

**TOWN OF SKANEATELES  
PLANNING BOARD  
MEETING MINUTES  
November 19, 2024**

Donald Kasper  
Doug 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

Chair Kasper opened the meeting at 6:30 p.m.

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

Applicant      Chedy Hampson  
                    3333 East Lake Rd  
                    Skaneateles, NY 13152  
                    **Tax Parcel #041.-01-38.0**

Present: Andy Ramsgard, Ramsgard Architectural Design

The profile of the seawall has been adjusted and the lake line has been added to the revised site plan. Chair Kasper commented that the L portion of the dock goes out farther than 16 feet and inquired if the applicant would be willing to cut the length back. Mr. Ramsgard said that if the zoning code says 16 feet then we will reduce it to 16 feet.

At this time, Chair Kasper opened the Public Hearing and asked if there was anyone in favor, in opposition, or had any other comments of the project. Robert Eggleston commented that he disagrees with the chairman's interpretation of the code that he would be limited to 16 feet. It is not a platform, but a continuation of the L shaped dock. Chair Kasper said that the board can determine that the dock is taking up too much of the shoreline. Member Marshall said that the board has seen the L shaped docks before. Mr. Eggleston said that 20 feet is not uncommon, and Chair Kasper said that 29 feet is too long. Mr. Ramsgard said that the applicant has a 30 foot boat and guests, and you would need an area for the guests to tie off their boat.

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

Chair Kasper asked for the board members thoughts on the length of the L of the dock. Member Parker-Fann commented that based on the uniqueness of the lots shoreline, the proposed dock L is fairly small. She continued saying that the rationale for the 29 feet has some merit to consider. The L portion of the dock would be tucked in based on the land extending outward where the dock ends. Mr. Ramsgard said that the L portion could be reduced to 20 feet and still provide some functionality for a visiting boat. Mr. Brodsky commented that the code only limits a dock length to 100 feet and 800 feet in total square

footage. The proposed 29 foot length on the L portion of the dock in addition to the length of the straight portion of the dock does not exceed those limitations. The covered boat slip has a limitation of 300 square feet and what is proposed is a 10 x 30 foot covered boat slip. Member Hamlin said that he also agrees that the L shaped length meets the zoning code and the way this is situated along the shoreline is less impactful than if the dock was close to the neighboring lot. Chair Kasper said that his concern is the visual impact from the lake and Member Marshall commented that the visual impact is important.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Holbein, the Planning Board declared this application a Type II action pursuant to 6 NYCRR 617.5(c)(11) 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 Member Samantha Parker-Fann, and after a unanimous affirmative vote of the Members present, as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application for minor Special Permit/Site Plan Approval, with the following conditions:

1. That the Special Permit/Site Plan Approval shall expire if the applicant fails to comply with the conditions stated within 18 months of its issuance or if its time limit expires without renewal.
2. That the Site Plan Z1.1 through Z1.2 dated October 1, 2024, with Narrative dated October 1, 2024, prepared by Andrew Ramsgard, Licensed Architect, be modified to reflect the L leg of the permanent dock reduced to 20 feet in length, and the water perimeter be shown on the site plan, then submitted to the town and followed in all respects; and
3. That the Applicant shall obtain all necessary permits and approvals from any agency or authority having jurisdiction over the Property or the Application; and
4. That an as-built survey for this project is required for the Application, which must be prepared and submitted to the Codes Enforcement Officer with verification of conformance of all phases of the completed project within (60) days of completion of the project.

**RECORD OF VOTE**

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

**Public Hearing -2 Lot Subdivision**

Applicant Noah Leubner  
 3020 Rickard Rd  
 Skaneateles, NY 13152  
**Tax Parcel #035.-03-10.0**

Present: Noah Leubner, Applicant

Chair Kasper said that the board did a site visit and commented that a driveway permit will need to be obtained from the town once lot 2 is developed. Mr. Leubner said that the driveway is existing and serviced the dwelling that burned down.

At this time, Chair Kasper opened the Public Hearing and asked if there was anyone in favor, in opposition, or had any other comments of the project. Robert Eggleston, 3441 Rickard Road, said that he is in support of the proposal. The site was originally a farmstead site and has not been farmed, making the proposal appropriate.

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

At this time Counsel Molnar recommended to the Board that the application be an Unlisted Action and reviewed the short form SEQR with the Board. In evaluating each of the criteria set forth in Part II:

Part II	No or small impact	Moderate to Large impact
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulation?	X	
2. Will the proposed action result in a change in the use or intensity of use of land?	X	
3. Will the proposed action impair the character or quality of the existing community?	X	
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a CEA?	X	
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking, or walkway?	X small	
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	X	
7. Will the proposed action impact existing public/private water supplies and/or public/ private wastewater treatment utilities?	X	
8. Will the proposed action impair the character or quality of important historic, archeological, architectural, or aesthetic resources?	X	
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, water bodies, groundwater, air quality, flora, and fauna)?	X	
10. Will the proposed action result in an increase in the potential for erosion, flooding, or drainage problems?	X	
11. Will the proposed action create a hazard to environmental or human health?	X	

**WHEREFORE**, a motion was made by Cochair Hamlin and seconded by Chair Kasper, the Board declared this application to be an Unlisted Action, and after review of the SEQR short environmental assessment form determined that the proposed action will not result in any significant adverse environmental impacts.

**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 approves the Subdivision Map for the MJK Farms Subdivision as the final plat, subject to the following conditions:

1. The foregoing recitals are incorporated herein as if set forth at length;
2. That approval be obtained from the Town Highway Department for the driveway cut for Lot 2; and
3. That one mylar and five copies of the Subdivision Map shall be submitted for signature within six months of the filing of this decision, and the Chairman is authorized to sign said Subdivision Map, subject to fulfillment of applicable conditions herein; and
4. That the Subdivision Map and deed transferring title to Lot 2 shall be filed with the office of the Onondaga County Clerk within sixty days of the signing of the Subdivision Map and proof of said filing shall be submitted to the Planning Board.

**RECORD OF VOTE**

Chair	Donald Kasper	Present	[Yes]
Co-Chair	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	Paul & Meredith Torrisi	Property:
	41 East Elizabeth	2521 East Lake Rd
	Skaneateles, NY	Skaneateles, NY 13152
		<b>Tax Parcel #037.-01-36.0</b>

Present: Robert Eggleston, Eggleston & Krenzer Architects.

The variances were granted by the Zoning Board of Appeals on November 12, 2024. A porch and concrete slab has been removed to reduce the impermeable surface coverage on the lot. The existing garage cannot support vehicles as the floor was constructed over a basement and cannot support the appropriate weight. Impermeable surface coverage will be reduced from 16.3% to 15.3%. Chair Kasper said that at the site visit they noted it was a tight lot and there were no additional opportunities to reduce the impervious coverage.

At this time, Chair Kasper 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 Member Hamlin and seconded by Member Marshall to close the public hearing. The Board having been polled resulted in the unanimous affirmance of said motion.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Holbein, the Planning Board declared this application a Type II action pursuant to 6 NYCRR 617.5(c)(11) 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 Member Samantha Parker-Fann, and after a unanimous affirmative vote of the Members present, as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application for minor Special Permit/Site Plan Approval, with the following conditions:

1. That the Special Permit/Site Plan Approval shall expire if the applicant fails to comply with the conditions stated within 18 months of its issuance or if its time limit expires without renewal.
2. That the Site Plan 1 of 2 through 2 of 2 dated September 27, 2024, with Narrative dated September 27, 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 \$8,535.79 be submitted to the Town of Skaneateles Land and Development Rights Acquisition Fund; and
5. That an as-built survey for this project is required for the Application, which must be prepared and submitted to the Codes Enforcement Officer with verification of conformance of all phases of the completed project within (60) days of completion of the project.

**RECORD OF VOTE**

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

**Public Hearing- Lot Line Adjustment**

Applicant Jack Gordon  
680 Sheldon Rd  
Skaneateles, NY

Properties:  
680 Sheldon Rd  
Skaneateles, NY 13152  
**Tax Parcels #023.-05-01.1,023.-05-02.0,**

Present: Robert Eggleston, Eggleston & Krenzer Architects.

Proposed is a 4-lot lot line adjustment to create four conforming lots. This will allow the existing developed area consolidated onto one lot that includes the dwelling, out buildings, and event center. Chair Kasper inquired about driveway cuts and Mr. Eggleston said that Sheldon Road has good site lines. The wetlands are located on lot 4, and there are created ponds located on lot 3. The plat plan states that the unimproved lots are not building lots until they have an approved septic system.

At this time, Chair Kasper 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 Chair Kasper and seconded by Member Marshall to close the public hearing. The Board having been polled resulted in the unanimous affirmance of said motion.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Cochair Hamlin, the Planning Board declared this application a Type II action pursuant to 6 NYCRR 617.5(c)(11) and not subject by SEQR for further review; and The Board having been polled resulted in the affirmance of said motion.

**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 approves the Lot Line Adjustment Map for the Gordon Lot Line Relocation as the final plat, subject to the following conditions:

1. The foregoing recitals are incorporated herein as if set forth at length;
2. That one mylar and five copies of the Subdivision Map shall be submitted for signature within six months of the filing of this decision, and the Chairman is authorized to sign said Subdivision Map, subject to fulfillment of applicable conditions herein; and
3. That driveway permits and septic approvals be obtained at the time of development of Parcels 1, 2, and 4; and
4. That the Subdivision Map shall be filed with the office of the Onondaga County Clerk within sixty days of the signing of the Subdivision Map and proof of said filing shall be submitted to the Planning Board.

**RECORD OF VOTE**

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

**Continued Review- Site Plan Review**

Applicant Matt Salanger  
1824 Tamarack Trail  
Skaneateles, NY 13152  
**Tax Parcel #062.-01-12.0**

Present: Matt Salanger, Applicant; Robert Eggleston, Eggleston & Krenzer Architects.

The proposed plan is for a Z shaped lot with a platform tucked in the turn of the dock near the lake line. The proposed use of the platform is for the off season storage of the boat lift. Although there is an on shore deck, the applicant does use the deck for the majority of the year. Chair Kasper said that the width of the platform and dock area is 16 feet, however the length of the space is greater than 16 feet. He continued saying that what is proposed is 20 feet by 16 feet. Mr. Salanger said that the proposed configuration is the same as the existing seasonal dock that they have been using for over 25 years. The only difference between the seasonal dock and the proposed dock is the width of the straight portion of the dock being expanded from 4 feet in width to 8 feet in width. The seasonal dock was stored on the embankment and the shore during off season. Mr. Salanger said that they look at the lake all winter long and do not want to look through docks and hoists. Member Hamlin commented that the platform will be behind the proposed 8 foot wide dock and would not be a visual impairment from the lake anymore that the seasonal dock does. Member Parker-Fann said that there is no other area where the boat hoist can be placed without impeding the shoreline further. Mr. Eggleston added that there is a bank of trees there and to the south is a shared lakefront recreation area with the next house further down. Member Parker-Fann stated that the expansion of the 4 foot dock being expanded to 8 feet will make the dock safer.

**WHEREAS**, a motion was made by Member Marshall and seconded by Member Holbein, the Planning Board declared this application a Type II action pursuant to 6 NYCRR 617.5(c)(11) and not subject by SEQR for further review. 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 Samantha Parker-Fann, and after a majority affirmative vote of the Members present, as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Application for minor Site Plan Approval, with the following conditions:

1. That the Site Plan Approval shall expire if the applicant fails to comply with the conditions stated within 18 months of its issuance or if its time limit expires without renewal.
2. That the Site Plan 1 of 3 through 3 of 3 dated October 1, 2024, with Narrative dated October 1, 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 an as-built survey for this project is required for the Application, which must be prepared and submitted to the Codes Enforcement Officer with verification of

conformance of all phases of the completed project within (60) days of completion of the project.

**RECORD OF VOTE**

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

**Extension Request -Lot Line Adjustment**

Applicant:	Derek Grassman	Property:
	PO Box 218	4619 Jordan Rd
	Skaneateles Falls NY 13153	Skaneateles Falls, NY 13153
		<b>Tax Parcel #017.-01-08.1 &amp; 016.-02-04.1</b>

Present:  
No one was present so the request was not reviewed.

**Extension Request –Site Plan Review**

Applicant:	Winding Way Association	Properties: Various
	c/o Mark Schwab	<b>Tax Parcel #Various</b>
	PO Box 281	
	Skaneateles, NY	

Present: Mark Schwab, President of Winding Way HOA;

The watershed improvement project was approved 18 months ago, and they are experiencing some delays caused by coordination with contractors, several stakeholders, and their organization. This has made the process more complicated and delayed the start date. They are requesting an additional 18 months as construction times are limited due to the spawning cycle.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Parker-Fann the Planning Board adopted and ratified its prior SEQRA determination, last reviewed May 16, 2023 for the Property, which was a determination that the Application constituted an 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.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made by Chair Donald Kasper and seconded by Member Jonathan Holbein, and after an affirmative vote of all Members present, the Skaneateles Planning Board **APPROVES** the Extension Application for an additional eighteen (18) months from the date hereof, with the following conditions:

1. That the Original Site Plan and Construction Narrative approved for the Project shall be followed in all respects for the construction of buildings and improvements not otherwise completed to the date hereof, and the Approving Resolution of the Planning Board be followed in all respects, except as extended hereby to May 20, 2026.

**RECORD OF VOTE**

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

**Sketch Plan- Site Plan Review**

Applicant David & Judy Fennessy  
883 Franklin Rd  
Skaneateles, NY 13152  
**Tax Parcel #047.-04-02.2**

Present: Bill Murphy Jr., Space Architectural Studios.

They have had an initial review and site visit with the Zoning Board of Appeals. The lot is serviced by public water and sewer and has a seasonal ditch on the back of the property. There is a culvert that is coming from the other side of the road that may send stormwater coming from the two ponds on the way to the creek. The ditch appears to be man made some time ago.

The applicants would like to age in place and are proposing a first floor bedroom suite with a small patio next to it. The primary suite would be 605.5 square feet and include the bathroom and closet.

Chair Kasper said that there was a lot on Highland Street that the Planning Board had approved a subdivision and there was a ditch or watercourse on their lot. The Legg subdivision was done a few years ago with the subdivision involving the Village portion of the property and only an easement on the town portion of the property. The applicant would also like to create a retention area in the future to slow the water down. His assumption is that the water is coming down from Mirbeau. Chair Kasper requested that Mr. Camp go to the site to determine the status of the ditch. A site visit will be conducted on December 7, 2024.

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

Applicant Jolene Fitch/Fingerlakes Fabric  
1400 East Genesee St  
Skaneateles, NY 13152  
**Tax Parcel #042.-01-10.1**

Present: Robert Eggleston, Eggleston & Krenzer Architects.

The former Chase Design building has been established as a mixed use development with auto accessory sales, office use, warehouse, and a fabric store. In addition to retail use, the fabric store provides repair and servicing of sewing equipment, and also conducts classes. The applicant is now pursuing quilting retreats consisting of four days to a group to have lessons, share ideas, and work on projects. Mr. Eggleston continued saying that it is just like going to camp for adults that enjoy quilting. There have been a number of different ways that these have been established, with some people renting an Air B&B house and having it there.

When people come to Skaneateles for a quilting retreat, there are really interested in focusing on what they are doing and not necessarily seeing the sites, although they could visit the village. What the applicant would like to provide is a dormitory style housing option for the guests rather than paying \$400 a night at a hotel. There are two existing rooms that would be set up with each having four twin beds for eight people on site. In the common bathroom shared with the other tenants, they would take the women's room and create a shower room, and then convert two bathroom stalls into one handicap stall. All of the stalls in the bathrooms have floor to ceiling walls providing privacy. This would be a no frills overnight accommodation so that the guests can focus on doing what they love.

There is a large instruction area off of the proposed bedrooms that is not usually open to the retail shopper. The retail section is in the lower area shown on the plan. A 16x20 area is designated as the tech support area where they do sell sewing machines and have techs available for repair. The retail area has already set up where they would have instruction that would also be part of the retreat. There will be no cooking on site; they would bring in sandwiches or pizza from the tenant that is next door. There is also the possibility that the guests would take a break and enjoy one of the restaurants in town. Although it is a lodging function, it is an accessory use to the retail group instruction use of the property.

There are designated eight spots for overnight parking guests. The guests for the retreats would use the entrance to the south side of Fingerlakes Fabric, with retail customers using the north side entrance to the store. Mr. Eggleston said that the proposed use will be a compliment to the store as opposed to a Fairfield Inn, and will only be available to retreat guests in a retreat setting. The applicant would be thrilled to do the retreats 50 times a year. The owner lives five minutes away and her number would be available for any issues that may arise. Again, this is a request for an accessory use to the retail use for overnight accommodations.

Member Parker-Fann inquired if there will be segregated bathrooms if modifications will be made to both bathrooms. Mr. Eggleston said no and that the way it would work is that every toilet is in their own room, and technically they could be unisex short of the urinal in the men's room. Chair Kasper said that it looks like a maze to get to the bathrooms. Mr. Eggleston said that once you in the retail area it is down the hall.

Chair Kasper asked if there is privacy between the twin beds. Ms. Fitch said that there will be privacy between them. She continued saying that many women do this and in fact they have used Casowasco in the past for the retreats, where they have bunk beds. Cochair Hamlin asked if there were additional requirements from the health department regarding this specific use. Mr. Eggleston said that they were compliant and would just need to have smoke detectors, and lighting. Member Marshall asked if there would be any exterior modifications for nighttime guests and Mr. Eggleston replied no. Chair Kasper commented that he thought that the auto accessory sales was not allowed to have overnight parking. Mr. Brodsky commented that he recalled that it was related to cars being detailed as opposed to customer cars. Member Holbein asked if this use would be considered a short term rental. Mr. Eggleston said that most short term rentals have full amenities. Mr. Brodsky said that under the code there is one term called lodging facility, and short term rental or dormitory are not mentioned. The proposal is being described as an accessory use to the principal fabric store and would not be rentable to an unrelated use not connected to the fabric store. Mr. Eggleston said that in the narrative they have stated that the use would not be available to non-retreat customers. Mr. Brodsky added that there will need to be adequate measures for enforcement if the special permit request is approved.

Mr. Brodsky reminded the board that they are looking at the entire site when reviewing this request for an accessory lodging use to the fabric store and how it functions within the entire site. The overall occupancy of all of tenants and the parking needs for all of the uses for the entire site. Mr. Eggleston said that he will provide a list of the tenants for the building. Member Parker-Fann inquired on the exclusion of a small kitchenette in the site plan. Mr. Eggleston said that there will be a hospitality counter with a mini fridge and microwave which they have for their employees. Ms. Fitch said that they are currently doing day retreats, and she has employees that need those things. If they would be approved they would go with a bigger refrigerator and a bigger microwave. They do not want to get into health department issues with a stove as there will be no cooking. Mr. Eggleston added that relative to the existing 88 parking spaces, they have used all of the parking once, during the grand opening.

Member Marshall suggested that this proposed accessory use should be attached to the Fingerlakes Fabric use only and not to the entire site. Chair Kasper asked if the applicant had reached out to the hotels in the area. Ms. Fitch said that they are tried to use a VRBO on West Lake Road and they have talked to the new owners of the Gate. She continued saying that the cost is prohibitive as it is almost double. These people are used to paying \$325 for four nights, and we typically bring in food for them consisting of a continental breakfast, sandwiches for lunch, and maybe something from a restaurant for dinner. It is a deal as it is meant to develop a community and give women an opportunity to get out as they have a lot of older single women who do not have people. Chair Kasper asked if the guests would be visiting any local restaurants and Ms. Fitch said that she could totally imagine that. They could do that themselves or we could organize that. A site visit will be conducted on December 7, 2024.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Marshall to schedule a public hearing on **December 17, 2024 at 6:30 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

**Sketch Plan- Site Plan Review**

Applicant	Curt & Susan Andersson	Property:
	62 West Genesee St	1770 Tamarack Cove
	Skaneateles, NY	Skaneateles, NY 13152
		<b>Tax Parcel #062.-01-24.1</b>

Present: Robert Eggleston, Eggleston & Krenzer Architects.

The applicant has owned the property for a few years and in the last year they have had a major collapse of the bank with the land becoming destabilized and dirt going into the lake at the north end of the property. There is another area that has failed in the center of the lot lake line, and to the south is where a ravine drains into the lake. Proposed a stepped timber walls secured by 1.5 inch round steel rods that are drilled into the solid rock. Airline cable is used to support it to the top of the next tier. There will be a total of three steps of timber walls with rock underneath and native plants to re-establish the bank. Up at the top of the bank will be a French drain that will pick up any ground water and travel along the shale to the watercourse. The dwelling roof drains on the west side goes into the ground and will be re-directed to the lake to the south. There is also another drain from the driveway that drains into the ravine. The applicant may not do 100% of the bank remediation immediately, but will focus on the recent collapse area to stabilize it.

The lake access stairs are located to the south and will not be disturbed. The prior seawall will also remain in place. The northern end of the shoreline is inaccessible during high water, and the applicant is just looking to stabilize the area. Mr. Camp inquired when this shoreline technique was last installed, and Mr. Eggleston said that it was 2011 and 2004 for Jackson with both walls holding up well. Mr. Camp asked what timber will be used in the construction of the tiers and Mr. Eggleston said that they are using pressure treated 4x6 timber with the rods going every four feet on center. There will be some rock that will be placed at the bottom of the wall to break wave action, although the existing gabion baskets that have broken down are providing some stone in the area. A site visit will be conducted on December 7, 2024.

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

Applicant David Bowser  
3065 East Lake Rd  
Skaneateles, NY 13152  
**Tax Parcel #039.-01-07.1**

Present: Robert Eggleston, Eggleston & Krenzer Architects.

The parcel includes two lots that have been recently merged, with the northern portion consisting the dwelling, tennis court, detached garage with living space above, and some shoreline improvements. The southern lot contains a shed, hot tub, and boathouse that is classified as an accessory dwelling. At the time of the merger, the northern portion of the lot was at 12.6 % impermeable surface coverage, and the southern portion of the lot was at 19.5%. The existing combined impermeable surface coverage is 13.3%.

Proposed is for the removal of the existing shed, and construction of a 145 square foot kitchen addition and 233 square foot permeable patio. Impermeable surface coverage will be maintained at 13.3%. With the prior northern lot, the owner had paid into the development rights acquisition fund for the 12.6% impervious coverage, and the applicant is requesting to pay the difference into the fund in the amount of \$6,875.72 to offset the combined impermeable surface coverage of the two portions to maintain the 13.3%. Chair Kasper inquired if the turn-around area by the garage could be removed, and Mr. Eggleston explained that the area is very tight and would not be able to be reduced further. Mr. Brodsky inquired about the southern right of way to the accessory dwelling, and it needs to be maintained for emergency access. The right of way also goes onto the Driscoll property to the south. A site visit will be conducted on December 7, 2024.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Parker-Fann to schedule a public hearing on **December 17, 2024 at 6:40 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

**Sketch Plan- Site Plan Review**

Applicant James & Mary Fox  
1431 Thornton Heights Rd  
Skaneateles, NY 13152  
**Tax Parcel #057.-01-25.0 & 26.0**

Present: Jim Fox, Applicant; Robert Eggleston, Eggleston & Krenzer Architects.

The applicant has two parcels that are tied together as the back lot has the septic system for the dwelling. Proposed is a two story two car garage with storage area above. Access to the second story will be accomplished by exterior stairs. There are doors on the rear of the garage for access to store kayaks. A variance is being requested for the total potential living space and increase in building footprint. The Zoning Board of Appeals expressed some concerns with the small deck at the top of the stairs and the stairs will be reconfigured to include a required landing instead of a deck. There are detached garages in the neighborhood and what is being proposed is consistent. A site visit will be conducted on December 7, 2024.

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

Applicant	MC Skaneateles LLC	Property:
	Byrne Dairy	1387 East Genesee St
	171 US 5	Skaneateles, NY 13152
	Weedsport, NY 13166	<b>Tax Parcel #032.-03-29.0</b>

Present: Christian Brunelle, Executive Vice President Sonbyrne Sales, Inc.

The property is on the east side of Route 20 where the existing Byrne Dairy is today. The gasoline sales/convenience store has been leased from Mr. Kennedy for the last 10-12 years, and recently they have acquired the property in August. It has been over 40 years as a gasoline service provider. There are three buildings on the property with a gasoline service/convenience store, car wash, and auto detail/storage building.

Proposed is the removal of the car wash building, maintain the existing storage building, and demolish and replace the gasoline service/convenience store with the familiar Byrne Dairy gasoline service/convenience store. The building will have a wrap around porch with a larger porch facing Route 20. The fuel station pumps will be located to the west of the building, and maintain the number of fueling stations at 6. The size of the lot is over 5 acres with more than half left as green space. The septic system plan was approved on October 15, 2024 and will be installed this year to support the existing gasoline service/convenience store, and the proposed building.

They have contacted NYSDOT regarding the proposal and NYSDOT will be sending a conceptual approval. Chair Kasper inquired if the open ditches will remain, and Mr. Brunelle affirmed. There will be a dumpster enclosure to match the color of the store. The existing fuel tanks that are located close to the ditches and Route 20 will be removed and the new fuel tanks meeting EPA and NYSDEC standards will be located behind where the car wash was located.

There are 36 parking spaces on site. Mr. Brodsky requested that a conceptual seating calculation be given to the board as that also affects parking needs including the outdoor seating on the porch. Member Parker-Fann requested a copy of the records from NYSDEC, and EPA regarding any environmental issues. Mr. Brunelle said that any soil management records would be based on what they find, and they are routinely provided to the town codes enforcement officer including a copy of the Petroleum Bulk Storage license. There are currently 7-8 sensors on the property and with the proposal there will be 20+ sensors to monitor the fuel. Mr. Brunelle said that NYSDEC is extremely happy that this property is being corrected and Member Parker-Fann requested a copy of the email saying such.

They will continue to offer air pressure machine and propane gas sales. A lighting plan will be submitted prior to the next meeting with all exterior lighting night sky compliant and LED fixtures. The gasoline service/convenience store will operated 24/7 and the lighting will be on 24/7 with no footcandle spill beyond the property lines. The existing signage will be reused and there will be canopy signage added. Chair Kasper suggested that Mr. Brunelle verify the signing allowance with the codes officer. Chair Kasper inquire about the gravel by the storage building and Mr. Brunelle responded saying that the area will not be changing and they will be maintaining the gravel. Regarding the future pedestrian access, when the sidewalks are brought up the eastern gateway, they will put the sidewalks in, Member Parker-Fann asked why the sidewalks are not being constructed with the proposal and Mr. Brunelle said that they can if the location has been determined. Chair Kasper said that the town does not have any designs for the sidewalks on the eastern gateway at this time. They are also including a walkway from the road right-of-way to the building.

Member Marshall inquired about impermeable surface coverage and Mr. Brunelle explained that they are allowed up to 33% impermeable surface coverage and they are projected at 23.6%. Mr. Brodsky asked about the stormwater plan and Mr. Brunelle said that it is being developed right now with Plumley Engineering. Mr. Brodsky said that it was noted that there is a watercourse and Mr. Brunelle said that the grassy swale is along the storage property to the west.

Chair Kasper inquired about the schedule for the construction of the project. Mr. Brunelle said that the septic system is going in now., and depending on town approval, they can place the fuel tanks behind the car wash in winter. The rest of the project can be accomplished within 60-90 days, and it would occur in the spring/summer. The landscaping on the site plan is showing additional trees along the east and Route 20, and is willing to add what may be required from the board. A site visit will be conducted on December 7, 2024.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Holbein to schedule a public hearing on **December 17, 2024 at 6:50 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

### **Discussion-Draft Shoreline Guidelines**

The text is to help implement the zoning code with the major goals to consolidate the structures as much as possible to reduce the impact of view from the lake. The board discussed the draft shoreline guidelines and had the following comments below. Additional board comments should be submitted to the town for the committee to consider.

Member Hamlin suggested that the board will need to be able to view the proposal lake improvements not only from the lake but also taking into consideration the adjoining properties.

Member Parker-Fann suggested the possibility of a visual impact assessment (VIA) being required, although it could become burdensome for some applicants.

Member Marshall suggested that the board should also consider on shore structures and the visual impact from the lake in combination with the offshore structures. She suggested that 'virtually' cliff walls should be 'virtual'? And Under METHODS 3. Sensitive Areas, I think an 'as' was forgotten in the line 'important spaces such steep slopes'.

Mr. Brodsky reiterated that the guidelines would be there to help you investigate and not dictate an answer. The guidelines and the draft zoning code revisions would be presented to the town board at the same time for consideration, which will allow public comment on the final draft and guidelines. Mr.

Eggleston requested that stakeholders be involved with the draft prior to submission to the town board and Chair Kasper said that the committee will be including the stakeholders before the draft is finalized.

**WHEREFORE**, a motion was made by Cochair Hamlin to adjourn the meeting. There was no second or vote, and the motion failed as it was determined that the board needed to approve the minutes from the previous meetings.

The meeting minutes of September 17, 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. Cochair Hamlin abstained due to his absence at last month's meeting.

**RECORD OF VOTE**

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

The meeting minutes of October 15, 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 Member Parker-Fann to approve the minutes as submitted. The Board having been polled resulted in the affirmance of said motion. Members Hamlin and Holbein abstained due to their absence at last month's meeting.

**RECORD OF VOTE**

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

**Attorney Advice Session**

**WHEREFORE** a motion was made by Member Parker-Fann 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 Chair Kasper and seconded by Member Parker-Fann to return from attorney advice session. The Board having been polled resulted in favor of said motion.

The Board returned at 9:00 pm.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Parker-Fann to adjourn the meeting. The Board having been polled resulted in the unanimous affirmance of said motion. The Planning Board Meeting adjourned at 9:00 p.m. as there being no further business.

Respectfully Submitted,  
Karen Barkdull, Clerk

Additional Meeting Attendees:

Robert Eggleston	Meredith Torrisi	Noah Leubner
Joseph Cavender	Bill Murphy Jr.	Jim Fox
Matt Salanger	MaryEllen Salanger	Andy Ramsgard
Mark Tucker	Paul Torrisi	Jolene Fitch
Dan Sheldon	Scott Brothers	James Smirthwaite
Christian Brunelle	Louise Smirthwaite	Kiki Morrissey
Maria Stanton	Averle Tillson	

Additional Meeting Attendees (Zoom):

John Sheldon	Maria Murphy
Chris Buff	Krissy Drake