

**TOWN OF SKANEATELES  
PLANNING BOARD  
MEETING MINUTES  
June 20, 2023**

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

Chair Kasper opened the meeting at 6:30 p.m. The meeting minutes of May 16, 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 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	[Abstain]
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: Gabriel Rojas  
2005 Coon Hill Rd  
Skaneateles, NY 13152  
**Tax Map #035.-02-07.0**

Present: Forest English-Loeb, Clean Energy Consultants

The applicant is proposing a 11.4kW ground mount solar array for the existing dwelling, with additional conduit laid for a future connection to the cottage. Member Winkelman inquired if there are two parcels and if they are being combined. Mr. English-Loeb clarified that it is one large parcel with a dwelling and a cottage on the property.

**WHEREAS**, a motion was made by Member Winkelman and seconded by Cochair Hamlin, the Planning Board declared this application a Type II action pursuant to 6 NYCRR617.5(c)(14) and not subject by SEQR for further review. The Board having been polled resulted in the unanimous affirmation of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made Cochair Douglas Hamlin and seconded by Member Scott Winkelman, and after an affirmative vote of the Members present, as

recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application for a minor site plan review, with the following conditions:

1. That Site Plan Approval shall expire if the applicant fails to comply with the conditions stated within 18 months of its issuance or if its time limit expires without renewal.
2. That the Site Plan 1 of 13 through 13 of 13 and Narrative dated May 1, 2023 prepared by Alternative Power Solutions of NY, LLC 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 Codes Enforcement Officer verify placement of the solar array for conformance to the site plan in lieu of an as-built survey.

**RECORD OF VOTE**

Chair	Donald Kasper	Present	[Abstain]
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: Gary Shanley  
The Crusader Rev. Trust  
2969 East Lake Rd  
Skaneateles, NY 13152  
**Tax Map #039.-01-21.0.0**

Present: Robert Eggleston, Eggleston & Krenzer Architects

The applicant is proposing a permanent dock for the property that would be 384 square feet. The Zoning Board of Appeals have granted the variances for the project on June 6, 2023. The dock will go out 42 feet to reach the appropriate depth of water.

**WHEREAS**, a motion was made by Cochair Hamlin 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 unanimous affirmation of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made Member Scott Winkelman and seconded by Co-Chair 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 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 2 through 2 of 2 dated April 18, 2023, with narrative dated April 20, 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 all conditions imposed by the Skaneateles Zoning Board of Appeals, in connection with its approved variance for the Property be fulfilled; and
5. That verification of conformance of completed project be certified by Robert O. Eggleston, Licenses Architect, within (60) days of completion of the project with verification submitted to the Town.

**RECORD OF VOTE**

Chair	Donald Kasper	Present	[Abstain]
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: Daniel Hagen  
 1011 The Lane  
 Skaneateles, NY 13152  
**Tax Map #050.-01-26.0**

Present: Daniel & Ann Hagan, Applicants; Robert Eggleston, Eggleston & Krenzer Architects;

Proposed is a detached three car garage with bonus space above and below. The property was redeveloped in 2001 and had received a variance for 13.3% impermeable surface coverage. The driveway will be reshaped to reduce the existing coverage of 13.4% to the approved 13.3%. There will be retaining walls added to the east side of the proposed garage for reasonable gentle slope access to the driveway and rest of property and flanking the sides of the lower level of the garage.

The bioswale is designed to meet one half of the total stormwater drainage, and the roof gutters from the proposed garage will be managed by the bioswale. The house gutters are directed to an existing drainage system that drains to the ditch on the north adjacent property. The outlet from the bioswale is directed to the existing ditch to the north as shown on the grading plan. The existing shed in the rear of the property may be removed although the property owner has not determined that yet. Member Winkelman commented that some of the existing drainage appeared to go under the shed.

The rock wall is a retaining wall that would provide reasonable grade for the lawnmower. Neighbors to the west and east have submitted letters of support.

**WHEREAS**, a motion was made by Cochair Hamlin and seconded by Member Holbein, 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.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made Cochair Douglas Hamlin and seconded by Member Scott Winkelman, and after a unanimous affirmative vote of the Members present, as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application for minor site plan approval, with the following conditions:

1. That the Site Plan Approval shall expire if the applicant fails to comply with the conditions stated within 18 months of its issuance or if its time limit expires without renewal.
2. That Site Plan 1 of 3 through 3 of 3 dated May 2, 2023, with narrative dated May 2, 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 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	[Abstain]
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: Pat Delmonico  
2556 West Lake Rd  
Skaneateles, NY 13152  
**Tax Map #054.-01-01.0**

Present: Robert Eggleston, Eggleston & Krenzer Architects;

The original approved project was to build up the rock walls along the southern shoreline to help control erosion, the addition of a patio, and a future dock. The permit approval expired while awaiting DEC approval. The amended request is to substitute the approved patio with a deck that would be partially over water. With the determination of the lake setbacks, there was some question on where the

permanent dock should be located, and the dock proposal has now been removed from the site plan. They will continue to use the seasonal dock and re-address the permanent dock later.

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

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made Member Scott Winkelman and seconded by Member Jonathan Holbein, 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 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 2 through 2 of 2 dated June 16, 2023, with revised narrative dated June 16, 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 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	[Abstain]
Cochair	Douglas Hamlin	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Jill Marshall	Absent	
Member	Jonathan Holbein	Present	[Yes]

**Sketch Plan-Site Plan Review**

Applicant: Deborah Bradbury-Duniec  
2870 West Lake Rd  
Skaneateles, NY 13152  
**Tax Map #052.-01-03.1**

Present: Deborah & Vic Duniec, Applicants; Jo Anne Gagliano, Joe Falco, EDR; Leif Kalquist, Holmes, King, Kalquist & Associates.

Ms. Gagliano began saying that the parcel is 23 acres that has a historic residence, garages, greenhouse, shoreline structure with beach cabin, over 500 feet of lake frontage, and 13.3 acres in a conservation zone. Along the driveway is an easement for landscaping and gardening. The existing impermeable surface coverage is 3.7% with a proposed increase to 4.6%.

The property slopes and drains into the lake over a long passage of lawn. The only change near the shoreline will be the re-establishment of the parking area.

Mr. Falco said that the double loop driveway by the dwelling will be simplified to a single loop driveway that would provide access to the two garages and the dwelling. There will be associated walkways around the dwelling and to the main garage. The stairway on the east is being established and there will be an outdoor cooking area and water feature. There will be an outdoor patio and chess area to the south of the dwelling. A two track driveway will be developed to enhance and connect to the existing access drive to the shoreline. The turnaround near the shoreline is outside of the 50 foot setback and will not be re-graded and not subject to a special permit. Mr. Brodsky inquired if the chess area will be impermeable. Ms. Gagliano said that it will be constructed of pavers, and Mr. Kalquist added that they planned for worst case scenario on the coverage. Mr. Brodsky asked how large the chess pieces would be and Mrs. Duniec responded that they would be life size.

Mr. Duniec commented that the turnaround area by the boathouse is flat and was previously used by the prior owner, so not grading will be needed. Cochair Hamlin inquired about the proximity of the driveway to the property line and Mr. Brodsky responded saying that it is a pre-existing driveway that may be closer than 20 feet; however, it would be allowed to remain. Cochair Hamlin inquired if the trees on the site plan are existing, and Member Winkelman commented that the lot is heavily wooded. There are existing trees on the property and the owners are adding and replacing trees on the property. Mrs. Duniec added that in the 1940s the owner added the additional buildings on the property and contacted ESF who assisted them with planting trees on the property. Cochair Hamlin said that a relative of his maintained the landscaping of the property after the additional trees had been planted.

Mrs. Duniec explained that as the dwelling is a registered historical building, any additions to the dwelling should be set back from the main portion of the dwelling to keep the historical focal point of the dwelling. Ms. Gagliano added that there is an existing building permit on the dwelling for internal renovations and repairs. Cochair Hamlin asked what the SHPPO requirements are for a registered historical building and Mr. Kalquist said that he works with historical structures all over the country and he said that the biggest recommendation they get is to have additions setback from the primary structure to preserve the form and mass of the historic portion of the structure. Mrs. Duniec said that they also recommend that the room functions remain in the same area as they were originally constructed.

Mr. Kalquist shared 3D renderings of the dwelling with the proposed north and south additions setback from the main structure, the patio area would be expanded to flank the new additions as well. The roof gables will be set east-west with the main structure roof gables set north-south. There are linked sections from the main dwelling to connect to the two wings. They will continue the stone base windows to allow light into the basement room areas. Fireplace masts would be on both ends of the additions to anchor the expanded dwelling on the property.

There is an historic rail on the second level porch that will be enhanced with a white wrought iron detail to bring it up to the required height to meet code. The first floor porch area does not require a railing as it is under 30 inches in height. The windows of the main dwelling are varied and the windows for the additions will mimic the style of the existing windows. The existing door on the west of the dwelling will be enhanced with a small porch roof that mimics the detail above the windows. The porch roof will be set up on pilasters to create a waiting area with the steps set out from the roofed area. The south wing will

be connected to the carriage house that will be developed at a later date. Mrs. Duniec said that the southern wing will be a ground floor bedroom for a family member, and that this property will be the summer house. The north side addition will be a library/study. The waterfront will also be part of a future phase. The carriage house will be re-established as the original carriage house and will have an apartment above. A site visit will be conducted on June 29, 2023. Mr. Camp had requested the combined existing and proposed site plans on one page and EDR will contact John directly for clarification.

**Sketch Plan-3 Lot Subdivision**

Applicant: Travis Bradley  
Alexander Liu  
3743 Fisher Rd  
Skaneateles, NY 13152  
**Tax Map #033.-04-12.1**

Present: Travis Bradley, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

The property was formerly owned by Mr. Zechman who had proposed a three lot subdivision and lot line adjustment, with the approval lapsing. Mr. Zechman’s daughter had merged the two properties as part of a sale of the prior existing two lots.

The current owner would like to do a three lot subdivision with Lot 1 being 2.5 acres with the existing dwelling and hanger that includes an accessory apartment, Lot 2 at 3.7 acres with an existing pond, and Lot 3 with an existing shed and pond and that would also have most of the shared driveway . The shared driveway would be partially on Lot 1, continuing on lot 3, and providing access for all three lots.

Lot 1 has a septic system that was recently installed, and Lots 2 and 3 have approved septic plans from OCDOH. The building area for lot 3 is outside of the existing gas line right of way and 100 feet from the existing pond. Any proposed development of lot 2 and lot 3 would require site plan review from the Planning Board as the lots are in the IRO district. Lots 2 and 3 are allowed 15% impermeable surface coverage and Lot 1, located in the RR and IRO districts, is allowed 13.8% impermeable surface coverage, with the existing coverage at 10%. A shed encroaching the southern property line will be removed along with the access drive to it.

Member Winkelman commented that there was some issues raised about the drainage on the north side of the property with the last application for this property. Mr. Eggleston commented that there is no outlet from the existing pond and that there is a stream running north about two thirds of the way back on the lot to the north of this lot. Mr. Brodsky said that in Mr. Camp’s email he noted that there was an extensive discussion on drainage in that area in the previous application discussions. The pond on lot 2 is suspected to be a part of the drainage issues in the area. Mr. Hancock commented that the pond was haphazardly dug over the years and that it could be eliminated. A site visit will be conducted on June 29, 2023.

**WHEREFORE**, a motion was made by Member Winkelman and seconded by Cochair Hamlin to schedule a public hearing on **Tuesday, July 18, 2023 at 6:30 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

**Sketch Plan-2-lot Subdivision**

Applicant: Dan Goetzmann  
Eric Goetzmann  
1677 Lancelot Place  
Skaneateles, NY 13152  
Property:  
Gully Rd  
Skaneateles, NY 13152  
**Tax Map #032.-01-01.0**

Present: Dan Goetzmann, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

Mr. Goetzmann lives on Lancelot Place and has a contract to purchase land from the Richards to develop a lot with a dwelling unit for their mother. The idea was for a five acre lot, and they have settled on a 4.6 acre lot instead. The intent is for a flag lot for lot 2, the woods portion of the farm lot, and a strip of land running north in an attempt to attain 5 acres. This strip of land in addition to a strip of land along the western edge of the new lot 2 would have a 30 foot easement for the Richards to maintain the hedgerows. The initial thought was to make the flag lot with a 30 foot right of way off Lancelot Place to access lot 2. Due to the guide wires for the electrical pole, access would be going to go to the side of it. The access drive would be land taken from the Lancelot Place lot with the Lancelot Place lot lot extended behind to offset the same amount of land.

The applicant has been ruminating on the plan and considering keeping the Lancelot lot the same size and providing an easement to Lot 2. This would eliminate the lot line adjustment for the Lancelot Place lot. This lot would still have the driveway access relocated and plantings put in to deter people from assuming that his driveway was a continuation of Knightsbridge Road.

A revised site plan will be submitted showing no lot line adjustment request and relocating the driveway westward to comply with a 20 foot setback on the east side of the proposed shared driveway. There is a concrete pad that would be removed to facilitate the right of way. Lot 1 and Lot 2 are located in a water district. A site visit will be conducted on June 29, 2023.

**WHEREFORE**, a motion was made by Cochair Hamlin and seconded by Member Winkelman to schedule a public hearing on **Tuesday, July 18, 2023 at 6:40 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

**Continued Review-Site Plan Review**

Applicant: John & Dessa Cico  
2873 West Lake Rd  
Skaneateles, NY 13152  
**Tax Map #051.-02-16.0**

Present: John Cico, Applicant;

The site plan has not been modified since that last meeting. The proposal is for a porte cochere, a northern porch, the enclosure of the east porch, and additional sidewalk. A site visit was conducted, and it was noted that the revised plan is for work further from the creek that the 2021 approved plan. There are three large pines and a couple small trees that will need to be removed for the project.

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

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made Member Scott Winkelman 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 site plan approval, with the following conditions:

1. That the Site Plan Approval shall expire if the applicant fails to comply with the conditions stated within 18 months of its issuance or if its time limit expires without renewal.
2. That Site Plan 1 of 3 through 3 of 3 dated May 1, 2023, with narrative dated May 1, 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 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	[Abstain]
Cochair	Douglas Hamlin	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Jill Marshall	Absent	
Member	Jonathan Holbein	Present	[Yes]

**Discussion**

The shoreline draft has been submitted to the Town Board this week.

**WHEREFORE**, a motion was made by Cochair Hamlin 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 7:48 p.m. as there being no further business.

Respectfully Submitted,

Karen Barkdull, Clerk

Additional Meeting Attendees:

Robert Eggleston    Leif Kalquist    Jo Anne Gagliano    Joe Falco  
Ann Hagen    Dan Goetzmann    Tom Hancock    Deborah Duniec

Additional Meeting Attendees (Zoom):

Vic Duniec    Forest English-Loeb    John Cico

pbm.06.20.2023