

**TOWN OF SKANEATELES  
PLANNING BOARD  
MEETING MINUTES  
July 16, 2024**

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

Cochair Hamlin opened the meeting at 6:30 p.m. The meeting minutes of June 18, 2024 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 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	Absent	
Cochair	Douglas Hamlin	Present	[Yes]
Member	Jill Marshall	Present	[Yes]
Member	Jonathan Holbein	Present	[Yes]
Member	Samantha Parker-Fann	Present	[Yes]

**Public Hearing-Special Permit**

Applicant: Jonathan LaDuca  
6770 East Lake Rd  
Auburn, NY 13021

Property:  
833 W Genesee St  
Skaneateles, NY 13152  
**Tax Map #047.-01-30.0**

Present: Jonathan LaDuca, Applicant;

Mr. LaDuca said that 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. The first floor will be for taking portraits, kitchen, bathroom, and storage, and the second floor will be a workspace and for storage. There are 13 parking spaces on the property for both buildings and the intention is that the portrait studio will be open during the off hours of the medical office. The business will be by appointment only during the evenings and weekends.

At this time, Cochair Hamlin opened the Public Hearing and asked if there was anyone in favor, in opposition, or had any other comments of the project. Mr. Eggleston, 1391 East Genesee St, stated that he is in support of the proposal as it will have less traffic than the prior salon and the proposed use would be during off hours of the medical office.

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

**WHEREAS**, a motion was made by Cochair Hamlin and seconded by Member Parker-Fann, the Planning Board classified 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 affirmance of said motion.

**WHEREAS**, the Planning Board in reviewing the Application under Special Permit and Site Plan review criteria, adopted the following findings (the “Findings”) for proceeding with a determination on the Application:

- (1) That the Application will comply with all provisions and requirements of this chapter and of all other local laws and regulations and will be consistent with the purposes of the land use district in which it is located, with the Comprehensive Plan and with the purposes of this chapter; and
- (2) That the Application will not adversely affect surrounding land uses by creating excessive traffic, noise, dust, glare, pollution, or other nuisances as the building will not affect the surrounding area due to the minimal activity proposed; The project will not affect anything as there will be minimal activity; and
- (3) That the Application will not result in the release of harmful substances or any other nuisances, nor cause excessive noise, dust, odors, solid waste, or glare; and
- (4) That the Application will not adversely affect the general availability of affordable housing in the Town; and
- (5) That the Application will not cause undue traffic congestion, unduly impair pedestrian safety or overload existing roads, considering their current width, surfacing and condition; and
- (6) That the Application will have appropriate parking and be accessible to fire, police, and other emergency vehicles; and
- (7) That the Application will not overload any public water, drainage or sewer system or any other municipal facility or service, including schools; and
- (8) That the Application will not degrade any natural resources, ecosystem, or historic resource, including Skaneateles Lake or Owasco Lake; and
- (9) That the Application will be suitable for the property on which it is proposed, considering the property’s size, location, topography, vegetation, soils, natural habitat, and hydrology and, if appropriate, its ability to be buffered or screened from neighboring properties and public roads with the applicant’s proposed landscape plan; and

(10) That the Application will be subject to such conditions on operation, design and layout of structures and provision of screening, buffer areas and off-site improvements as may be necessary to ensure compatibility with surrounding uses and to protect the natural, historic, and scenic resources of the Town; and

(11) That the Application will be consistent with the community's goal of concentrating retail uses in the Village and hamlets, avoiding strip commercial development and locating nonresidential uses that are incompatible with residential use on well-buffered properties and is consistent with the Comprehensive Plan; and

(12) That the Application will be able to comply with site plan review standards in §148-10-6, and the Rural Siting Principles in Town Policy and Guideline Book have been taken into consideration.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made by Cochair Douglas Hamlin, seconded by Member Jonathan Holbein, and upon an affirmative vote thereon as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application, with the following additional conditions:

1. That the Special Permit/Site Plan Approval shall expire if the applicant fails to comply with the conditions stated within 18 months of its issuance or if its time limit expires without renewal; and
2. That the Findings are hereby adopted concerning the Application; and
3. That the Applicant shall obtain a fire safety inspection from the Codes Enforcement Officer for the change in use on the Property; and
4. That the Applicant shall obtain a sign permit from the Codes Enforcement Officer for any proposed signing; and
5. That the Revised Site Plan 1 of 2 dated June 27, 2024, and Floor Plan dated June 3, 2024, with the Narrative dated June 3, 2024 prepared by the Applicant, be followed in all respects; and
6. That the Applicant shall obtain all necessary permits and approvals from any agency or authority having jurisdiction over the Property or the Application.

**RECORD OF VOTE**

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

**Public Hearing-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 application is also in front of the Zoning Board of Appeals and a question came up regarding the height of the proposed garage modification and the parking on site. They are in process up revising the site plan that will reduce the height of the garage to the existing height and add another parking space, and are requesting that the public hearing remain open until the Zoning Board of Appeals has reviewed the revised site plan and concludes their decision regarding the variance requested.

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

**WHEREFORE**, a motion was made by Cochair Hamlin and seconded by Member Marshall to continue the public hearing on **August 20, 2024**. The Board having been polled resulted in the unanimous affirmation of said motion.

**Public Hearing-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

Additional information was submitted including a winter storage plan for the dock that reflects the storage of the lifts and kayaks. There will be a bunk box for other smaller related items that will be north of the stairs. Included on the plan is a list of noninvasive plants that will be utilized at the shoreline for bank stabilization. A final plant layout has not been decided. They will also use caution when removing any invasive species on the bank as they are remediating the waterfront to keep them from spreading into the lake or neighboring properties.

Cochair Hamlin inquired about the location of the temporary docks when they are in use and Mr. Eggleston replied that they go out from the existing permanent dock to create an “L” shape. Member Parker-Fann asked for details on the plan to control the invasive species during construction. Mr. Eggleston explained that there will use netting and silt curtains to control whatever falls in the lake. He added that the work will be completed by barge and by hand as it is difficult to access the area.

At this time, Cochair Hamlin opened the Public Hearing and asked if there was anyone in favor, in opposition, or had any other comments of the project. Mr. Seidberg commented that there were bad storms last night and although they did not lose the tree by the water, they are on borrowed time and need to begin the remediation as soon as possible. No one else spoke in favor, opposition or had any other comments.

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

**WHEREAS**, a motion was made by Member Marshall and seconded by Cochair Hamlin, the Planning Board declared this application a Type II action pursuant to 6 NYCRR 617.5(c)(12) and not subject by SEQR for further review; and The Board having been polled resulted in the affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made Member Jill Marshall and seconded by Cochair Douglas Hamlin, and after a unanimous affirmative vote of the Members present, as recorded below, that, in consideration of the unique findings applicable to the Property, the Town of Skaneateles Planning Board hereby **APPROVES** the Application for minor special permit/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 1 dated June 6, 2024 and 1A of 1 dated July 8, 2024, with narrative dated June 6, 2024 prepared by Robert Eggleston, Licensed Architect, be followed in all respects; and
3. That the Applicant shall obtain all necessary permits and approvals from any agency or authority having jurisdiction over the Property or the Application; and
4. That the Applicant undertake all necessary measures to prevent invasive species entering the lake or neighboring properties during construction; and
5. That the Applicant utilize the native species in the shoreline remediation plan, as indicated on the “Winter Storage Plan” submitted by the Applicant; and
6. That an as-built survey for this Project be submitted to the Codes Enforcement Officer upon completion of improvements permitted hereby to verify conformance of all phases of the completed Project with the approved plans, within (60) days of completion of the Project.

**RECORD OF VOTE**

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

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

Applicant: James Nocek 2856 County Line Rd Skaneateles NY 13152	Property: 2433/2413 West Lake Rd Skaneateles, NY 13152 <b>Tax Map #055.-03-13.1</b>
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Present: Jim Nocek, Applicant; Leif Kalquist, Holmes, King, Kallquist & Associates.

Counsel Molnar reviewed the amended special permit resolution for the application. Mr. Brodsky suggested that condition 5 is vague and may need to be reworded:

“That the premises and property previously known as 2433 West Lake Road shall remain merged with the premises and property known as 2413 West Lake Road, for so long as the Barn is used by the Applicant as part of the operations of Anyela’s Vineyards.”

Counsel Molnar said that the thought was that if the property were subdivided in the future the use would not stay with the smaller parcel. Mr. Brodsky said that it would require a separate action and at that time the board would consider the impact to the use. The board determined that it should be stricken from the resolution. Mr. Brodsky said that it seemed to imply a default subdivision the way it was written.

**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; and The Board having been polled resulted in the affirmance of said motion.

**WHEREAS**, the Board adopted and ratified its findings of fact and conclusions supporting the Major Special Permit, as heretofore modified, attributing said findings and conclusions to the Current Amendment Application; and

**WHEREAS**, at its meeting held June 18, 2024, the Planning Board approved Applicant’s Site Plan for utilization of the premises and property known as 2433 West Lake Road, which includes **Anyela’s Historic Gathering Barn** (hereinafter the “Barn”) permitting Applicant’s renovation of same pursuant to the terms and conditions of the Planning Board’s Resolution dated June 24, 2024; and, at the request of the Applicant, hereby amends the Major Special Permit to set forth terms and conditions on the use or uses permitted at the Barn, consistent with and in addition to the conditions applicable to the Anyela’s Vineyard, as set forth in the Major Special Permit.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made by Member Jill Marshall and seconded by Cochair Douglas Hamlin, and after an affirmative vote of all Members present, as recorded below, the Town of Skaneateles Planning Board hereby **AMENDS** the Major Special Permit to set forth terms and conditions applicable to use of the Barn, as follows:

1. That the Barn be renovated according to the Planning Board’s Resolution dated June 24, 2024, and that the Site Plan approved therein be strictly complied with by the Applicant;
2. The following specific terms and conditions shall be complied with by the Applicant when utilizing the Barn:
  - a. Use of the Barn shall be subject to and compliant with all terms and conditions of the Major Special Permit applicable to Anyela’s Vineyards, and the property known as 2413 West Lake Road; and

- b. All food preparation at the Barn will be conducted by a caterer with the catering trailer located under the “covered service patio” as set forth in the Site Plan; and
  - c. Use of the Barn is permitted for special event gatherings, including private and commercial wine tastings estimated to occur two or three times per week, not to be held later than 10 p.m. on any given day; and
  - d. Use of the Barn is permitted for rehearsals, ceremonies, and wedding reception gatherings, at variable days and hours estimated to be two or three times per week, also to conclude no later than 10 p.m.;
  - e. Any specific event occurring in the Barn may not be accompanied by music, unless such music is amplified only within the Barn structure (speakers are not permitted outside of the Barn), with all music to conclude no later than 10 p.m.; and
  - f. Use of the Barn must include restroom trailers for the benefit of guests, to be parked parallel to the catering trailer as set forth on the Site Plan, with the restroom to have its own contained septic system and serviced as needed by a qualified party, with the customer entrance into the restroom facing south, and the catering trailer, when used, shall be camouflaged by a partial wall with sliding doors.
3. That the Barn shall be utilized, as improved according to the Site Plan, consistent with Applicant’s description set forth in the Project Narrative, Second Revised, dated June 10, 2024;
  4. That the Applicant shall obtain the approval of any agency or authority having jurisdiction over the Barn and Anyela’s Vinyard, as necessary.

**RECORD OF VOTE**

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

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

Applicant:	Collin & Melissa O’Toole	Property:
	43 Jordan St	2621 Benson Rd
	Skaneateles, NY 13152	Skaneateles, NY 13152
		<b>Tax Map #055.-01-03.3</b>

Present: Colin O’Toole, Applicant; Tom O’Toole, Representative;

Mr. O’Toole stated that they have received the variance approval for the barn setback of 50 feet whereas 100 feet is required for a nonresidential use of the barn. They were confused because they thought that at the time of the construction of the barn, they had made it clear to the town that it would be for Colin’s landscaping business. The neighbor to the south had a wedding venue business that was sold to the

current owners in 2023, who had concerns with the commercial business being conforming and encroaching into setbacks.

There will be some improvements done to remove the excess gravel that is south and west of the barn and replacing it with grass, and moving the mulch bins that are located 1.5 feet to the south property line to a conforming setback. They have pulled up the gravel and placed topsoil with grass seeded. They are also in the process of moving the mulch bins. They are also establishing grass of 50 feet in width between the barn and the south property line along the entire property line. They area also proposing 80 feet of privacy fencing one foot off the property line from the barn down to the end of the parking area by the barn. There are some woods that are between this property and the property to the south. There is also a landscaped berm with a birch tree feature at the southeast corner of the property and they will be adding trees on the property. The hours of operation would be Monday through Friday 7 am to 5 pm. Mr. O’Toole said that he had installed a drainage system along the southern property line.

Mr. Brodsky commented that the submitted plan lacks detail that was discussed at tonight’s meeting. Regarding the exterior storage, drainage system, although in the narrative, should be shown on the site plan the board may approve. Mr. O’Toole said that the zoning board is requiring an as-built survey and that should be sufficient. Cochair Hamlin stated that the site plan should be updated to reflect all of the improvements completed and proposed to reflect what the board would consider and that the as built reflects that what was approved has been complied with. A site visit will be conducted on August 10, 2024.

**WHEREFORE**, a motion was made by Cochair Hamlin and seconded by Member Holbein to schedule a public hearing on **August 20, 2024 at 6:30 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

**Sketch Plan-2 Lot Subdivision**

Applicant: Joseph Collard  
4261 Vanderstouw Rd  
Auburn, NY 13021

Property:  
7642 State Rte. 38A  
Skaneateles, NY 13152  
**Tax Map #061.-03-02.1**

Present: Joseph Collard, Applicant;

Mr. Collard explained that he has a 67 acre parcel that he would like to subdivide so that the two acre parcel encapsulates the existing farmhouse and outbuildings. His intention is to sell the two acre parcel to a long term employee who will eventually take over the farm. A site visit will be conducted individually by the board members.

**WHEREFORE**, a motion was made by Cochair Hamlin and seconded by Member Parker-Fann to schedule a public hearing on **August 20, 2024 at 6:40 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

**Continued Review -Site Plan Review**

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

Present: Rudy Zona, RZ Engineering

The updated site plan reflects the new location for the swale on this property that will connect with the drainage facility to the north. Mr. Camp commented that he agrees with the proposed site plan and the language of the easement is what the town is waiting on. Counsel Molnar inquired if the applicant is willing to memorialize the drainage easement so that it can be completed and recorded which will resolve an open issue from 2007. Mr. Zona commented that the owner wants to resolve the issue. Counsel Molnar recommended that the easement be crafted using the legal description and recorded with the County Clerk so that it is fully resolved.

**WHEREAS,** a motion was made by Cochair Hamlin and seconded by Member Holbein, the Planning Board adopted and ratified the prior SEQRA determination for this Property, determined by the Planning Board on May 27, 2008 and last reviewed February 19, 2019, which classified prior applications related to the Property as Unlisted Actions, which the Planning Board reviewed and rendered a negative declaration for after review of the SEQRA forms submitted by the Applicant; and The Board having been polled resulted in the affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED,** upon a motion made Cochair Douglas Hamlin and seconded by Member Jill Marshall, 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 will 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 1 dated June 12, 2024, prepared by RZ Engineering, PLLC, be followed in all respects; and
3. That the Applicant shall submit a proposed drainage easement for review and approval to the Planning Board Chair and the Planning Board Attorney. Upon approval the drainage easement shall be executed and recorded with the Onondaga County Clerk; and
4. Except as modified hereby, the conditions set forth in all prior Planning Board approvals for the Property remain in full force and effect.

**RECORD OF VOTE**

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

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

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

Present: Robert Eggleston, Eggleston & Krenzer Architects

There is an existing permanent dock that exceeds the 800 square foot dock allowed. Proposed is a 13 x 36 covered boat slip to accommodate his large boat, and with a proposed six foot dock around the perimeter of the boat slip on the west and southern sides. The covered boat slip posts are located on the dock itself creating a 574 square foot covered boat slip. The Zoning Board of Appeals questioned whether the dock is required on the west and southern sides; the structural integrity of the boat slip would require the dock to provide lateral support. The Zoning Board of Appeals will have their site visit tomorrow and they have scheduled their public hearing in August.

In the context of the area, the lot has large lake frontage as the neighbors do; the dwelling to the north has an existing covered boat slip for two boats. The property to the south has an existing boathouse that has been there for years. Member Marshall asked if the proposed covered boat slip is the same size and the neighbor to the north and Mr. Eggleston stated that it is smaller.

Mr. Brodsky asked if the covering of the slip could be a temporary covering as the boat is not stored there on a year round basis, and Mr. Eggleston said its possible, but the desire is for a permanent roof. Member Marshall asked about proposed lighting and Mr. Eggleston replied that they may have lighting in the canopy ceiling itself. A site visit will be conducted on August 10, 2024.

**WHEREFORE**, a motion was made by Cochair Hamlin and seconded by Member Marshall to schedule a public hearing on **August 20, 2024 at 6:50 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

**Sketch Plan-Site Plan Review**

Applicant: Michael Homeyer  
3353 East Lake Rd  
Skaneateles, NY 13152  
**Tax Map #041.-01-29.0**

Present: Michael Homeyer, Applicant; Fritz Estlinbaum, Contractor

The applicant explained that he had obtained a building permit to construct a 400 square foot permanent dock. After the dock was constructed it was determined that it measured 451 square feet. Mr. Estlinbaum explained that the three inches for trim and skirting along the outside of the dock caused the overage in the size of the dock.

**WHEREAS**, a motion was made by Member Holbein and seconded by Cochair Hamlin, the Planning Board classified this application a Type II action pursuant to 6 NYCRR617.5(c)(9) and not subject

by SEQR for further review; and The Board having been polled resulted in the affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made by Cochair Douglas Hamlin, seconded by Member Samantha Parker-Fann, and upon an affirmative vote thereon as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application, with the following additional conditions:

- 1 That the Special Permit/Site Plan Approval shall expire if the applicant fails to comply with the conditions stated within 18 months of its issuance or if its time limit expires without renewal; and
- 2 That the As Built Survey for the project dated June 21, 2024 prepared by Paul Olszewski, Licensed Surveyor, is accepted as the Site Plan for the Application, to be followed and complied with in all respects.

**RECORD OF VOTE**

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

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

Applicant:	John Menapace	Property:
	2487 East Lake Rd	4022 Mill Rd
	Skaneateles, NY 13152	Skaneateles, NY 13152
		<b>Tax Map #027.-01-74.1</b>

Present: John Menapace, Kate Slade, Applicants; Robert Eggleston, Eggleston & Krenzer Architects  
Member Parker-Fann recused herself and her husband works for the brewery.

The property has a 24,850 square foot primary building and a smaller storage building to the southeast. There are also concrete remnants of the old mill about the property. There are about 60 parking spaces on the south side of the building and about 12 parking spaces on the north side of the building. The north side is near the active loading dock and the 12 spaces would be for employees with 60 spaces for patrons using the property. There is currently a brewery and distillery with tasting rooms. During the pandemic an outdoor beer garden was created with seating area that has food trucks and occasionally music outside.

The distillery space has a public area with a work area below. The brewery space is the craft area and serving area. The remaining area is a warehouse that has been used for personal use. Proposed is two event areas for private events., with one 2,800 square feet and the other 4,900 square feet. Each of the areas will be limited to 99 people as the areas do not have installed sprinkler systems, and the rooms will only be rented one at a time. There is a designated area developed for bathrooms and an area for the catering company to come in and stage the food for the events near the loading dock area. The main entrance to the private event area will be to the west of the building with a ramp for handicap access. The hours for private event area would be until 9 pm on weeknights and Sunday. and 10 pm on Friday and

Saturday. There is no outdoor music proposed. The distillery and the brewery have 3 employees working at any given time, leaving 6 employee parking spaces for private events.

There will be no distillery/brewery special events occurring during the time of private events; however, the brewery and distillery could be open for tastings during the time of private events. Mr. Eggleston added that with the private events, the event would require 33 parking spaces, leaving 27 parking spaces for the brewery and distillery. Cochair Hamlin commented that there are 60 spaces now and it is not enough parking for special events. Mr. Menapace said that Saturdays are generally slow and that would be the day for the private events. Cochair Hamlin asked the number of customers on a typical day when there are no events going on and Mr. Menapace said that it would be about 30 cars, however they are moving in and out and not there all at once.

Ms. Slade said with the flow of the event traffic, and they will number of people invited and will be attending the private event. With the private event space, they would then be able to designate the needed parking spaces with a parking attendant directing traffic appropriately. It is the parking attendants job to direct the transient guests for the brewery and distillery to open spaces. If the lot is full then the lot is full. She continued saying that they have had overflow parking along the road and that is a management problem with having someone direct traffic to park in the appropriate parking areas and off the road. The only time they have had an issue with the overflow is when there is a food truck and a band and something going on in the back room.

Ms. Feeney said that she is not a fan of the brewery because of the parking. Why do they get to have on street parking? When their lot is full that should be it and they should turn away visitors. Cochair Hamlin stated that the application will go to a public hearing, however that is not tonight. Member Marshall asked if the parking has been maximized on the lot. Mr. Menapace said that they are restrict with the impermeable surface coverage. Mr. Menapace said that the site have been covered in impermeable surface for years beginning with the mill. He continued saying that it is a parking management problem that we do. Ms Menapace said that a lot of the private events get shuttles on their own for the event and there is the possibility that the brewery and distillery could have shuttles from the village as well. We could put up a sign when the lot is full and another sign that talks about picking up a shuttle from the village. Mr. Menapace said that he has talked with Skaneateles Excavation when customers can park and then they can shuttle to the location. Cochair Hamlin said that part of this process would be to codify the parking process, how you are going to manage it with specific detail. More detail needs to be provided to explain how the parking will be managed to avoid or eliminate on street parking.

Mr. Brodsky asked what controls the applicant has over food trucks and Ms. Slade said that they have complete control. Mr. Brodsky suggested that there should be no private events when food trucks are present. Ms. Slade said that when they schedule private events there will be no live music or food trucks on those days. Mr. Brodsky said that part of the applicant's strategy for managing the parking is managing the events. Cochair Hamlin recommended that the applicant should calculate the events so that the parking for the events is contained to the 60 parking spaces. Cochair Hamlin inquired if the two private event space could be combined, and Ms. Slade said that they would not be having two private events at the same time. Mr. Eggleston added that the narrative states that special events would not be held during private events.

Mr. Brodsky asked about offsite parking and Mr. Eggleston said that the applicant has explored it. Mr. Menapace said that he has been researching shuttle vans and could acquire one as early as tomorrow

with pick up at Skaneateles Excavation although he does not want to do it if they do not need it. Mr. Menapace asked if parking on the road would be allowed if the cars are parked off the road. Mr. Eggleston said that he though the town had designated where parking can occur. Mr. Menapace said that the town has no parking signs and end of no parking on Mill Road, but no one has said that we cannot park there. Member Marshall suggested that the applicant clarify that with the town board. Counsel Molnar said that the board will do its due diligence for the town board’s position on that. Mr. Menapace asked if the parking plan alternative is submitted before the public hearing can the board comment on whether it is acceptable. Mr. Eggleston said that they can have something before the next meeting on the shuttle options. Cochair Hamlin said that parking is a concern of the board and of the public and he wants to make sure there is a fair hearing. Mr. Menapace said he is just trying to keep the old factory site going. A site visit will be conducted on August 10, 2024.

**WHEREFORE**, a motion was made by Cochair Hamlin and seconded by Member Marshall to schedule a public hearing on **August 20, 2024 at 7:00 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

Member Parker-Fann returned to the board.

**Sketch Plan-Site Plan Review**

Applicant:	Sarah & Joseph Coco	Property:
	564 Whittier Ave	1387 Thornton Heights Rd
	Syracuse, NY 13204	Skaneateles, NY 13152
		<b>Tax Map #057.-01-38.0</b>

Present: Robert Eggleston, Eggleston & Krenzer Architects

There is a seasonal cottage that will be demolished and replaced with a year round dwelling that will be constructed on a similar footprint. The dwelling and attached deck will be further away from the lake line. The proposal will also require variances from the Zoning Board of Appeals for lot size and lake line setback. The impermeable surface coverage is less than 10% and the Zoning Board of Appeals will be conducting a public hearing in August. Mr. Camp inquired if there will be any stormwater system designed and Mr. Eggleston said that as the impermeable surface coverage is close to the lake and the property has steep slopes near the lake, he did not think it advisable to construct a bioswale and cause more disturbance by the lake. Instead, the roof gutters will be directed to the lake.

Mr. Camp asked about the driveway location and Mr. Eggleston explained that the driveway is located on the property to the north as Thornton Heights shared lakefront has this driveway and another driveway for lake access. A site visit will be conducted on August 10, 2024.

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

Applicant:	828 West Genesee Street, LLC	Property:
	505 E Fayette Steet	828 West Genesee St
	Syracuse, NY 13202	Skaneateles, NY 13152
		<b>Tax Map #048.-01-13.1</b>

Present: Josh Allyn, Tom Fernandez, Michael Balestra, Applicants; Bill Murphy Jr., Space Architectural Studios; Mike Lasell, MBL Engineering PLLC;

The proposal is for a cannabis retail dispensary located in the Highway Commercial District. The City of Syracuse has requested additional information regarding the septic system and testing will occur this week. There are variances being requested for lot size, an increase in total lot coverage, and for the requested signing.

Mr. Lasell said that nothing has not changed for the impermeable surface coverage. The parking requires one parking space for every 75 feet of space devoted to merchandising within the dispensary. There is 874 square feet of retail space requiring 12 parking spaces and they have proposed 16 including 4 employee parking spaces. There will also one delivery vehicle parking space.

There are two existing light poles on the property that will remain with night sky compliant lighting fixtures added. The existing lights under the canopy and two wall packs on the building will also have upgraded lighting that is night sky compliant. The lighting plan reflects that the lighting spill will not leave the property.

The parking lot will be milled and re-coated and re-striped to freshen the site. Mr. Camp inquired if the only sitework proposed is the milling of the asphalt. Mr. Murphy confirmed that and added that a permeable handicap ramp will be added on the east side of the building for handicap egress from the building that is required by OCM. There will also be a handicap ramp underneath the canopy for safe access to the building. Mr. Brodsky said that as the property is located in the LWOD, the maximum coverage numbers are reduced by one third. He asked if there was any planned small scale stormwater management system contemplated. Mr. Murphy explained that the back of the lot has the septic system with a small swale between their septic system and the neighbor's septic system, providing no space for a bioswale. He continued saying that they are proposed minimal disturbance of the property. Mr. Lasell explained that the milling will be primarily to improve the site with a layer of fresh asphalt, and to raise a small area on the north side of the building to provide better functionality to the steps leading into the building. He continued saying that the right of way cuts through the north side of the building limiting the parking area, so there is no area where they could reduce the coverage.

Mr. Murphy said that the product will be located in the vault with no product on the sales floor, it will be just empty boxes. There will be cameras installed as well. They intended to work with the existing signing and are proposing new signing and some screening for the front of the building. There will be ample waiting area within the building and there will be screening on the windows and door blocking visibility inside the building. They will be keeping one of the garage bay doors on the existing building for the loading of product for delivery. Member Parker-Fann asked about the lighting for the signs and Mr. Murphy said that there will be indirect lighting on the signs, but the signs will not be illuminated.

Mr. Brodsky said that the site plan seems to suggest that the delivery door is situated opposite to the pedestrian access path for handicap parking. Mr. Murphy said that the products are coming from the Tap Root farm as this is a cannabis microbusiness and the retail dispensary will only be selling product from Tap Root under the microbusiness license. He continued saying that deliveries from the farm with product will occur during off hours of the retail business. The vehicle can pull out and use the right of way ADA passage to get out if they need to during business hours. There is additional space in the handicap parking space to the east of the parking space. Mr. Lasell commented that the design meets ADA requirements. Mr. Camp commented that the site plan identifies both areas as ADA unloading areas and recommended that the space not be considered for dual use. Mr. Lasell said that they could stripe the delivery egress area different than the handicap area.

Member Marshall asked if there can be improvements added in the right of way and Mr. Camp clarified that the state will not look highly at something perpendicular added to their right of way.

Mr. Murphy said that they do not plan to change the building other than improving the windows. The property has been used as a gas station and a mechanics shop with an existing apartment on the second floor. They will be converting the apartment to an office for this business and an employee breakroom. Prior use as a mechanical service shop on the property that is in the lake watershed, would be replaced with a more suitable use in the lake watershed. Member Parker-Fann inquired if there was any determinations made on where there were any hazardous materials found at this site. Mr. Murphy stated that it is in remediation right now. Mr. Fernandez said it is a listed site with active remediation. It is documents with NYSDEC and restricted to limited changes on the site and they do not want to disturb anything there. Mr. Murphy added that there are two sheds on the property that do testing, venting, and monitor the site. United Refining is the responsible party regarding the remediation of the site.

Member Parker-Fann asked about pedestrian access improvement and Mr. Murphy said that there is an existing crosswalk just west of the site and they are also considering bike racks. Member Parker-Fann asked if the landscaping shown on the video is existing and Mr. Murphy said that it is existing and established. Mr. Allyn stated that there will be a living wall along the side of the garage door. Mr. Fernandez said that they may add more screening between this site and the property to the east with native species. A site visit will be conducted on August 10, 2024.

### **Attorney Advice Session**

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

**WHEREFORE** a motion was made by Cochair Hamlin and seconded by Member Marshall to return from attorney advice session. The Board having been polled resulted in favor of said motion.

The Board returned at 9:10 pm.

**WHEREFORE**, a motion was made by Cochair Hamlin and seconded by Member Holbein to adjourn the meeting. The Board having been polled resulted in the unanimous affirmance of said motion. The Planning Board Meeting adjourned at 9:10 p.m. as there being no further business.

Respectfully Submitted,

Karen Barkdull, Clerk

#### Additional Meeting Attendees:

Robert Eggleston	Jim Nocek	Jonathan LaDuca	John Menapace
Fritz Estlinbaum	Michael Homeyer	Joseph Collard	Rudy Zona
Tom Fernandez	Bill Murphy Jr.	Josh Allyn	Daniel Seidberg
Beverly Feeney	Mike Drake	Scott Brothers	Kate Slade
Tom O'Toole	Colin O'Toole	Cathy O'Toole	

#### Additional Meeting Attendees (Zoom):

Mark Tucker	Marie Garlock	Brian Buff	Sal Strods
Mike Lasell	James Ranalli	Chris	Jacks