

Tax Map ID #042.-01-10.1

**NOTICE OF HEARING**

**PLEASE TAKE NOTICE** that pursuant to Section 148-10-10 of the Zoning Law of the Town of Skaneateles of 2020 and Section 267-b Town Law of the State of New York, the Zoning Board of the Town of Skaneateles will hold a Public Hearing on the Application of **Jolene Fitch/Finger Lakes Fabrics**.

The Planning Board requests an interpretation of whether a lodging facility is a customary and incidental accessory use to a service business use.

The property in question is located at 1400 East Genesee Street in the Town of Skaneateles, New York and bears Tax Map ID #042.-01-10.1.

A Copy of the application is available for inspection at the Town Hall, 24 Jordan Street, Skaneateles, New York.

**Said Hearing** will be held on ***Tuesday, March 4, 2025, at 7:02 p.m.*** at the Town Offices, 24 Jordan Street, Skaneateles, New York. At that time all persons will be heard or have an opportunity to provide written comment on this application.

Denise Rhoads, Chair  
Zoning Board of Appeals  
Town of Skaneateles

Dated: February 19, 2025

Town of Skaneateles Planning Board  
INSERT: MINOR Special Permit/Site Plan Review

(Pursuant to §148-10-5, 6, 8 & 9)

Contact Town Staff if you need assistance

Applicant Name: JOLENE FITCH  
Property Tax Map# 042-01-10.4

PROJECT CLASSIFICATION

Project is: New project:   
Amendment:  Minor Site Plan Review

PROJECT DESCRIPTION (attach additional sheets if needed)

1. Describe the proposal:

FINGERLAKES FABRICS OCCUPIES 6936 SF FOR RETAIL, FABRIC STORE THAT ALSO SELLS & REPAIRS SEWING EQUIPMENT  
IN ADDITION HOURS SEWING & QUILTING CLASSES. THEY ARE BEGINNING TO HOLD QUILTING RETREATS THAT MAY BE THREE TO FOUR DAYS  
ADD ACCESSORY LODGING USE OF TWO BEDROOMS FOR UP TO 8 PEOPLE TO STAY ON PREMISE - FOR THREE NIGHTS (TYPICAL)

2. Describe existing conditions on the property:

4.67 ACRE LOT W/ 302.5 FT FRONTAGE ON EAST GENESEE ST. 21,500 SF MIXED USE BUILDING W/ OFFICE, RETAIL, WAREHOUSE BUSINESSES, PARKING FOR 100+ CARS, DARK SKY COMPLIANT LIGHTING, WATER COURSE ACCEPTS PROPERTY. 10' SIDEWALK BASEMENT @ ROAD USE. SIGN

3. Describe proposed physical or operational changes to the property: LAKE WATER SITED. HC ZONING DISTRICT.

WOMENS BATHROOM IN COMMON AREA MODIFIED TO ADD PRIVATE SHOWER ROOM. LODGING IS DORMITORY STYLE. NO. ON SITE COOKING. DINING OFF SITE OR DELIVERED PREPARED FOOD.  
8 OVERNIGHT PARKING SPACES IN SOUTH PARKING AREA.  
BEDROOMS ADJACENT TO INSTRUCTION AREA. RETREATS MAY OCCURE 10. TIMES A YEAR.

SITE PLAN REVIEW STANDARDS - see §148-10-6 and PROCEDURES §148-10-8 & 9

**NOTE: LODGING WOULD BE ACCESSORY USE TO THE GROUP EDUCATION (SERVICE BUSINESS)**

SPECIAL PERMIT REVIEW CRITERIA

The applicant shall submit a narrative written report responding to the criteria below. (see § 148-10-5-B)

1. That the request is consistent with the purposes of the land use district in which it is located and with all applicable provisions of this chapter.
2. That the request will not adversely affect surrounding land uses by creating excessive traffic, noise, dust, odors, glare, pollution or other nuisances.
3. That the request is consistent with the Comprehensive Plan.
4. That all relevant site planning criteria in §148-10-6 are satisfied.

REV. 2.7.25

**TURN OVER** - for REQUIRED SUBMISSIONS

**INSERT: MINOR- Site Plan Review**  
(Pursuant to §148 -10-5, 6 & 9)

**SUBMISSION REQUIREMENTS**

**FILING FEE**     \$200.00 - NEW project  
                       \$100.00 - AMENDMENT/ 6-month EXTENSION of approved project  
                      Professional fees are additional (to be determined at initial review)

**ONE (1) original:**

- 1. Common Application Form – completed and signed
- 2. MINOR Site Plan Review insert – completed
- 3. Narrative responses to review criteria or additional supporting documentation
- 4. SEQR Short form – completed (Board may require completed LONG FORM or more Information)
- 5. Letter of authorization - if agent property owner or applicant.
- 6. Photocopy of permits or correspondence from other agencies (see Referral Section below)
- 7. If within LWOD - Written statement or photocopy of transmittal letter that a copy of this application has been submitted to the City of Syracuse Water Department or the City of Auburn. (per §148-7-1.-E & F).

**FIVE (5) copies of:**

- 8. Current survey (per §148-10-1.-D.1), with location map, stamped/signed by licensed land surveyor.
- 9. Site plan showing all existing and proposed conditions, signed and stamped by licensed design professional. (per §148-10-8.A)
- 10 Erosion-stormwater control plan, if required, (per §148-10-8A.10 & §148-5-4E)

**REFERRALS AND CONTACTS WITH OTHER AGENCIES**

The following agencies may have separate permit authority or be required to provide advisory review of applications before the Town. **You may be required by the Town to contact these agencies directly.**

**Please indicate if you have contacted any of these agencies, the date of contact and the type of response (informal letter, permit issued, N/A - Not Applicable)**

		<u>Contact Date</u>	<u>Response</u>
<b>Highway Access:</b>	Town Highway Dept.	_____	_____
	Onondaga County DOT	_____	_____
	NYS DOT	_____	_____
<b>Water Supply:</b>	Town Water Dept.	_____	_____
	Onondaga Co Health Dept.	_____	_____
<b>Sanitary Waste:</b>	City of Syracuse Water Dept.	<u>10.30.2024</u>	_____
	NYS DEC	_____	_____
<b>Natural Resources:</b>	US Army Corp of Engineers	_____	_____

**PROCEDURE SUMMARY**

1. Pre-application meeting with Office of Codes Enforcement/Zoning Office
2. Submittal Deadline (closest weekday to 1<sup>st</sup> of each month; required follow-up info 10 days prior to regular meeting)
3. Preliminary Planning Board review of application
  - a. Determine completeness
  - b. Request additional information or submissions; set escrow if needed.
  - c. Schedule site visit and formal review meeting date; set escrow if needed.
  - d. Refer application to other agencies
4. Formal Planning Board Review
  - a. Public hearing
  - b. Receipt of referral recommendations
  - c. Final action and adoption of resolution

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**EGGLESTON & KRENZER ARCHITECTS, PC**

The Trolley Bldg

1391 East Genesee Street

Skaneateles, New York 13152

October 29, 2024

Town of Skaneateles Planning Board  
24 Jordan Street, Skaneateles, NY 13152

Re: Jolene Fitch, Fingerlakes Fabrics - Special Permit  
1400 East Genesee Street - Tax Map # 042.-01-10.1

**NARRATIVE**

The property at 1400 East Genesee Street is 4.67 acres lot area and 302.5 ft of road frontage on East Genesee Street in the HC District and Skaneateles Lake watershed with a watercourse that bisects the property. The Town's Environmental Resource Planning Map shows a flood zone along the water course. The watercourse runs under the existing building and through a culvert under the driveway that is in good condition. The property has a 21,500 SF mixed use commercial building approved for Office, Retail and Warehouse Business. Much of the building and parking/driveway areas are within 100 ft of the watercourse. The parking lot has just 88 parking spaces and a loading dock area at the south end of the building. The site is level with trees that buffer the side property lines.

Fingerlakes Fabrics occupy 6,936 SF of floor space with access from two common entries. It shares two large restrooms off the south common area. The open retail area is 4,556 SF with 918 SF of tech/repair/administration area and 1,462 SF for instruction and storage. The retail use was approved in 2022 for the sale of fabric and related supplies as well as the sale and service of sewing/quilting equipment and classroom instruction for sewing/crafts/quilting. The retail hours are 10am to 4pm, Tuesday through Saturday, noon to 4pm Sunday with occasional evening classes. The business has 4 employees and typical no more the 10 customers at a time. Deliveries are by small commercial trucks and minimal trash and recyclables are generated. 15 to 20 parking spaces are sufficient.

This application is to establish two bedrooms, dormitory style with 8 twin beds within the existing instruction area to be used by patrons for scheduled Quilting/Craft Retreats. Retreats are typically scheduled Thursday afternoon to Sunday morning with no more than 12 participants. They provide uninterrupted opportunity to sew, quilt or do crafts with instruction and use of specialty equipment for finishing quilts as well as sharing ideas between participants. Meals are brought in or arranged at local restaurants. There is no food prep on site. A general lounge and hospitality area will be set up as well as individual sewing tables for each participant. The only modifications to the building are replacing two windows to meet code required egress and modifying the south common women's room with a private shower room. The lodging use accessory to the retail/instruction is handicap accessible. Eight existing parking spaces in the south parking lot would be designated for overnight parking. No modifications to the exterior are required. Retreat participants will have overnight access to the instructor who lives 5 minutes away. The bedrooms would **not** be available to the general public as a traditional lodging facility. Occupancy tax will be collected on the accommodations portion of the Retreat fees.

(315) 685-8144

*Member of the American Institute of Architects*



