

**TOWN OF SKANEATELES  
PLANNING BOARD  
MEETING MINUTES  
December 17, 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. The meeting minutes of November 19, 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 Holbein to approve the minutes as submitted. The Board having been polled resulted in the affirmance of said motion.

**RECORD OF VOTE**

Chair	Donald Kasper	Present	[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 Jolene Fitch/Fingerlakes Fabric  
1400 East Genesee St  
Skaneateles, NY 13152  
**Tax Parcel #042.-01-10.1**

Present: Jolene Fitch, Applicant; Robert Eggleston, Eggleston & Krenzer Architects.

Mr. Eggleston began saying that they are proposing an accessory use to retail use for two bedrooms with eight beds associated with a retreat setting for a three day period. The retreat would be for crafting, training, classes, and quilting on site with the guests staying overnight in the store. There will be no on-site cooking as they would be bringing in meals or go out to eat in the local restaurants. It would be strictly transient accommodations which would be considered lodging as an accessory use to the retail use limited to only retreat people. It would not be open to the general public like a hotel would. Submitted is a site plan and floor plan for the proposal. He continued saying that there were comments made by the fire chief and the codes enforcement officer that includes inaccurate information reflecting code references that are not forthcoming and/or could be accommodated. He requested that the public hearing be continued to next month to provide opportunity for a response to the letters that can be provided to the board. A no objection letter has been submitted by some of the adjacent neighboring properties.

Chair Kasper inquired if the restrooms are open to the rest of the building. Mr. Eggleston said yes that there are two sets of men's and women's rooms. There are three buildings that are connected by small corridors; to the north end there is mostly offices that have their own bathrooms. The bathroom affiliated with the retail store are shared with the Hot Wheels retail store and the warehouse space, that have two to three employees in those spaces. Mr. Eggleston continued saying that there was a question of going from eight toilet fixtures to six toilet fixtures, and based on the New York State plumbing code, six fixtures will accommodate 300 people. Each toilet space was designed as separate rooms with floor to ceiling walls. Member Holbein questioned the six toilet facility capacity and Mr. Eggleston explained that the calculations are based on a mercantile use. Counsel Molnar inquired about lodging use and Mr. Eggleston said there will be eight people with one shower and that the toilet count is fine. He continued saying that he can provide more detailed response to the codes enforcement officer.

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 of the project.

Counsel Molar recommended to the board that based upon the letter from the codes enforcement officer reflecting that "I would say the use does not fit in the location nor is the zoning compliant as a transient and/or barracks style use.", as accessory to the retail use, and with the board's uncertainty, the board consider referring the application to the Zoning Board of Appeals, who can interpret the zoning code and give a final determination whether or not an accessory use of the dorm or barracks style overnight transient accommodations is a permitted use as accessory to a retail use.

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

Mr. Eggleston responded that the application was reviewed by the zoning officer as a mixed use with retail. In the zoning code it would be considered a lodging facility, which is any hotel, motel, or other establishment other than a bed and breakfast providing sleeping accommodations to transient guests with or without a dining room or restaurant. There is no dining room and there is no restaurant. Lodging facilities have been approved on the East side for the Gate and the West side of Route 20 for the Woodbine Group. Although it is not a traditional hotel or motel, it is an establishment for providing sleeping accommodations to transient guests. With the building code he had given Mr. Herrmann a pathway as in the building code the proposed use is not considered a hotel as there would be less than 10 occupants and not considered transient occupancy. In the building code there are accessory uses and incidental uses. What is being proposed is an accessory or incidental use, with an incidental use that can be up to 10% of the space. The zoning code does have incidental use to the main use and that is what they are applying for an amendment to the retail use for an accessory use for transient occupancy. As far as any of the building code issues, Mr. Eggleston continued saying that he is confident that they can satisfy Mr. Herrmann with any of those things, whether it is adding a light and there is already an alarm system. If you have a question send it to the Zoning Board of Appeals or if your satisfied with my response we can continue the public hearing until next month.

Chair Kasper said that the board does not feel comfortable with your definition as it is a unique request. It feels like a backroom to a store front that is not separate from the store front. Counsel Molnar said that the zone permits lodging, but is lodging an accessory use to retail. It could set a precedent for lodging as an accessory use to a retail use; the Ford dealership, Hot Wheels or any number or additional configurations would apply with this precedent. It is especially important to get this right.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Holbein, the Planning Board refer to the application to the Zoning Board of Appeals for an interpretation. The Board having been polled resulted in the unanimous affirmance of said motion.

**Public Hearing- 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 property was originally two properties with the prior northern property receiving a special permit for redevelopment for 12.6% impermeable surface coverage. The property was merged later and the existing impermeable surface coverage of the two lots is 13.3%. Additionally, the boathouse was redeveloped becoming an accessory apartment, and the applicant has limited the former accessory apartment above the garage to expanded living space only.

Proposed is a 12x14 kitchen addition and patio for an outside barbeque. Some gravel will be removed to maintain the 13.3% impervious coverage and the total lot coverage will also remain the same. They are willing to contribute \$6,875.72 to the Land Rights Acquisition Fund to offset the difference paid into the fund from the one lot that is now two lots combined.

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 of the project.

**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.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Parker-Fann, 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 was made by Member Jill Marshall and seconded by Chair Donald Kasper, 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 and 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 November 8, 2024, with Narrative dated November 8, 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 \$6,875.72 be submitted to the Town of Skaneateles Land and Development Rights Acquisition Fund; and
5. That the Planning Board waives the requirement for special permit findings as the scale of the proposed single family dwelling modifications will not have impact on the function of nearby farm operations, or adverse impact to the scenic, natural, and historic character of the Town; and as the Project is not complex requiring findings more applicable to larger projects which include use approvals; and
6. 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- 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 site plan has been revised to reflect a 4,784 square foot retail store with six fueling pumps. The porch was reduced by 400 square feet. The drive lanes are a little wider and the seating was added to the porch; the parking analysis was provided. Numerous trees were at the west side of the property and along the edge of the north side of the parking area that aligns with the neighbor’s hedgerow. There are also four red maples proposed along Route 20, with a proposed total of fifty trees added to the property.

The proposed signing for the property will include the continuation of the existing freestanding sign and a new building sign facing west, totaling 99.5 square feet, under the 101.5 square feet granted in 1997. The canopy will only have a green band and no signing on it.

Mr. Brunelle said that he had contacted NYSDOT, and they had written that they do not have any concerns that would prevent the project from moving forward. They will also be obtaining a permit from NYSDOT for any work being done in the right of way and the engineer is working on the SWPPP. He continued saying that he has been working with NYSDEC regarding any remediation and if there is anything found on site they are required to contact NYSDEC. The NYSDEC is in support of the long overdo upgrades to the site. Member Parker-Fann asked if the plan is to upgrade the equipment and Mr. Brunelle said that every piece of equipment including pipe and tanks will be new. Chair Kasper inquired on the status of the stormwater plan and Mr. Brunelle responded saying that Plumley Engineering is developing the plan.

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. Charles Hunt, neighbor to the north, commented that his property drains to this property and the property is soggy for two thirds of the year. His concern with the raised septic is that the water will not drain back onto his property. Additionally there has been a long standing barrier between Route 20 and his property the does muffle noise and no lighting comes through. Chair Kasper commented that the stormwater plan is being prepared and will be submitted with the town's engineer reviewing the detail. Mr. Brunelle said that when the raised bed septic system was prepared for installation, they left a lot of trees behind the storage building with a fifty foot buffer. The existing trees that surround the septic area will remain. The trees that will be running east west in front of the storage building will provide screening. Mr. Hunt said that the existing trees lose their leaves in the winter, and they do not restrict the noise and lighting. Member Marshall asked if conifers could be added at the north end of the property and Mr. Brunelle agreed.

Mr. Brunelle said that the lighting plan is in process and the plan will reflect that there will be no light spill beyond those trees. The existing lighting fixtures will be exchanges out for night sky compliant fixtures. Member Parker-Fann suggested that construction should be limited between the hours of 7 am to 6 pm. Monday through Friday, and 8am to 4 pm Saturday. Mr. Hunt said that his property drains on the Byrne Dairy property, and he does not want the stormwater to be on his property. Mr. Brunelle said that they could put in a drainage system with culverts. Mr. Camp commented that OCDOH will inspect to make sure that there is no trapped water by the septic field.

Mr. Eggleston, neighbor to the east, said that he supports the proposal and knows that Byrne Dairy will do an excellent job, He continued saying that he is interested in seeing the stormwater plan as it has been a problem for this property as the water comes down the two properties, and there is a broken culvert on Route 20. Mr. Brunelle said that there is a flooding issue there now and they are including the remediation in their stormwater plan. Mr. Eggleston said that he is please to know that it will be done and correctly. They have been a great neighbor, and he is looking forward to the night sky compliant lighting. The proposal will improve the eastern gateway.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Marshall to close the public hearing. The motion failed as there was no vote.

Counsel Molnar recommended that the public hearing be continued as the board is waiting for additional information to be submitted. At next month's meeting the information can be submitted, the public hearing completed, SEQR reviewed, and then deliberation by the board.

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

**Continued Review- 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.

The application is still pending with the Zoning Board of Appeals as there was a question as to whether the waterway should be considered a watercourse. Mr. Camp had communicated after the Zoning Board of Appeals meeting that it should be considered a watercourse due to the high volume of stormwater coming from Route 20 and down the west side of Franklin Street. The application will continue at next month's meeting.

**Continued Review 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: Curt Andersson, Applicant; Robert Eggleston, Eggleston & Krenzer Architects.

There was a recent collapse of the bank in the north corner of the shoreline. Proposed is a multi-tiered system to restore the bank that will have native species landscaping. There will be rocks at the bottom of the cliff to attenuate wave action. The drainage from the dwelling will be redirected to the area to the east and tie into the existing ravine to reduce any further erosion. Chair Kasper noted that the narrative indicates that the entire waterfront may be done in phases. Mr. Eggleston said that there are two areas that may need immediate attention. Mr. Andersson said they may have to do the entire area based on the degradation of the bank and the area by the stairs eroding. The tiered system would be constructed at the same time as each tier is tied into each other. The work will be done from a barge, and they can work anytime of the year from the lake. Mr. Camp said that he has reviewed the plan and the site and feels that the plan is reasonable. Chair Kasper requested that the applicant provide photos of the project during the different stages of the work. Mr. Eggleston said that Mr. Estlinbaum will be doing the work and is familiar with how to construct the wall. There will be non-invasive plants used to reinforce the wall.

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

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion was made by Chair Donald Kasper 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:

7. 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.
8. That the Site Plan 1 of 2 through 2 of 2 dated November 7, 2024, with Narrative with construction sequence dated November 7, 2024, prepared by Robert Eggleston, Licensed Architect, be followed in all respects; and
9. That the Applicant shall obtain all necessary permits and approvals from any agency or authority having jurisdiction over the Property or the Application; and
10. That the Applicant submit to the town progress photographs of the work during the construction of the shoreline stabilization and at completion of the work; and
11. 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]

**Continued Review 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 design has been modified for the stair access to the second floor storage area of the proposed detached garage. The Zoning Board of Appeals has granted variances for footprint and floorspace on December 3, 2024. The location of the bioswale will be relocated further east toward the road to protect

the existing tree. Chair Kasper asked where the bioswale drains and Mr. Eggleston said that it would drain into the road ditch.

**WHEREAS**, a motion was made by Chair Kasper and seconded by Member Parker-Fann, 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 was made by Chair Donald Kasper and seconded by Cochair Douglas Hamlin, 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 Revised Site Plan 1 of 3 through 3 of 3 dated November 20, 2024, with the Revised Narrative with construction sequence dated November 20, 2024, prepared by Robert Eggleston, Licensed Architect, be revised to reflect the bioswale location shifted east towards the road, then submitted 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 all conditions imposed by the Skaneateles Zoning Board of Appeals, in connection with its approved variance(s) for the Property be fulfilled; and
5. That the two lots to which this Site Plan Approval applies, Tax Map Numbers 057.-01-26.0 and 057.-01-25.0, must forever remain in common ownership by one entity, trust, or individuals, as the two lots together comprise one residential lot; and
6. 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]

**Amendment Request- Site Plan Review**

Applicant Mark Bitz

Property:

pbm.12.17.2024



PO Box 912  
Jordan, NY 13080

3145 East Lake Rd  
Skaneateles, NY 13152  
**Tax Parcel #040.-01-28.0**

Present: Bill Murphy, Space Architectural Studios

The applicant is revising his design of the dock from a proposed four feet in width to five feet in width, based on advice he has received from contractors. The expansion of the width will not affect the platforms area and the total shoreline structures will be conforming.

**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)(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 was made Chair Donald Kasper and seconded by Member Samantha Parker-Fann, and after an affirmative vote of the Members present, as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Amendment Application for minor site plan approval amendment, with the Prior Approval remaining in full force and effect except as amended hereby, with the following additional 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 Revised Site Plan S-1.1 dated December 4, 2024, with Revised Narrative dated December 4, 2024 prepared by Space Architectural Studio P.C., Licensed Architect, be followed in all respects; and
- 3 The terms and conditions of the resolution granting Prior Approval, as hereby amended, shall be strictly complied with by the Applicant.

**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-Special Permit, Lot Line Adjustment, Subdivision**

Applicant	SUNN 1017 LLC/Stauffer	Property:
	700 West Metro Park	4516 Jordan Rd
	Rochester, NY 14623	Skaneateles, NY 13152
		<b>Tax Parcels #018.-04-31.1 &amp; 018.-04-29.1</b>

Present: John Paul Ross, Stauffer; Matt McGreggor, Amdrew Van Doorn; Abundant Solar; Rebecca Minas, Barrton & Luduidice.

Proposed is a 11.6MW solar project that is broken into three solar array systems each with their own interconnection. New York State has a limitation on community solar projects to 5MW per property, there will be two 5 MW systems and one 1.6MW system. A portion of the solar project will utilize a ballast system, and the remaining portion of the project will utilize the traditional post system. The property will need to have a lot line adjustment between the existing two lots and the rear lot will also need a subdivision to create the separate lot for the 1.5MW solar array system. Project one would be on lot 1 with a proposed 5 MW facility on 69.3 acres of remediated land that would utilize the ballast system; lot 2 with a proposed 5MW facility on 42.3 acres of vacant land with a traditional pile system; and lot 3 with a proposed 1.6MW facility on 15.6 acres of vacant land with a traditional pile system.

Chair Kasper inquired that lot 3 has some topography that may impact the array installation. Mr. Van Doorn said that the solar arrays will be on stationary posts. Mr. Camp asked what the slope is for lot 3 and Ms. Minas said that it is over 10% and more likely 20% in some of the steepest areas. They are considering stormwater needs and may place some level spreaders in that area to attenuate flows. There would be no grading in that area, and they have not yet fully developed the SWPPP. Mr. Camp asked what type of easement is located on proposed lot 2, and Mr. Van Doorn said that it is a City of Syracuse water easement.

Chair Kasper commented that on a previous community solar project, he thought the fire department required an access easement all around the project between the field and the fence, large enough for a pickup truck. There are several variances that will be required for this plan with lot 1 needing a rear yard setback and total lot coverage; lot 2 needing variances for lot coverage, rear yard setback and nonconforming road frontage, and lot 3 for lot coverage. Lot 2 could be a flag lot if it conforms to the code. Chair Kasper said that it would also need road access off Vinegar Hill Road for emergency vehicles.

Mr. Brodsky commented that the town had a map from 2019 that reflects the monitoring sites on the property for the remediation of the site, and suggested that the monitoring site be more clearly reflected on the site plan. Member Parker-Fann commented that the access road appears to narrow up at the corners of the road as the road turns. Mr. Van Doorn said that it should not be any narrower than twelve feet. Chair Kasper said that the plans need to be reworked to address some of the comments from the board, fire department, and zoning code. There are people who live on Vinegar Hill Road and Jordan Road that would have to look at the project, and that should be addressed as well.

Member Parker-Fann asked if any screening has been proposed. Mr. Van Doorn said that they have not developed that plan yet, but that there will be screening especially on Jordan Road as there is at least nine neighbors that face the project. Mr. Brodsky said that the zoning code specifically calls for a landscaping plan and viewshed analysis to be provided, particularly from Jordan Road and Vinegar Hill Road. A leaf on, leaf off plan was submitted but does not have much value as to the viewsheds. Mr. Van Doorn said that they would like some input in terms of screening required, and from that they could produce visualizations. The prior community solar project provided photographic simulations from various points. Member Parker-Fann asked if a glare analysis should be provide as well.

Chair Kasper suggested that a public information meeting be held on the community solar project. Counsel Molnar stated that an application has already been submitted to the Zoning Board of Appeals, and they had requested input from the Planning Board regarding engineering and planning to assist with the ZBA determining where they stand on the variances, with six variances required that the ZBA does consider substantial. The Zoning Board of Appeals also requested a joint site visit.

Mr. Brodsky suggested that a second pre-application meeting be conducted as the project has changed from the previous pre-application meeting that was held. Board members, two maximum, could potentially participate. Cochair Hamlin agreed that a second pre-application is warranted. Mr. Brodsky said that the submission would be more complete before a public information meeting is held. Member Parker-Fann said that the board would also want to see more information on the SHPPO. Mr. Brodsky asked if the applicant has any documentation from the NYSDEC regarding the remediation monitor wells. Mr. Ross said that they have provided all of the information to NYSDEC and that they will be submitting 2025 update on the monitoring areas. Some of the monitoring wells have been decommissioned in the past two years. We are good stewards for monitoring and controlling the remediated site and they need access to those sites. Mr. Brodsky said that the town would want that graphically shown.

Mr. Van Doorn said that before any public information meeting, they usually reach out to all of the neighbors to share the plans for the site. Chair Kasper suggested that they reach out to the neighbors after the pre-application meeting when the plan would be more complete. The fire chief contact information will be provided to Ms. Minas for discussion regarding the access. Member Parker-Fann requested the full submission regarding the remediation plan including the soil plan, and Mr. Ross reiterated that the site management plan can be submitted as part of the application although it will be updated this year because the monitoring program has shifted.

Mr. Van Doorn said that National Grid has accepted their CESAR plan and acknowledged the interconnections for all three of the community projects. Member Parker-Fann suggested that a redacted CESAR plan also be submitted. Member Parker-Fann also requested information regarding the poles off Jordan Road, and the environmental review. Mr. Van Doorn said that there will be fifteen poles that meet the criteria from National Grid. The connections of the three projects will connect in a similar area but are spread out. Member Holbein said that there will be three separate entries into the grid system and Mr. Von Doorn confirmed. A site visit will be conducted after the revised site plan is submitted. Member Parker-Fann asked about the driveway access during construction and whether the applicant has contacted OCDOT. Chair Kasper commented that they will probably use the existing driveway. Mr. Brodsky said that there may need to be driveway access off Vinegar Hill and Chair Kasper added that the fire department may want access.

Member Parker-Fann asked if any agencies had provided information regarding any endangered species and Ms. Minas said that they did get a hit for the northern bat, so some of the clearing would be restricted. They have not yet finished the wetlands delineation where there are three small areas on the northwest part of the remediation parcel. They are not NYSDEC wetlands although we do recognize that the NYSDEC regulations are changing January 1<sup>st</sup>. Member Parker-Fann said that the town will want to see the wetlands delineation as well as the IPAC.

Ms. Minas inquired if the Planning Board will be lead agency for the SEQR determination. Counsel Molnar acknowledged that the board would request lead agency as it will also impact the Zoning Board of Appeals. He continued saying that as the site is a remediated site, it far exceeds the Type II limitation, and would be subject to coordinated review among the interested agencies.

**Sketch Plan- Site Plan Review**

Applicant        Soggygrass Holding LLC/  
                         Todd and Jill Marshall  
                         3205 East Lake Rd

Skaneateles, NY 13152  
Tax Parcel #040.-01-15.1

Present: Jill Marshall, Applicant; JoAnne Gagliano, EDR.

Member Marshall recused herself on this application as she is the applicant. Proposed is the relocation of an existing lakeside building to the north side of the dwelling, and expanding the deck connecting the building to the dwelling. The existing catwalk from the dwelling to the building will be removed. The grass will be reseeded after the removal of the existing lakeside building pad, electrical and gas. They have recently added meadow, and they may add more of them.

**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 was made by 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 S-1 dated November 26, 2024, with the Narrative dated November 26, 2024, prepared by Environmental Design and Research, Licensed Architects; 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	[Yes]
Co-Chair	Douglas Hamlin	Present	[Yes]
Member	Jill Marshall	Present	[Recused]
Member	Jonathan Holbein	Present	[Yes]
Member	Samantha Parker-Fann	Present	[Yes]

Member Marshall returned it to the board.

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

Applicant	Andrew Peterson	Property:
	17 Academy St	1068-1074 Old Seneca Tpke

pbm.12.17.2024

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Skaneateles, NY

Skaneateles, NY 13152

**Tax Parcel #028.-02-01.0**

Present: Robert Eggleston, Eggleston & Krenzer Architects, Ed Reid, Reid Engineering LLC

The triangular shaped lot is located along State Route 321 and Old Seneca Turnpike, and as such, the zoning space for development is reduced from six acres to four acres. Proposed are three office buildings and one storage building, with parking nestled between the buildings. The office buildings will reflect a countryside feeling with a farmhouse, carriage house and barn. The office use is anticipated that there will be eight employees for each building, with the general hours of 8 am to 6 pm weekdays with occasional evening and weekend use. There will be 26 parking spaces available for the complex. The lot would be supported by public water, and have a septic system towards the north of the property. Night sky compliant lighting will be utilized that will be turned off at 10 pm, with security lighting from dusk to dawn. A stormwater management system will be added that will drain into the existing watercourse on the property. There will be trees along the roads and an easement for a future walkway.

Chair Kasper commented that there is a lot of water on the property and that across the street it is common for the basements to have sump pumps running constantly. Mr. Eggleston said that the buildings will be raised up. Mr. Brodsky commented that as this is a commercial use, the setbacks should follow the second column in the code for non-residential use and that the building side yard setback should be 60 feet. Member Parker-Fann inquired about signing and Mr. Eggleston replied that there will probably be a complex sign with the potential branding of "gateway pastures."

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Parker-Fann to schedule a public hearing on **January 21, 2025 at 6:30 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

**Sketch Plan-11 Lot Conservation Subdivision**

Applicant	Calvin Winkelman 2866 County Line Rd Skaneateles, NY	Property: County Line Rd/Kane Ave Skaneateles, NY 13152 <b>Tax Parcel #048.-01-23.2</b>
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Present: Bill Winkelman, Cal Winkelman, Applicants; Robert Eggleston, Eggleston & Krenzer Architects. Ed Reid, Reid Engineering LLC

Phase one of a conservation subdivision with 11 lots located on 40% of the portion of land in the phase one area. The access will be off County Line Road, with the existing access being straightened off so that it is only located on this property. There will be a double-width entrance for the first 100 feet and then transition to a conservation size road working with the existing culvert over the stream. There will be additional bypass areas every 500 feet for the road. The property will be part of the new water district with the installation of the town water tower. Lots nine through eleven will have their septic systems located on site, and lots one through eight will have their septic fields located across the road in the conservation area.

The conservation area will have the stormwater management and will be planted with wildflowers. The edge of the proposed developed lots are outside of the watershed. A portion of the conservation land is

in the lake watershed as reflected in the land suitability analysis. The conservation land is adjacent to the CNY land trust conservation land to the north. In discussions with CNY land trust, they do not have an interest in any public access to the property acquired. A road right of way access to the County Club has been provided that would require County Club membership of the property owners in the subdivision.

The remaining acreage has access off Kane Ave with phase two with six lots. An easement with the town could be created at that point to create a loop for the water system. Mr. Camp said that the Kane Avenue water line is not proposed to go to the village line at this point. There would also be a pedestrian access to connect with Kane Avenue to the Village Whitegate subdivision. Phase two is only being discussed as a rational plan of development and is not being proposed at this time. The conservation areas would remain agricultural until such time as a phase two application has been submitted. Member Parker-Fann asked if the wetlands testing has been submitted to the ACOE for their comment. There is a small wetlands and a larger wetlands in the phase two area that could be ACOE jurisdictional.

Chair Kasper asked if a dead-end waterline can be run down that far. Mr. Eggleston said that it is 5600 feet from road to road and Mr. Camp said that it is doable as it has been done in the town before. Chair Kasper inquired what size the main is on County Line Road and Mr. Camp said that it was between 8 and 12 , and large enough to support providing water down the road. The elevation of the water line would go down as you move down the road then back up to Kane Avenue. The stormwater drains north in that area. A site visit will be conducted this month based on the weather conditions.

**Sketch Plan – 5 Lot Conservation Subdivision**

Applicant	Schnapp Revoc. Trust	Property:
	David Schnapp	4081 O’Neil Rd
	15 Deer Run	Skaneateles, NY 13152
	Skaneateles, NY	<b>Tax Parcel #027.-01-30.1</b>

Present: Dr Schnapp, Applicant; Robert Eggleston, Eggleston & Krenzer Architects.

Proposed is a four residential lot and one conservation lot subdivision. The property had been reviewed in the past for a single-family dwelling and the applicant is now proposing the conservation subdivision. The steep slopes are indicated on the site plan that also reflects the various regulated slopes. There will be a shared driveway that will be along the western edge of the O’Neil Road entrance, with an emergency turnaround. The fourth lot is located to the west with views of the Charlie Major nature trail. The other three lots would be on the east side of the property.

The conservation land would be owned by one of the four property owners with the likelihood of it being lot 4. There would be walking trails on the conservation lot and a gazebo for looking out over the creek. Preliminary septic work has been done on the property and the property is also supported by town water. There will be a shared driveway agreement amongst the four residential lots. There is a lot of cut and fill that will occur on lot 3 and Mr. Eggleston said that it is just over 12% slopes, and it probably will be a walkout house and not a suburban house. A site visit will be conducted.

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

Applicant	2880 West Lake Rd LLC	Property:
	Michael Cregg	

12 E Epping Wood  
Pittsford, NY 14534

2880 West Lake Rd  
Skaneateles, NY 13152  
**Tax Parcel #052.-01-06-.0**

Present: Robert Eggleston, Eggleston & Krenzer Architects.

Proposed is a modification to the existing boathouse that includes the raising of the wings of the boathouse to allowed for four classic boats to be stored in the boathouse. Additionally, there would be a ramp from the basement level of the dwelling to a set of switchback stairs. There would be a landing area that would lead to a proposed deck on top of the southern portion of the boathouse roof. The stairs would also continue down to the lakefront. The dock area will need to be restabilized with steel pile supports for the boathouse as the boathouse will be constructed on the same footprint of the existing boathouse as the existing support for the dock and boathouse is failing.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Marshall to schedule a public hearing on **January 21, 2025 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	Mandy and John Scott 605 Atwood Drive Downingtown, PA 1933	Property: 1423 Thornton Heights Rd Skaneateles, NY 13152 <b>Tax Parcel #057.-01-28.0</b>
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Present: John Scott, Applicant; Robert Eggleston, Eggleston & Krenzer Architects.

Proposed is the replacement of the failing boathouse with a concrete wall behind to support the bank. Several courses of limestone rock will be installed to support the bank. The stairs are treacherous today and will be replaced with stairs and a landing for safe access to the lake. The existing boathouse foundation will be reused for the boathouse. Letters of support have been submitted.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Cochair Hamlin to schedule a public hearing on **January 21, 2025 at 6:50 p.m.** The Board having been polled resulted in the unanimous affirmation of said motion.

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

Applicant	Joseph McCaffrey 2957 East Lake Rd Skaneateles, NY 13152 <b>Tax Parcel #039.-01-22.0</b>
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Present: Robert Eggleston, Eggleston & Krenzer Architects.

The existing lakefront has an 85 feet wide dock along the 249 feet of lake frontage. Proposed is a 12 x 16-foot gazebo on the deck and an 80 square foot storage shed. Additionally, the dock will be replaced with an expanded eight foot dock as he also stores his boats and boat lift off season. The existing dock is built on cribbing, and the extension will be built on piles. There will be two courses of rock behind the lake line

to reduce erosion. The total onshore shoreline structures proposed is 798 square feet with a maximum of 900 square feet on onshore structures allowed. A site visit will be conducted on the property.

**WHEREFORE**, a motion was made by Chair Kasper and seconded by Member Parker-Fann to schedule a public hearing on **January 21, 2025 at 7:00 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 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 9:25 p.m. as there being no further business.

Respectfully Submitted,

Karen Barkdull, Clerk

Additional Meeting Attendees:

Robert Eggleston	Curt Andersson	John Paul Ross	Paige Hillard
Rebecca Minas	Andrew Van Dorn	Matt McGregor	Tobi Drubbo
Jeague Foley	Bill Murphy Jr.	Jim Fox	Quinn Cheney
Sean Scanlon	Marshall Winn	Ed Reid	Christian Brunelle
Jolene Fitch			

Additional Meeting Attendees (Zoom):

John Scott	JoAnne Gagliano	Rich Krenzer
Chris Buff	Deb Duniec	Sharon Tanner
Cal Winkelman	Bill Winkelman	Scott Winkelman
Dr. Schnapp		