are trying to reduce impermeable surface coverage. Member Winkelman reiterated that if it were in stone it could be considered permeable surface and let them keep their driveway whole the entire length, and Member Marshall agreed. Ms. Gagliano said that if that area were subtracted, they would comply with approved impermeable surface coverage.

Member Winkelman summarized the conversation by saying that the applicant has enough reserved impervious coverage to remove one of the grass strips and is asking for approval from the board to remove the other grass strip and allow the property to have 17.7% impervious coverage. The emergency turnout could be modified to gravel instead of tarvia. Mr. Camp reminded the board about the language in the code to reduce impermeable surface coverage to the maximum extent possible. Mr. Brodsky suggested that the applicant could remove the grass strip from the western portion of the driveway closer to the dwelling and leave intact the eastern grass strip.

Mr. Camp commented that the applicant had reduced the impervious surface to the maximum extent possible; however, they determined that they could reduce it further. The board will need to determine if the property should stay at the originally approved impervious surface coverage or whether it should be reduced further to the maximum extent possible. Chair Kasper inquired if the coverage could be reduced further, and Ms. Gagliano stated that there is no other place to remove coverage as they have removed all walking surfaces and the only pavement is in the driveway. She continued saying that if the board asked for a further reduction, then they would withdraw this request. Member Marshall inquired if the emergency pull off must be paved and Ms. Gagliano said that it does not indicate what type of surface it would need to be. Member Marshall commented that she thinks that people will not park in the emergency pull off but would park on the lawn. Chair Kasper reminded the board that the emergency pull off is considered

impermeable regardless of what material is used. He continued saying that the upper part is the least steep portion of the driveway and that it could have the grass strip on the upper portion.

Ms. Gagliano reiterated that they are seeking approval in two parts with step one: Using the same impervious coverage to keep the western portion of the driveway paved without a grass strip; and step 2: allow the applicant to keep a solid surface driveway on the eastern portion of the driveway which would require payment into the DRA fund and would increase the total impermeable surface coverage to 17.7%.

Counsel Molnar stated that this applicant presented an application in 2019 that was approved at 16.7% impervious coverage. In consideration for a reduction down to 16.7%, the applicant paid \$44,978 into the DRA fund. They have presented to the board that they have achieved savings in the areas identified and they are asking for a swap for the elimination of the grass strip on the lower portion of the driveway. Their rationale is that they have saved and now they are asking for a little bit of an allowance to achieve the same percentage of impervious coverage that they have received from the board previously. Mr. Camp said what the applicant presented with the 2019 approval was not the maximum reduction to the extent practicable. Ms. Gagliano stated that the owner gave in on areas she really wanted to make this happen. The safe vehicular access was more important, and they are respectfully asking.

Member Marshall inquired about the stormwater management and the impact of allowing a solid surface driveway. Ms. Gagliano stated that the grass strips have not been cut in and the stormwater management has been managing all the runoff from the driveway.

Member Winkelman reiterated that the applicant has enough reserved impervious coverage to remove one of the grass strips and is asking for approval from the board to remove the other grass strip and allow the property to have 17.7% impervious coverage.

**WHEREAS**, a motion was made by Member Winkelman and seconded by Chair Kasper, 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, not subject to further SEQRA review. The Board having been polled resulted in the unanimous affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon motions made by Member Scott Winkelman, seconded by Member Jill Marshall, and upon an affirmative vote thereon as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** i) the Replacement of the western portion of the grass strip driveway to a solid surface without incurring an increase in impermeable surface coverage; and ii) the Replacement of the eastern portion of the grass strip driveway to a solid surface incurring an increase in impermeable surface coverage from 16.7% to 17.7%, and amends the Approving Resolutions, as follows:

1. The As-Built Survey dated May 21, 2021 prepared by Paul Olszewski, P.L.S., Licensed Surveyor, and Narrative dated December 10, 2021 prepared by Environmental Design & Research, D.P.C., Licensed Architects, be strictly followed; and
2. That an additional \$743.38 be submitted to the Town of Skaneateles Land and Development Rights Acquisition Fund; and
3. Except as amended hereby, the conditions of the Approving Resolution remain in full force and effect.

**RECORD OF VOTE**

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

**Sketch Plan- Site Plan Review**

Applicant: GTS Holdings LLC  
5618 Harbor Town Drive      Property: 2560 West Lake Rd  
Dallas, TX 75287      **Tax Map #054.-01-08.2**

Present: Andy Ramsgard, Ramsgard Architectural Design;

The proposed project is for a new single family dwelling on a vacant lot. The septic plan is being updated to accommodate a six bedroom dwelling, there has been re-grading for the new house, stormwater control has been designed, and driveway access off the shared driveway(fire lane 25) that lane runs through the existing lot. The vegetative barrier to the south and west will be maintained. A bioswale will be located on the northeast corner of the property. The narrative includes the construction sequence for the project. The downspouts from the dwelling will go down to the ground to splash blocks and then the water will sheet across the ground. The property drains to the north and east.

The dwelling will have traditional architecture and will be in keeping with the surrounding neighborhood and will also have patios and some covered patio areas, and the impermeable surface coverage will increase from 4.7% to 9.9%. The existing 4.7% impermeable surface coverage is contained in the fire lane that crosses along the south side of the lot. The septic system design has been approved for a six bedroom dwelling.

Member Winkelman inquired how many dwellings are served by the fire lane and Mr. Ramsgard stated that it is one other property. Member Marshall inquired if there is a turnaround off the fire lane and Mr. Ramsgard commented that the new driveway can serve as the turnaround location.

Member Winkelman commented that there is a portion of the property that is always wet and there are cattails, and Mr. Ramsgard stated that the area is part of the property that will not be disturbed. He continued saying that there is a drain that empties into the area and the water just sits. A site visit will be conducted on January 22, 2022.

**Amendment Request – Site Plan Review**

Applicant: West Lake Properties LLC      Property:  
1200 State Fair Blvd      1808 West Lake Rd  
Syracuse, NY 13209      Skaneateles, NY 13152  
New York, NY 10014      **Tax Map #062.-01-09.2**

Present: Brian Bouchard, CHA Consulting

Site Plan approval was granted for a shared driveway with the recently acquired property to the north at 1812 West Lake Road. The owner has purchased the property across the street at 1785 West Lake Road and proposed is the removal of all structures and placement of the entire property in a conservation easement for the benefit of 1808 West Lake Road. Additionally, the shared driveway with the property to the north will be repositioned so that most of the shared driveway will be located on this property. The driveway area

by the existing tall garage will be expanded to provide a better turnaround. Impermeable surface coverage will be reduced from 10% to 9.1%.

This is a different request than what the Cohlans had requested as the property is directly across the street from the 1808 West Lake property and the Cohlans' property was further up the road. This application complies with §148-5-2-K. Mr. Brodsky commented that the conservation easement language would need to be submitted and approved by the town. Member Winkelman commented that the parcel at 1785 West Lake Road is surrounded by the Karlik property that has been placed in conservation.

Member Marshall inquired if the lighting at 1808 West Lake Road is night sky compliant as there have been some comments made that the lights on the property are very bright from across the lake. She continued saying that it may not be this property that was seen across the lake. Mr. Bouchard said that there was no additional lighting added to the dwelling except for the patio lights approved with the patio and pool amendment.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Winkelman, 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, not subject to further SEQRA review. The Board having been polled resulted in the unanimous affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made by Chair Donald Kasper and duly seconded by Member Scott Winkelman, and after an affirmative vote of all Members present, as recorded below, the Town of Skaneateles Planning Board **APPROVES** the Amendment Application for minor site plan amendment, with standard conditions and the following additional 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; and
2. The Site Plan C-101 dated December 14, 2021, and Narrative dated December 13, 2021, prepared by Brian Bouchard, CHA, P.E., be strictly followed; and
3. That the Applicant is required to encumber the 1785 Property with a Conservation Easement, which the Applicant shall submit for Planning Board Chair and Planning Board Attorney approval, and thereafter record to memorialize a conservation easement against the 1785 Property for the benefit of the Property; 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 including coverage calculations be submitted to the Codes Enforcement Officer with verification of conformance of completed project within (60) days of completion of the project; and
6. Except as amended hereby, the conditions of the Approving Resolutions, and any amendment thereto, issued by the Planning Board concerning the Property remain in full force and effect.

**RECORD OF VOTE**

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

**Amendment Request – Site Plan Review**

Applicant:	1812 West Lake Road C 1200 State Fair Blvd Syracuse, NY 13209 New York, NY 10014	Property: 1812 West Lake Rd Skaneateles, NY 13152 <b>Tax Map #062.-01-09.3</b>
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Present: Brian Bouchard, CHA Consulting

The property had been recently acquired by the property owner to the south and site plan approval was granted in 2021 for development of a single family dwelling. Part of the approved plan included a shared driveway with the property at 1808 West Lake Road. The owner has purchased the property across the street from 1808 West Lake Road at 1785 West Lake Road and proposed is the removal of all structures and placement of the entire property in a conservation easement for the benefit of 1808 West Lake Road. Additionally, the shared driveway with the property to the north will be repositioned so that most of the shared driveway will be located on the property at 1808 West Lake Road. Impermeable surface coverage will be reduced from 10% to 9.1%.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Marshall, 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, not subject to further SEQRA review. The Board having been polled resulted in the unanimous affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made by Chair Donald Kasper, seconded by Member Jill Marshall, and upon an affirmative vote thereon as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Amendment Application, and amends the Approving Resolutions, as follows:

1. The Site Plan C-101 and Narrative prepared by Brian Bouchard, CHA, P.E. dated December 14, 2021, be strictly followed; and
2. Except as amended hereby, the conditions of the Approving Resolution remain in full force and effect.

**RECORD OF VOTE**

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

**Sketch Plan – Site Plan Review**

Applicant:	Ian & Keri Raddant 1775 Tamarack Trail Skaneateles, NY 13152	Property: 1786 West Lake Rd Shared Lakefront <b>Tax Map #062.-01-09.1</b>
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Present: Robert Eggleston, Eggleston & Krenzer Architects;

This shared lakefront recreation was approved by the town in 2000. There were two house lots created with the dedicated shared lakefront of 100 feet of lake frontage and a total of 24, 412 square feet of the larger Bradley property. The owners of the lakefront easement have the right to improve the property. Proposed is the replacement of the failing lakefront stairs, and a quarry rock retaining wall along the lake line with an attached 320 square foot dock built on steel piles in the lake. The bank would be revegetated for stability. There is a drainage issue from the neighboring properties and there is a bio-swale to manage the stormwater coming on to the property. The bioswale is designed with an underdrain to the lake and is designed so that it can be mowed.

Chair Kasper inquired on the water depth where the proposed dock will be placed. Mr. Eggleston explained that the proposed dock will have temporary docks connected that will go out into the lake. The permanent dock will be at a height of 867 feet in elevation. Mr. Brodsky inquired about approvals needed from the NYSDEC. Mr. Eggleston stated that the retaining wall is located upland of the mean high-water mark and the docks built are piles have been viewed by the NYSDEC as non-jurisdictional., but they will get a non-jurisdictional letter from them. A site visit will be conducted on January 22, 2022.

**Continued Review- Major Special Permit**

Applicant	Norman Swanson Woodbine Group 505 E Lafayette St Syracuse, NY 13202	Property: 813 W Genesee St Skaneateles, NY 13152 <b>Tax Map #047.-01-46.0</b>
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Present: Robert Eggleston, Eggleston & Krenzer Architects; Mike Lasell, MBL Consulting

Several suggestions have been taken into consideration since the last meeting. They have met with the Zoning Board of Appeals regarding the project and have set up a meeting with the fire chief regarding fire access. A meeting has been requested for the Town Board for any work that may spill over onto Transportation Drive. The water and sewer usage has been submitted to the Village Trustees for their review. The proposed usage will show a reduction in the amount of water as compared to the last five years of actual usage for the property with the proposed use utilizing water saving fixtures. The variances requested have been reduced with the variance for the driveway setback eliminated and with a 11 foot side yard setback for the parking area being requested. The total lot coverage variance has been reduced. The Zoning Board of Appeals will be conducting a public hearing on the application in February.

Submitted are the conceptual floor plans showing the relationship of the various areas. Also, consideration was given to location of the rooms and keeping them on them west side allows a two story building, as preferred in the gateways and the existing neighborhood. The entrance would be more visible on the west side of the building. Emergency vehicle access is shown on the submitted drawings. Mr. Lasell stated that the plan has not been modified much, other than the on the northern most point on the service drive there will be a water collection facility and then directing to the catch basin instead of the existing flow over the land. They have spoken with Sean Rush at the OCDOH and Miranda in the Town, there should be no issues as the water usage will be less. Mr. Camp said that he had discussion with Mr. Lasell on drainage and that the County Planning Board with the existing parking located in the right of way, which is not their jurisdiction. Mr. Lasell did point out that during the western gateway improvements, the State DOT did approve the location of the parking as it exists today. Chair Kasper commented that the state might not have commented then, but they should be contacted as this is a new project. Mr. Lasell say that he left a message with Richard White from NYSDOT and will be discussing the proposal.

Chair Kasper commented that he appreciated that the applicant considered the comments from last month and inquired on the loss of one handicap parking space. Mr. Eggleston said that they now comply with code, and Chair Kasper commented that one more could be placed on the west angled parking area. Mr. Eggleston said that there are two levels of handicap parking A level and B level. The true A parking will be placed by the elevation with the rooms located on the south side of the building. Chair Kasper noted that there is also now a proposed turnaround spot on the east side of the parking area. Member Marshall inquired about a sidewalk to connect to the parking and Mr. Eggleston said that they have added a proposed sidewalk that would intersect with Transportation Drive adjacent to the driveway. Mr. Eggleston continued saying that they could eliminate the sidewalks around the building, but they are wanting to encourage people to use the walks instead on the driveways,

Chair Kasper said he would like to have the parking reviewed for flow and inquired if C&S has someone who could look at that. Mr. Camp replied that they have reviewed the parking and that there is a proposed 23 foot wide drive aisle and they do not have any concerns pending the fire department comments. Mr. Brodsky inquired about the rear parking near the loading area. The engineering plans reflect how tractor trailers and fire trucks can turn.

Member Marshall inquired if the bioswale area will only be grass and Mr. Eggleston commented that they have not gotten into a specific planting plan. Member Marshall commented that autos enter onto Transportation Drive and quickly turn to the gas station, so part of the concern is that language needs to be developed as part of this property so that it can be carried to the property next door so that it can be more pedestrian friendly. Chair Kasper suggested that the discussion with the Town Board could include the pedestrian safety crossing Transportation Drive with the inclusion of some signage, and a crosswalk pattern on the blacktop.

Mr. Eggleston suggested that SEQR could begin with the notice to interested parties. Counsel Molnar recommended that the action be considered an Unlisted Action with full review of the Long Form EAF and reviewed on a coordinated basis with interested parties.

**WHEREAS**, a motion was made by Member Kasper and seconded by Member Winkelman, the Planning Board declared that they would be lead agency for this application an Unlisted action pursuant to 6 NYCRR617.5. The Board having been polled resulted in the unanimous affirmation of said motion.

Chair Kasper discussed the potential need to establish an escrow account for the project.

**WHEREFORE** a motion was made by Chair Kasper and seconded by Member Winkelman that the applicant establish an escrow account in the amount of \$4,000 for engineering and legal review. The Board having been polled resulted in the unanimous affirmance of said motion.

**Escrow Request-33 lot subdivision**

Applicant:	Fox Run Subdivision	
	Jordan Road Town Homes LLC Property:	
	4302 Jordan Rd	County Line Road
	Skaneateles, NY 13152	Skaneateles, NY 13152
		<b>Tax Map #018.-02-29.1</b>

Present: Robert Eggleston, Eggleston & Krenzer Architects

There is pending billing for engineering services, which will require additional funds from the applicant to process.

**WHEREFORE** a motion was made by Chair Kasper and seconded by Member Winkelman that the applicant increases the escrow account in the amount of \$10,000. The Board having been polled resulted in the unanimous affirmance of said motion.

**Discussion**

An email was received by the Town Board regarding the Sinclair property, which was then forwarded on to the Chair and the Codes Enforcement Officer. The complaint was before 11 pm on New Year's Eve, and there is nothing in the email that would compel the Planning Board to review the complaint.

**WHEREFORE**, a motion was made by Member Marshall and seconded by Chair Kasper to adjourn the meeting. The Board having been polled resulted in the unanimous affirmance of said motion. The Planning Board Meeting adjourned at 9:58 p.m. as there being no further business.

Respectfully Submitted,  
Karen Barkdull, Clerk

Additional Meeting Attendees:

Robert Eggleston	Mark Tucker	Andy Ramsgard
JoAnne Gagliano	Lawrence Klee	Mike Lasell
Thomas Hernandez	Michael Falcone	Sara Recktenwald
Aaron Lasala	Brian Bouchard	Chris Buff
Ben Fedor	Fergal McCaul	Patricia Ford
Irene Maura	Libby Raymond	Paul Black
Mike Homeyer	Dick Sargent	315-5697421
315-317-8827		