

**TOWN OF SKANEATELES  
PLANNING BOARD  
MEETING MINUTES  
June 18, 2024**

Donald Kasper  
Douglas Hamlin  
Jill Marshall  
Jon Holbein-absent  
Samantha Parker-Fann  
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 May 21, 2024 were previously distributed to the Board and all members present acknowledged receipt of those minutes.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Marshall 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	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Absent	
Member	Samantha Parker-Fann	Present	[Yes]

The meeting minutes of May 29, 2024 were previously distributed to the Board and all members present acknowledged receipt of those minutes.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Cochair Hamlin 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	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Absent	
Member	Samantha Parker-Fann	Present	[Yes]

**SEQR Lead Agency Request- City of Syracuse Department of Water**

The City of Syracuse has requested to be lead agency for the SEQR determination for their relocation of one of the water intakes.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Cochair Hamlin to accept the City of Syracuse Department of Water request to be lead agency. The Board having been polled resulted in unanimous affirmation of said motion.

**Application Continuance -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: Robert Eggleston, Eggleston & Krenzer Architects,

Counsel Molnar said that the board has read in full the draft approving resolution and recommended that the board review the final terms and conditions for the board’s consideration. The draft resolution has been circulated and reviewed by the Planning Board and the applicant. The proposed approving resolution approving the preliminary plat subdivision map includes these terms and conditions:

1. The foregoing recitals are incorporated herein as if set forth at length;
2. That development of the Project, according to the Preliminary Plat, and the Recordable Documents (as defined herein), shall be fully constructed, developed, and complied with by the Applicant, at no cost to the Town of Skaneateles;
3. The Applicant shall obtain all necessary approvals from any other agency or authority having jurisdiction over the Property or Project, including the Town of Skaneateles Town Board (the “Town Board”), the Town of Skaneateles Highway Superintendent, and the Town of Skaneateles Water Department, and build all required infrastructure including, but not limited to, bio-swales, drainage basins, stormwater drainage facilities, public water connections, sidewalks and roadways according to Town standards and specifications, at no cost to the Town, where depicted and as set forth on the Preliminary Plat, and as specified in the Site Plans;
4. That the Applicant and its professionals shall submit draft documents to memorialize all rights of way and easements reflected on the Preliminary Plat and Site Plans, to establish: a) a ten-foot wide pedestrian sidewalk easement parallel and/or adjacent to the new private road; b) a storm water management easement for Dry Swales 1, 2 and 3 depicted on the Site Plans; c) a road easement, maintenance and use agreement; d) proposed utility easements; and e) a utility and access easement of twenty feet in width at the West end of the cul-de-sac, as depicted on the Site Plans (collectively the “Recordable Documents”), for review and approval by the Town Attorney, the Planning Board Chair and the Planning Board Attorney, and as approved shall be executed and recorded by the Applicant in the Onondaga County Clerk’s Office contemporaneously with the filing of the Final Plat (as defined herein);
5. That the Applicant shall make application to and obtain the approval of the Town Board for the extension of the water district, if necessary, and creation of a drainage district applicable to the Property, and that the Applicant fulfill any conditions required by the Town Board in consideration of granting extensions to or creating said districts (collectively the “District Approvals”);

6. That the Applicant shall submit any and all documentation to the Planning Board and its Attorney concerning the creation of an HOA, with covenants, conditions and restrictions to manage common conservation properties within the Project, as well as the common private roadway and stormwater drainage facilities depicted on the Site Plans; and thereafter obtain the approval of the Attorney General of the State of New York for creation of the HOA, and subsequently file applicable required documentation with the Onondaga County Clerk's Office prior to the Applicant requesting and receiving Final Plat approval (as defined herein)
7. That the Applicant obtain any and all necessary approvals from the Town Board required for infrastructure of the Project, including but not limited to construction of improvements in the Franklin Street public right of way, design and construction of storm sewers, drainage facilities, relocation and extension of public water lines, approval of design of the proposed roadways, and as otherwise applicable, and that the Applicant post security or escrow as may be required by the Town Board for construction of improvements in the Franklin Street Right of way, for the dedication of water lines, hydrants and other improvements to the Water District, the installation and dedication of public water fire flow remediation recommendations, grants of easement to the Town regarding maintenance of the stormwater quality bio-swales and/or detention basins, and as otherwise required by the Town Board;
8. RESERVED.
9. That the Applicant shall obtain all necessary septic approvals from the Onondaga County Department of Health and fulfil any conditions imposed therewith;
10. That the Applicant shall deposit an amount to be determined by the Planning Board in escrow to cover reasonable costs of review by the Town Engineer and Planning Board Attorney, and shall deposit additional escrow as determined necessary by the Planning Board for installation of any and all public water fire flow remediation approved by the Town Board and Town Engineers.
11. That prior to the start of any construction, the Applicant, its Engineer, and Contractors shall arrange for a preconstruction meeting with the Code Enforcement Officer, Town Highway Superintendent, Town Water Department, and Town Engineer to assure the parties mutual understanding of the conditions and requirements of this Resolution, and the sequence and/or requirements for construction of the Project.
12. Prior to the start of any construction the Applicant shall submit, as necessary, any additional erosion and sediment control plans, grading plans, construction sequences, or any plans as may be required by the Planning Board, the Code Enforcement Officer, and/or the Town Engineer, including but not limited to and reflecting the following:
  - a. Construction of stormwater bio-swales shall be prioritized and completed to the Town Engineer's satisfaction in compliance with the Construction Sequence;
  - b. Construction contractor vehicles and machinery shall not be parked on Franklin Street, and the Applicant shall require its contractors to staff "flag"

personnel for any construction or construction vehicle activity on Franklin Street;

- c. Construction activity hours of operation, including construction activities for infrastructure and all residences, shall be limited as follows: Monday thru Friday 7:00AM to 6:00PM; Saturday 8:00AM to 3:00PM, with no work to be performed on Sundays; and
  - d. All costs of improvement to the public water distribution system necessary for the Project shall be paid for by the Applicant, at no cost to the Town of Skaneateles.
13. That all approvals required from or by the New York State DEC for stormwater runoff control in conformance with the NYS SPDES Phase II Program be received, and complied with by the Applicant when completing construction of the Project.
  14. That the Applicant shall place an agricultural disclosure notice (the "Agricultural Disclosure Notice") on the face of the Preliminary Plat, within all marketing materials used in the marketing for sale of residential lots within the Project, within a Declaration of Restrictive Covenants and Conditions to be recorded concerning the Project, on each survey for each lot created within the Subdivision, and further on each deed conveying a residential lot(s) in the Project to others, providing notice that: a) this Property adjoins land used for agricultural purposes; b) Farmers have the right to apply approved chemical and organic fertilizers, pesticides, herbicides, and animal wastes, and to engage in farm practices which may generate dust, odor, smoke, noise and vibration; and c) the Project is within 500 feet and proximate to active farming operations.
  15. That the Applicant, and its HOA successor in title to areas of the Property which will have stormwater bio-swales and/or other stormwater management facilities placed thereon, shall remain responsible at all times to operate, and maintain all such stormwater facilities on the Property in good and functioning condition. In the event that such stormwater facilities fail, either as a result of design or construction, the Applicant and the HOA shall be responsible at no cost to the Town to re-design and re-construct stormwater facilities on the Property to the satisfaction of the Planning Board and Town Engineer.
  16. That within six months after this conditional approval of the Preliminary Plat, the Applicant shall comply with the requirements of Sections 131-3(C), (D) and (E) of the Town of Skaneateles Code, and make application to the Planning Board pursuant to Section 131-3(D) seeking final plat ("Final Plat") approval by submitting a Final Plat in substantial agreement with the Preliminary Plat for the Planning Board's consideration,

Chair Kasper inquired if the water lines shut off locations should also be included on the final plan and Mr. Camp said that it is customarily provided as well as the stormwater management facility. Based on the discussion the following was added to condition 16:

"reflecting an as-built survey of all proposed subdivision improvements including public infrastructure."

Mr. Brodsky inquired if the board would want an additional condition for site plan review requirement for each of the lots, and the board determined that it would not be necessary as each of the lots are over 2 acres and not located in the LWOD.

**NOW, THEREFORE,** upon a motion made by Chair Donald Kasper seconded by Cochair Douglas Hamlin, and upon the affirmative vote of all Members present, as set forth in the Record of Vote referenced below, the Skaneateles Planning Board Conditionally Approves the Preliminary Plat for the Village Meadow Subdivision, subject to the following conditions:

1. The foregoing recitals are incorporated herein as if set forth at length;
2. That development of the Project, according to the Preliminary Plat, and the Recordable Documents (as defined herein), shall be fully constructed, developed, and complied with by the Applicant, at no cost to the Town of Skaneateles;
3. The Applicant shall obtain all necessary approvals from any other agency or authority having jurisdiction over the Property or Project, including the Town of Skaneateles Town Board (the "Town Board"), the Town of Skaneateles Highway Superintendent, and the Town of Skaneateles Water Department, and build all required infrastructure including, but not limited to, bio-swales, drainage basins, stormwater drainage facilities, public water connections, sidewalks and roadways according to Town standards and specifications, at no cost to the Town, where depicted and as set forth on the Preliminary Plat, and as specified in the Site Plans;
4. That the Applicant and its professionals shall submit draft documents to memorialize all rights of way and easements reflected on the Preliminary Plat and Site Plans, to establish: a) a ten-foot wide pedestrian sidewalk easement parallel and/or adjacent to the new private road; b) a storm water management easement for Dry Swales 1, 2 and 3 depicted on the Site Plans; c) a road easement, maintenance and use agreement; d) proposed utility easements; and e) a utility and access easement of twenty feet in width at the West end of the cul-de-sac, as depicted on the Site Plans (collectively the "Recordable Documents"), for review and approval by the Town Attorney, the Planning Board Chair and the Planning Board Attorney, and as approved shall be executed and recorded by the Applicant in the Onondaga County Clerk's Office contemporaneously with the filing of the Final Plat (as defined herein);
5. That the Applicant shall make application to and obtain the approval of the Town Board for the extension of the water district, if necessary, and creation of a drainage district applicable to the Property, and that the Applicant fulfill any conditions required by the Town Board in consideration of granting extensions to or creating said districts (collectively the "District Approvals");
6. That the Applicant shall submit any and all documentation to the Planning Board and its Attorney concerning the creation of an HOA, with covenants, conditions and restrictions to manage common conservation properties within the Project, as well as the common private roadway and stormwater drainage facilities depicted on the Site Plans; and thereafter obtain the approval of the Attorney General of the State of New York for creation of the HOA, and subsequently file applicable required documentation with the Onondaga County Clerk's Office prior to the Applicant requesting and receiving Final Plat approval (as defined herein)

7. That the Applicant obtain any and all necessary approvals from the Town Board required for infrastructure of the Project, including but not limited to construction of improvements in the Franklin Street public right of way, design and construction of storm sewers, drainage facilities, relocation and extension of public water lines, approval of design of the proposed roadways, and as otherwise applicable, and that the Applicant post security or escrow as may be required by the Town Board for construction of improvements in the Franklin Street Right of way, for the dedication of water lines, hydrants and other improvements to the Water District, the installation and dedication of public water fire flow remediation recommendations, grants of easement to the Town regarding maintenance of the stormwater quality bio-swales and/or detention basins, and as otherwise required by the Town Board;
8. RESERVED.
9. That the Applicant shall obtain all necessary septic approvals from the Onondaga County Department of Health and fulfil any conditions imposed therewith;
10. That the Applicant shall deposit an amount to be determined by the Planning Board in escrow to cover reasonable costs of review by the Town Engineer and Planning Board Attorney, and shall deposit additional escrow as determined necessary by the Planning Board for installation of any and all public water fire flow remediation approved by the Town Board and Town Engineers.
11. That prior to the start of any construction, the Applicant, its Engineer, and Contractors shall arrange for a preconstruction meeting with the Code Enforcement Officer, Town Highway Superintendent, Town Water Department, and Town Engineer to assure the parties mutual understanding of the conditions and requirements of this Resolution, and the sequence and/or requirements for construction of the Project.
12. Prior to the start of any construction the Applicant shall submit, as necessary, any additional erosion and sediment control plans, grading plans, construction sequences, or any plans as may be required by the Planning Board, the Code Enforcement Officer, and/or the Town Engineer, including but not limited to and reflecting the following:
  - a. Construction of stormwater bio-swales shall be prioritized and completed to the Town Engineer's satisfaction in compliance with the Construction Sequence;
  - b. Construction contractor vehicles and machinery shall not be parked on Franklin Street, and the Applicant shall require its contractors to staff "flag" personnel for any construction or construction vehicle activity on Franklin Street;
  - c. Construction activity hours of operation, including construction activities for infrastructure and all residences, shall be limited as follows: Monday thru Friday 7:00AM to 6:00PM; Saturday 8:00AM to 3:00PM, with no work to be performed on Sundays; and
  - d. All costs of improvement to the public water distribution system necessary for the Project shall be paid for by the Applicant, at no cost to the Town of Skaneateles.

13. That all approvals required from or by the New York State DEC for stormwater runoff control in conformance with the NYS SPDES Phase II Program be received, and complied with by the Applicant when completing construction of the Project.
14. That the Applicant shall place an agricultural disclosure notice (the "Agricultural Disclosure Notice") on the face of the Preliminary Plat, within all marketing materials used in the marketing for sale of residential lots within the Project, within a Declaration of Restrictive Covenants and Conditions to be recorded concerning the Project, on each survey for each lot created within the Subdivision, and further on each deed conveying a residential lot(s) in the Project to others, providing notice that: a) this Property adjoins land used for agricultural purposes; b) Farmers have the right to apply approved chemical and organic fertilizers, pesticides, herbicides, and animal wastes, and to engage in farm practices which may generate dust, odor, smoke, noise and vibration; and c) the Project is within 500 feet and proximate to active farming operations.
15. That the Applicant, and its HOA successor in title to areas of the Property which will have stormwater bio-swales and/or other stormwater management facilities placed thereon, shall remain responsible at all times to operate, and maintain all such stormwater facilities on the Property in good and functioning condition. In the event that such stormwater facilities fail, either as a result of design or construction, the Applicant and the HOA shall be responsible at no cost to the Town to re-design and re-construct stormwater facilities on the Property to the satisfaction of the Planning Board and Town Engineer.
16. That within six months after this conditional approval of the Preliminary Plat, the Applicant shall comply with the requirements of Sections 131-3(C), (D) and (E) of the Town of Skaneateles Code, and make application to the Planning Board pursuant to Section 131-3(D) seeking final plat ("Final Plat") approval by submitting a Final Plat in substantial agreement with the Preliminary Plat for the Planning Board's consideration, reflecting an as-built survey of all proposed subdivision improvements including public infrastructure.

**RECORD OF VOTE**

Chair	Donald Kasper	Present	[Yes]
Cochair	Douglas Hamlin	Present	[Yes]
Member	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Absent	
Member	Samantha Parker-Fann	Present	[Yes]

**Escrow Request**

The board established escrow for legal review in the amount of \$2,000 due within 30 days after construction of the infrastructure has commenced.

**WHEREFORE** a motion was made by Chair Kasper and seconded by Member Marshall that the applicant submit the amount of \$3,000 within 30 days after construction of the infrastructure has commenced, to be placed in escrow for legal review. The Board having been polled resulted in the unanimous affirmance of said motion.

The board established escrow for engineering review in the amount of \$1,750 due when construction of the infrastructure commences.

**WHEREFORE** a motion was made by Cochair Hamlin and seconded by Member Parker-Fann that the applicant submit the amount of \$1,750 at the time of construction of the infrastructure, to be placed in escrow for engineering review. The Board having been polled resulted in the unanimous affirmance of said motion.

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

Applicant:	James Nocek	Property:
	2856 County Line Rd	2433/2413 West Lake Rd
	Skaneateles NY 13152	Skaneateles, NY 13152
		<b>Tax Map #055.-03-13.1</b>

Present: Jim Nocek, Applicant; Leif Kalquist, Holmes, King, Kallquist & Associates.

Mr. Nocek recapped the status for the historic gathering barn beginning in 2023. Since the last meeting on April 23, 2024; a revised site plan that includes the stormwater plan has been submitted to the town. Mr. Camp commented that he had worked with Rudy Zona over minor modifications and the stormwater plan is acceptable.

Chair Kasper inquired about weddings occurring at the site and if there have been any complaints. Mr. Nocek explained that he has good support from the neighbors although one letter was submitted by Suzanne Rapalski, a neighbor with concern on the music back in September of 2023. He continued saying that the music is facing west as the Skanfest music does and they have a cut off of music by 10 pm. There is no outdoor music. The site has been having events with music for over 15 years, although the gathering barn is closer to the road. Chair Kasper commented that at the Sinclair location they got to a point where they needed to hire a sound engineer. Mr. Kalquist said that he was at an event two weeks ago at the Sinclair and it was difficult to hear the vows and the officiant for the ceremony that was outdoors.

**WHEREAS**, a motion was made by Member Marshall and seconded by Cochair Hamlin, the Planning Board adopted and ratified the prior SEQRA determination, last reviewed February 27, 2007, April 17, 2007, January 20, 2009, June 19, 2011, as adopted October 18, 2011, February 21, 2012, November 20, 2012, April 15, 2014, April 19, 2016, and April 20, 2021 for the Application, which was a determination that the Application constituted a Unlisted action with a negative declaration after review of the SEQRA forms submitted by the Applicant. The Board having been polled resulted in the unanimous affirmance of said motion.

Counsel Molnar said that there have been several amendments to the original approval and suggested that a resolution be drafted that commemorates all of the approved uses with conditions and weave in any additional conditions that have been included in other event centers regarding music, etcetera, for the next meeting. Mr. Nocek said that he is in a dilemma in that he needs to plant 1,000 vines that he has purchased and that have been delivered. The board agreed that they could approve the site plan today, and that the approving resolution Counsel Molnar recommended to codify the special permit integration could be reviewed and approved at the next meeting.



**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made by Chair Donald Kasper and seconded by Member Samantha Parker-Fann, and after an affirmative vote of all Members present, as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Project Site Plan with the following conditions:

1. That the Site Plan C1.0 through C1.1, L1.0 through L3.0, A1.1, A1.3, A2.0, a2.1, and A9.0 submitted June 10, 2024, prepared by Holmes, King & Kalquist, licensed architects; and revised narrative dated June 10, 2024, prepared by Dr. James Nocek, be followed in all respects; and
2. That any modifications to the approved Site Plan shall require an amendment request to be submitted by the Applicant, and approval be obtained from the Planning Board; and
3. That the rehabilitation of the existing historic barn requires a building permit from the Town and must meet the New York State building code regulations; and
4. That the Planning Board Attorney shall prepare a proposed Amended Resolution to update the Major Special Permit to integrate all of the approved terms and conditions and use of the Property to be reviewed and approved by the Board at the next Planning Board meeting; and
5. That except as modified hereby, the terms and conditions of the Major Special Permit, as heretofore amended, shall be strictly complied with; and also apply to the merged portion of the expanded lot.

**RECORD OF VOTE**

Chair	Donald Kasper	Present	[Yes]
Cochair	Douglas Hamlin	Present	[Yes]
Member	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Absent	
Member	Samantha Parker-Fann	Present	[Yes]

**Sketch Plan -Site Plan Review**

Applicant: Vincent Lobdell  
 2795 County Line Rd  
 Skaneateles NY 13152  
**Tax Parcel #051.-01-13.2**

Present:

No one was present to represent the applicant and the application will continue next month. An updated site plan reflecting the relocation of the drainage easement has been reflected. A drainage easement will also need to be submitted to the town.

**Sketch Plan-Special Permit**

Applicant: Jonathan Laduca	Property:
6770 East Lake Rd	833 W Genesee St
Auburn, NY 13021	Skaneateles, NY 13152
	<b>Tax Map #047.-01-30.0</b>

Present: Jonathan Laduca, Applicant; Dr Jeffrey Laduca

There are two buildings located on the existing property with the rear building used as an ongoing medical practice, and the street side building that has an existing barber shop on the lower level with the main and second floor that was a former hair salon. Proposed is a portrait studio to replace the hair salon on the main and second floor. There will be one employee and the business will be by appointment only during the evenings and weekends. The hours would be off hours from the medical office in the rear as they will share the parking area. All printing would be processed through a computer printer and no chemicals will be used for the development of the photographs.

The first floor would have a lobby and studio, with the second floor being the workspace for production of the photographs and any matting and framing, and storage. There will be no changes to the building.

Mr. Brodsky commented that the paperwork is lacking detail with no site plan or measurements shown for the Codes Enforcement Officer to have. There was a site plan from 2014 for the barbershop approval. Dr. Laduca said that he is the landlord, and his practice is located in the back building. The location was a busy hair salon that has now left and there will be no change or construction inside of the building proposed. This young fellow is starting his career during non-business hours of his practice with no impact to neighbors or parking. To strap him with the cost of hiring an architect for drawings for an existing building that has not changed; he asked the board to look favorably on this. The applicant commented that he will not be doing a gallery as the sales from the portraits would be managed through on-line sales. A site visit will be conducted on Monday, June 24, 2024. A narrative in greater detail should be provided that addresses the number of customers and hours of operation. In addition, an updated site plan and to scale floor plan should be submitted. Mr. Eggleston said that he has no problem with the applicant using his prior site plan for his application as there are no changes.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Marshall to schedule a public hearing on **July 16, 2024 at 6:30 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

**Special Permit Amendment**

Applicant:	Gavin McCaul	Property:
	1400 E Genesee St	1590 Cherry Valley Tpke
	Skaneateles NY 13152	Skaneateles, NY 13152
		<b>Tax parcel #042.-05-03.0</b>

Present: Gavin McCaul, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

The applicant had received pre-approval for a variety of potential tenants, and anything that did not fit the approved list required obtaining approval from the Planning Board. The applicant has a potential tenant for Lucky Dog Grooming, who is transitioning from mobile dog grooming to on-site dog grooming. The dog grooming would occur in tenant space ten, the space furthest south of the building. There will be two employees at the site, with dog grooming done by appointment. Unit one and two will be for a financial group with four employees that work remotely part of the time. A local contractor will be using one unit for storage with one employee on site. Units four through eight are still open, and Mr. McCaul will occupy tenant space nine for themselves for storage with one full time employee as an office manager that will also be managing the building.

Customers for the dog grooming would drop off and then come back for pick up, and do not typically wait while the service is being performed. With all of the uses there would be ten parking spaces with one or two drop off/pick up spaces. The building is less than half leased and of the allowable septic use of the building. The Lucky Dog Grooming space would have two rooms for grooming, an office/supply area, and a lobby area. Dogs are typically exercised before they are dropped off for grooming, however there is a grass area next to the unit for any additional exercise needs that may occur. There will be no fencing area as all dogs will be on a leash.

Member Parker-Fann commented that there is a day care center next door and there may be a safety concern with the dogs without a fence. Mr. Eggleston reiterated that the dogs will be on a leash and Member Parker-Fann replied that not all dog owners honor the leash laws. Member Marshall inquired if there would have internal drains and Mr. Eggleston stated that there would be no internal drains in any of the units. The dog washing stations would be tied into the sanitary septic system.

Counsel Molnar said that pursuant to Town of Skaneateles Zoning Code §10-8-C.11.a, if the board determines that the proposed amendment is consistent with the terms of any prior approval and does not represent a substantial change from the approved special permit, it can consider the amendment application without a hearing. He recommended that the board adopt the prior SEQR and make a determination if the proposed amendment does not represent a substantial change.

Member Marshall asked about soundproofing and Mr. Eggleston explained that all of the units will be soundproofed; the applicant is also going to be the tenant for space nine to provide an additional buffer to the other units. Member Parker-Fann inquired about the HVAC for the building and Mr. Eggleston said that each unit will have their own heating and cooling unit. Member Parker-Fann said that her concern is when the garage door is left open, and Mr. McCaul explained that there will be a wall in front of it in the interior of the unit.

Cochair Hamlin asked about signage for the building and Mr. Eggleston said that the building will be signed as the "Cherry Valley Depot" by Route 20, with smaller signs above the man doors on the units for each of the businesses. Member Parker-Fann asked about the lighting for the sign and Mr. Eggleston said that the lighting would be directed at the sign; the building is mostly day use. Mr. McCaul said that they have not finalized the design, but the plan is to have a uniform sign for each of the tenants.

**WHEREAS**, a motion was made by Cochair Hamlin and seconded by Chair Kasper, the Planning Board adopted and ratified the prior SEQRA determination, determined on October 18, 2022 and last reviewed October 17, 2023 for the Approving Resolution, which classified the Project as an Unlisted Action, after which the Planning Board rendered a negative declaration for the Application after review of the SEQRA forms submitted by the Applicant. 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 prior findings (the "Findings") for proceeding with a determination on the Application; 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, and amends the Approving Resolution, with the Approving Resolution remaining in full force and effect except as amended hereby, 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 permit from the Codes Enforcement Officer prior to any work commencing on the Property; and
3. That Site Plan 1 of 2 through 2 of 2 dated June 7, 2024 with the Revised Narrative dated June 7, 2024 prepared by Robert Eggleston, Licensed Architect, and Narrative with floor plan dated June 7, 2024 prepared by Gavin McCaul, Applicant, 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 accepted list of allowable uses under this Special Permit be updated to include dog grooming use limited to one unit in the building, and then submitted to the town.

**RECORD OF VOTE**

Chair	Donald Kasper	Present	[Yes]
Cochair	Douglas Hamlin	Present	[Yes]
Member	Jill Marshall	Present	[No]
Member	Jonathan Holbein	Absent	
Member	Samantha Parker-Fann	Present	[Yes]

Member Parker-Fann said her concern is with dogs being on a leash. Mr. Eggleston commented that the customers of Lucky Dogs are a select customer base and not the general public; Lucky Dog can establish the protocol for bringing in a dog for grooming. Member Marshall asked about noise concerns and who someone could contact regarding their concerns. Mr. McCaul said that any tenant that moves into this building is informed of the entire tenant mix, and no one has expressed a concern with a dog grooming being one of the tenants. There are no residential neighbors in the area. Member Marshall said that her concern is the neighbor, the childcare center. Member Parker-Fann said that the childcare center should have someone to address their concerns regarding noise or security. Chair Kasper said that it would be the Codes Officer. Chair Kasper asked what the term of the lease will be for Lucky Dogs and Mr. McCaul said that it is undefined however it would be longer than one year as it is a more expensive modification of the space. He continued saying that the lease agreement can be modified to include number of employees, times of operation, no overnight parking and language for customers to maintain all dogs on a leash when outdoors. A copy of the lease can also be provided to the Codes Enforcement Officer. A guard rail will be added by the septic system to protect it from cars turning around. Counsel Molnar suggested that the board could add a compliance condition to the resolution to address the concerns just stated. Mr. Brodsky suggested that there could be condition placed on the resolution that would require

the applicant to come back to the board after one year of occupancy to obtain an extension of the approval so that the board can address any concerns that may arise in that one year period.

**IN CONSIDERATION OF THE FOREGOING, IT WAS FURTHER 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 AMENDS its approval set forth above, by adoption of the following additional conditions:

6. That the Applicant’s lease agreement and regulations be updated to restrict tenant activity that would cause a nuisance, requiring the tenant and its customers to maintain all dogs on a leash when outdoors, and to fully comply with §49 Dogs and Other Animals of the Town Code, with a copy of said lease and regulations to be provided by the Applicant to the Town codes enforcement officer; and
7. The special permit approval for the dog grooming business is for a one year period from the date the Applicant’s tenant takes possession of the unit, and requires an extension from the Planning Board after one year from occupancy of Lucky Dogs; and
8. Except as modified hereby, the conditions set forth in the Prior Approval remain in full force and effect.

**RECORD OF VOTE**

Chair	Donald Kasper	Present	[Yes]
Cochair	Douglas Hamlin	Present	[Yes]
Member	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Absent	
Member	Samantha Parker-Fann	Present	[Yes]

**Sketch Plan-Special Permit/Site Plan Review**

Applicant:	Richard & Marie Garlock	Property:
	81 Alexander St	1777 Russells Landing
	Princeton, NJ 08450	Skaneateles, NY 13152
		<b>Tax Map #063.-03-05.0</b>

Present: Richard Garlock, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

The applicants are renovating the exiting dwelling with the removal of the shed that straddles the property line to the north, enlarging the shed at the lake line, relocating the entrance which will remove the non-conforming stairs, and replacing the five foot deck that goes around the dwelling with two decks that will be set back further from the lake and that will be off the kitchen dining space and the primary bedroom.

The detached garage will have the roof raised and a dormer on the second floor to convert the structure to living space with a bedroom and bathroom. The building footprint will remain the same for the garage and dwelling.

Impermeable surface coverage is at 13.6% and it will be reduced to 11.6% with the driveway being reduced; the total lot coverage will be reduced from 22.3% to a conforming 20%. The only disturbance

will be for the piers for the deck and a small pad for the entry. A site visit will be conducted on June 23, 2024.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Marshall to schedule a public hearing on **July 16, 2024 at 6:40 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

**Sketch Plan-Special Permit/Site Plan Review**

Applicant:	Jennifer & Daniel Seidberg	Property:
	4369 Winding Creek Rd	2500 Lakefront Lane
	Manlius, NY 13104	Skaneateles, NY 13152
		<b>Tax Map #054.-03-01.1</b>

Present: Daniel Seidberg, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

The property was redeveloped by a previous owner for a garage. The waterfront is suffering from extreme erosion and the area behind the fence is kind of a sink hole and continues to lose property. They have hired an engineer to develop a comprehensive plan to stabilize the bank. The bank improvement system consists of a three tiered wall system with walls six foot high and stepped back with plantings and landscape. They will replace the existing stairs that will go down six feet to a small deck area and then stairs that continue on to the existing dock area. The existing dock area will have a conforming platform next to it, and the dock will be extend with a section of dock that will run along the mean high water line to the south. The platform and existing dock area will be able to store the boat hoist off season.

The Ducketts to the south had installed some seawall that extend onto this property and the proposed dock extension will connect to the seawall. The engineering drawings have been submitted to the town and they were submitted to the NYSDEC and ACOE 11 months ago. The ACOE is all set and the NYSDEC has not responded to the plan. Mr. Camp commented that the NYSDEC is in disarray and has not been responding to projects. Mr. Seidberg said that the problem is that the lake front is collapsing and the fence on the southern end has exposed fence posts. The existing bank has sandbags, rebar and wood beams holding it up. Member Parker-Fann said that Tiffany from NYSDEC had a lot of projects that she was reviewing and then she left for a position at ACOE. Mr. Seidberg said that with the ACOE and town's approval, they may be able to get an emergency repair letter from the NYSDEC to begin work before they is more degradation.

Chair Kasper asked if the dock will be abutting the crib wall. Mr. Eggleston explained that the dock would extend behind the lake line. Chair Kasper commented that almost the entire lake front is being used for dock. He then inquired what is the purpose of the platform and Mr. Eggleston said that it is for storage of the boat hoist in winter. Mr. Seidberg said that the dock and platform would be for storage of the seasonal dock and boat lifts. They had lost two section of dock this winter because there was no place to store them on. Chair Kasper said that there should be a purpose for a platform and not a huge party deck. A site visit will be conducted on June 24, 2024.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Parker-Fann to schedule a public hearing on **July 16, 2024 at 6:50 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 adjourn the meeting. The Board having been polled resulted in the unanimous affirmance of said motion. The Planning Board Meeting adjourned at 8:17 p.m. as there being no further business.

Respectfully Submitted,

Karen Barkdull, Clerk

Additional Meeting Attendees:

Robert Eggleston	Lisa Lincoln	Don Lincoln
Jim Nocek	Leif Kalquist	Daniel Seidberg

Additional Meeting Attendees (Zoom):

Mark Tucker	Mike Drake
Richard Garlock	Brian Buff
Jim Fields	Gavin McCaul
Jonathan Laduca	Jeffrey Laduca