

**TOWN OF SKANEATELES PLANNING BOARD
MEETING MINUTES
June 19, 2018**

Joseph Southern
Donald Kasper
Scott Winkelman
Douglas Hamlin
Anne Redmond
Scott Molnar, Legal Counsel
John Camp, P.E. (C&S Engineers)
Howard Brodsky, Town Planner
Karen Barkdull, Clerk

Chairman Southern opened the meeting at 6:30 p.m. The meeting minutes of May 15, 2018 were previously distributed to the Board and all members present acknowledged receipt of those minutes.

WHEREFORE, a motion was made by Member Hamlin and seconded by Member Kasper to approve the minutes as submitted. The Board having been polled resulted in the affirmance of said motion.

RECORD OF VOTE

Chair	Joseph Southern	Present	[Yes]
Vice Chair	Donald Kasper	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Anne Redmond	Present	[Abstain]

The meeting minutes of May 29, 2018 were previously distributed to the Board and all members present acknowledged receipt of those minutes.

WHEREFORE, a motion was made by Chairman Southern and seconded by Member Kasper to approve the minutes as submitted. The Board having been polled resulted in the affirmance of said motion.

RECORD OF VOTE

Chair	Joseph Southern	Present	[Yes]
Vice Chair	Donald Kasper	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Anne Redmond	Present	[Abstain]

Public Hearing- Special Permit

Applicant: Shelley Andrade
Cats Meow-Inn
21 Hannum Street
Skaneateles, NY

Property:
3986 Jordan Road
Skaneateles, NY 13152
Tax Map #027.-03-01.4

Present: Shelley Andrade, Applicant;
The applicant is proposing cat boarding for up to thirty cats.

WHEREFORE, a motion was made by Member Redmond and seconded by Member Hamlin, the Planning Board adopted and ratified its prior SEQRA determination from May 19, 2009 for the Application, which was a determination that the Application constitutes an UNLISTED action with negative declaration. The Board having been polled resulted in the unanimous affirmance of said motion.

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

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

NOW, THEREFORE, BE IT RESOLVED, upon a motion made by Member Douglas Hamlin and seconded by Member Donald Kasper, and after an affirmative vote of all Members present as recorded below, the Town of Skaneateles Planning Board **APPROVES** the Minor Special Permit Application, with the following conditions:

1. That the Special Permit Approval stated herein shall expire if the Applicant fails to comply with the conditions stated herein within 18 months of its issuance or if its time limit expires without renewal; and
2. That the Criteria and Narrative supplied by the applicant dated April 27, 2018 be followed in all respects.

RECORD OF VOTE

Chair	Joseph Southern	Present	[Yes]
Vice Chair	Donald Kasper	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Anne Redmond	Present	[Yes]

Public Hearing- Major Special Permit

Applicant:	Welch Allyn, Inc.	Property:	4341 State Street
	P.O. Box 220		Skaneateles, New York
	Skaneateles Falls, NY 13153-0220		Tax parcel: 022.-01-16.0

Present: Corey Guerrette, Welch Allyn; Ed McGraw, Project Architect;

The proposal is for a 1,640 square foot addition to replace the existing loading dock for the construction of an electromagnetic compatibility (EMC) laboratory. Impermeable surface coverage will remain the same. There will be minimal change to the external facade of the building and will be the same height of the exiting building. There will be one loading dock that will remain that will manage deliveries of approximately twice a week.

WHEREFORE, a motion was made by Member Winkelman and seconded by Member Redmond, the Planning Board adopted the Onondaga County Industrial Development

Agency (“OCIDA”) Negative Declaration Determination that was issued by OCIDA on February 9, 2017 pursuant to and in accordance with 6 NYCRR §617 et. seq., after a review of the Full Environmental Assessment Form submitted by the Applicant. The Board having been polled resulted in the unanimous affirmance of said motion.

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

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

WHEREAS, the Planning Board received a resolution from the Onondaga County Planning Board issued June 13, 2018, which determined that the said Addition will have no significant adverse inter-community or county wide implications and may consequently be acted on solely by the Planning Board; pursuant to §239 of the General Municipal Law of the State of New; and

WHEREAS, the Board reviewed the Major Special Permit criteria of §148-16B of the Town Code as it relates to the Application, and rendered the following findings (“Findings”):

(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;

(2) 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;

(3) That the Application will not adversely affect the general availability of affordable housing in the Town;

(4) That the Application will not cause undue traffic congestion, unduly impair pedestrian safety or overload existing roads, considering their current width, surfacing and condition.

(5) That the Application will have appropriate parking and be accessible to fire, police and other emergency vehicles;

(6) That the Application will not overload any public water, drainage or sewer system or any other municipal facility or service, including schools;

(7) That the Application will not degrade any natural resources, ecosystem or historic resource, including Skaneateles Lake or Owasco Lake;

(8) 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;

(9) 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;

(10) 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;

(11) That the Application will be able to comply with the rural siting principles in § 148-25, if applicable, and with the site planning standards of § 148-18D;

(12) That the Application will have no greater overall impact on the site and its surroundings than would full development of uses of the property permitted by right;

NOW, THEREFORE, BE IT RESOLVED, upon a motion made by Member Donald Kasper and seconded by Member Douglas Hamlin, and after an affirmative vote of all Members present, as recorded below, the Town of Skaneateles Planning Board **APPROVES** the Application, with the following conditions:

- A. The Findings are hereby approved and incorporated in this Resolution as if set forth at length.
- B. The Special Permit amendment granted herein, which authorizes the Applicant to undertake and complete the Application, shall be completed in strict compliance with the following drawings and plans (collectively the “Site Plan”):
 - 1. The Drawings and Plans prepared by Ashley McGraw with consultant Keplinger Freeman Associates, Landscape Architecture and Land Planning dated May 1, 2018, L101 through L401; and
 - 2. The Drawings and Plans prepared by Ashley McGraw dated May 16, 2018 A101 through A201; and
- C. THAT except as amended hereby; the Special Permit conditions and requirements remain in full force and effect.

RECORD OF VOTE

Chair	Joseph Southern	Present	[Yes]
Vice Chair	Donald Kasper	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Anne Redmond	Present	[Yes]

Discussion – Extension Request

Applicant	Skaneateles Springs Corporation Rick & Debbie Moscarito 120 Madison St Chittenango, NY 13037	Property: 1601 East Genesee St Skaneateles, NY 13152 Tax Map #032.-03-17.1 & 032.-03-17.2
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Present: Robert Eggleston, Architect;

The project had received approval from the Planning Board that is set to expire on September 27, 2018. The applicant is requesting an extension to the application due to the lack of improvement to the public water line on East Lake Street in the Village that impacts fire flow pressure for the project. Mr. Eggleston suggested that the application be extended to September 27, 2019.

WHEREFORE a motion was made by Member Hamlin and seconded by Member Kasper that the board accept the request to extend the application until September 27, 2019. The Board having been polled resulted in the unanimous affirmance of said motion.

NOW, THEREFORE, BE IT RESOLVED, upon a motion made by Member Douglas Hamlin and seconded by Member Donald Kasper and after an affirmative vote of all Members present, the

Skaneateles Planning Board **APPROVES** the Extension Application for an additional twelve (12) months, with the following conditions:

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 that prior resolutions of the Planning Board be followed in all respects, except as extended hereby for an additional twelve (12) months to September 29, 2019.

RECORD OF VOTE

Chair	Joseph Southern	Present	[Yes]
Vice Chair	Donald Kasper	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Anne Redmond	Present	[Yes]

Discussion – Extension

Applicant:	Russel Zechman	Property:
	PO Box 9	3741 Fisher Rd
	Skaneateles, NY 13152	Skaneateles, NY 13152
		Tax Map #033.-04-14.0 & 12.0

Present: Robert Eggleston, Architect;

The public hearing was closed on the application and the application was extended to September 27, 2018. The applicant is requesting an extension to the application due to the lack of improvement to the public water line on East Lake Street in the Village that impacts fire flow pressure for the project. Mr. Eggleston suggested that the application be extended to January 1, 2019.

WHEREFORE a motion was made by Chairman Southern and seconded by Member Kasper that the board accept the request to extend the application until January 1, 2019. The Board having been polled resulted in the unanimous affirmance of said motion.

RECORD OF VOTE

Chair	Joseph Southern	Present	[Yes]
Vice Chair	Donald Kasper	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Anne Redmond	Present	[Yes]

Public Hearing –Special Permit

Applicant	Chris & Amy Neumann	Property:
	101 Ramblewood Drive	2923 East Lake Rd
	Skaneateles, NY	Skaneateles, NY 13152
		Tax Map #039.-01-27.0

Present: JoAnne Gagliano, EDR; Joe Falco, EDR

The proposal is for the replacement of the waterfront stairs in the same location with a NYSDEC/ACOE permit pending. The cheek walls will be removed and a small portion of the

seawall will be repaired where it meets with the stairs. All work will be done from the landside with access provided from the parcel to the north that is also owned by the applicant. A construction drive will be installed for the driveway and access path. The project will be completed in the fall as per the timeframes established by the NYSDEC.

WHEREFORE, a motion was made by Member Winkelman and seconded by Member Redmond to consider the proposed action as a Type II SEQR action as the construction of a minor residential accessory structure pursuant to 6 NYCRR617.5(c)(10) and not subject to SEQR review. The Board having been polled resulted in the unanimous affirmance of said motion.

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

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

NOW, THEREFORE, BE IT RESOLVED, upon a motion made Member Douglas Hamlin and seconded by Member Donald Kasper, and after an affirmative vote of all Members present, as recorded below, the Town of Skaneateles Planning Board **APPROVES** the minor site plan, with standard conditions and 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 it's time limit expires without renewal; and
2. The Drawings and Plans prepared by Environmental Design & Research, Landscape Architecture, Engineering & Environmental Services, D.P.C., dated May 1, 2018, C-101; dated May 2, 2018, G-002,C-001, C-102, C-601, C-602; and dated June 19, 2018 C-201, be strictly followed; and
3. That the Applicant shall obtain all necessary permits and approvals from any agency or authority having jurisdiction over the Property or Application.

RECORD OF VOTE

Chair	Joseph Southern	Present	[Yes]
Vice Chair	Donald Kasper	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Anne Redmond	Present	[Yes]

Sketch Plan – Site Plan Review

Applicant:

Keith Baldwin
 4759 Shepard Road
 Skaneateles, NY 13152
Tax Map #020.-02-10.0

Present: Steven Nickels, Nickels Energy Solutions LLC

Proposed is a ground mount solar array that will be located 51.3 feet from the southwest property line and over 186 feet to Shepard Road. The revised site plan dated June 14, 2018 reflects that the array and electric line trench will not disturb the existing septic system. The ground mount system will be approximately two feet in height as each of the panels rest on concrete block hard plastic leg baskets that rest on the ground. The entire array area will be laid with a raised gravel perimeter base to address the drainage and reduce the growth of vegetation between the panels. There is inter-row spacing, and the property is very flat and does not have great elevation change. Although the impermeable surface coverage has not been provided, the board determined that if the coverage of the array is considered impermeable surface, the lot would still be under 10% impermeable surface coverage. The proposed array is set back from the road behind the house and barn with a low profile, and not visible from the road. The applicant is considering some screening of the array to shield the view from his back deck.

WHEREFORE, a motion was made by Member Kasper and seconded by Chairman Southern to consider the proposed action as a Type II SEQR action and not subject to SEQR review. The Board having been polled resulted in the unanimous affirmance of said motion.

NOW, THEREFORE, BE IT RESOLVED, upon a motion made Member Scott Winkelman and seconded by Member Donald Kasper, and after an affirmative vote of all Members present, as recorded below, the Town of Skaneateles Planning Board **APPROVES** the minor site plan, with standard conditions and the following additional conditions:

4. 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 it's time limit expires without renewal; and
5. That the Site Plan C-100 through C-101 dated June 14, 2018; and C-102 through D-104 dated May 22, 2018 prepared by Nickels Energy Solutions LLC ("NES") (collectively "Site Plan"), be strictly followed; and
6. That a letter of certification of compliance to the Site Plan be prepared by NES and submitted to the Code Enforcement Office upon completion and installation of the Application.

RECORD OF VOTE

Chair	Joseph Southern	Present	[Yes]
Vice Chair	Donald Kasper	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Anne Redmond	Present	[Yes]

Decision – Subdivision/Lot Line Adjustment

Applicant:	Chris Graham	Property:	
	Trillium Homes Inc.		4901 & 4909 Foster Road
	4302 Jordan Road		Skaneateles, NY 13152
	Skaneateles, NY		Tax Map #020.-01-01.1 & 020.-01-01.2

Present: Chris Graham, Applicant; Bob Eggleston, Architect;

There were two concerns from the public hearing held last month. The first concern was with regard to the approval for a single driveway entry for the three properties. Alan Wellington, Town Highway Superintendent, had emailed on May 17, 2018 that the single shared driveway would be preferred as opposed to three individual driveways for the proposed lots. The second concern was in regards to water supply for the proposed lots, and it appears to be antidotal and/or shallow wells that were drilled. Member Kasper commented that maps available at the town indicated that there is an aquifer under all of the land in the area, and that in conversation with well drillers in the area, there is no way to determine how much water is there scientifically, but you would need to poll the neighborhood.

Member Kasper inquired if the building envelopes could be moved away from the road as the neighbors' concerns were from a visual standpoint. Mr. Graham commented that the south lot has an area where a dwelling with a walk out basement could be tucked into the edge of the woods providing a buffer to the north lot. The locations were designed specifically so that the dwellings would be located with a rural appearance. Member Winkelman commented that the houses in the area are located close to the street. He also commented that he is not content with the proposed density of the subdivision.

NOW, THEREFORE, BE IT RESOLVED, upon a motion made Member Donald Kasper, duly seconded by Chairman Joseph Southern, and after an affirmative vote of all Members present, as recorded below, the Town of Skaneateles Planning Board hereby **APPROVES** the Subdivision, with the following conditions:

1. The Subdivision map dated May 17, 2018 prepared by Paul Olszewski, Licensed Surveyor, P.L.S., PLLC be submitted for the Planning Board Chairman's review and signature within 180 days from the signing of this resolution; and
2. That the Applicant shall obtain all necessary permits and approvals from the Onondaga County Department of Health, and any other agency or authority having jurisdiction over the Property or Application; and
3. The Subdivision Map and deed transferring the property must be filed in the Onondaga County Clerk's Office within sixty-two (62) days of the signing of said Map, or the Subdivision approval shall be null and void. Proof of said filing shall be immediately forwarded to the Secretary of the Planning Board upon receipt by the Applicant and/or Applicant's representative.

RECORD OF VOTE

Chair	Joseph Southern	Present	[Yes]
Vice Chair	Donald Kasper	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Anne Redmond	Present	[Yes]

Continued Review - Subdivision

Applicant: Mark Aberi	Property:
Harmony Homes LLC	3125 Benson Road
PO Box 782	Skaneateles, NY 13152
Skaneateles, NY	Tax Map #051.-01-04.2

Present: Mark Aberi, Applicant; Bob Eggleston, Architect;

The applicant is working on the septic approvals and engineering for the proposed subdivision. OCDOT has indicated in a letter dated June 12, 2018 that they have approved the proposed location for the driveway. As the applicant is working on additional information to provide to the board, he would like to continue the application until next month's Planning Board meeting.

Town Referral – Zone Change

Applicant:	Chris Graham	Property:
	Trillium Homes Inc.	4331 Jordan Road
	4302 Jordan Road	Skaneateles, NY 13152
	Skaneateles, NY	Tax Map #024.-02-01.1 & 024.-02-01.2

Present: Chris Graham, Applicant; Bob Eggleston, Architect;

The Town Board has referred the zone change request to the Planning Board for comment. The applicant would also like for the Planning Board to address the density of the proposed dwellings so that a more accurate SEQR form can be completed and engineering can begin.

The parcels are adjacent to an existing Hamlet District, Mottville, and the applicant is suggesting that the remaining portion of the town cemetery have its zone change from RR to Hamlet as a portion of the cemetery resides in the Hamlet district. The adjacent uses in the area are single-family homes, businesses, multifamily dwellings, art studio, church, and cemetery.

The property consists of two parcels on one deed with Jordan Road running between them. There is a City of Syracuse water line that runs through both of the parcels. The proposed site plan reflects the existing two family dwelling, proposed office/storage building that has already been approved, and the proposed sixteen residential units. The property bordering the parcel to the west is owned by the town and the Charlie Major Nature Trail ends at Mottville Road.

Chairman Southern recommended that the board review the Town Board referral regarding the requested zone change so that a response can be provided to the Town Board, so they in turn can proceed with the zone change request. Member Kasper commented that the proposed project fits with the comprehensive plan, there is a demand for multifamily housing in the town that will be reasonably priced for Skaneateles, and out of the Skaneateles Lake watershed. Chairman Southern commented that the property is in a public water district. Member Kasper recommended that the board should enlist the Town Board to consider opening up the Hamlet district to any of the neighbors in the area. Chairman Southern commented that he supports expanding the Hamlet for other property owners, but not at the applicant's expense. Member Redmond commented that it would be worth it to the Town Board to evaluate the entire area to see if it warrants an extension of the area. Member Kasper stated that this is the one hamlet that could see the most growth of all of the hamlets.

Chairman Southern stated that it seems that the board is in agreement that the zone change request is appropriate. Member Winkelman said that the request is appropriate, reasonable, fits with the comprehensive plan, has public water, will provide relatively affordable housing, it is out of the Skaneateles lake watershed, it expands on the growth of the adjacent hamlet, and the hamlets are encouraging more walkable communities within a community. Counsel Molnar recommended that based upon the continued interest of the board, which the board reserve it rights under the special permit application for compliance under code and dimensional layout, etc as it relates to the proposed sixteen dwelling units. This exception should be stated in the correspondence back to the Town Board.

Mr. Brodsky commented that with the zone change there will be a change in allowable uses and a change in minimum lot size for a zone change from the RR district to Hamlet district. The Planning Board has to consider it; however, the Town Board will need to assess the changes in their review of the zone change request. Chairman Southern requested that the draft letter to the Town Board be shared with the entire board for comments prior to submission to the Town Board.

The Planning Board reviewed the Zone Change request of Christopher Graham/Trillium Homes Inc. regarding the aforementioned parcels to change from the Rural Residential (RR) district to the Hamlet (HM) district. After thorough review, the Planning Board adopted the following:

WHEREFORE a motion was made by Member Scott Winkelman and seconded by Member Douglas Hamlin, that the Town of Skaneateles Planning Board has no objection to the zone change request of Christopher Graham/Trillium Homes Inc. submitted to the Town Board for consideration. The Board having been polled resulted in the unanimous affirmance of said motion In finding no objection the Planning Board observed:

1. The project is consistent with the comprehensive plan as the comprehensive plan encourages growth in the Hamlet areas.
2. There is a need for reasonably priced housing and the proposal multifamily housing would provide a reasonable value for Skaneateles.
3. The property is located in a water district with water currently supplied to the two-family dwelling on the property.
4. The property is located outside of the Skaneateles Lake Watershed.
5. The property is located adjacent to the existing Hamlet of Mottville, and would be a natural extension of the existing Hamlet.

The board reserves it rights for review under the special permit request for compliance with zoning code as it relates to the sixteen proposed dwelling units. The Planning Board also recommends that the Town Board consider the potential expansion of the hamlet area to include other properties in the area.

RECORD OF VOTE

Chair	Joseph Southern	Present	[Yes]
Vice Chair	Donald Kasper	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Anne Redmond	Present	[Yes]

Mr. Eggleston commented that the application is for a specific use that involves a zone change and requested that the Planning Board continue their review of the special permit so that it can be reviewed simultaneously. Engineering for the project cannot begin until the density has been determined by the board. Chairman Southern expressed his concern in determining density before the zone has been determined. Member Winkelman said that he would like to review the density now. Mr. Camp commented that the applicant would be risking time and money in engineering without any assurances that the Town Board would approved the zone change. Chairman Southern suggested that the density could be reviewed and determined by the Planning Board, but he is hesitant to move further than that until the zone change has been approved by the Town Board.

Attorney Advice Session

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

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

The Board returned at 8:15 pm.

WHEREFORE, a motion was made by Member Redmond and seconded by Chairman Southern to adjourn the meeting. The Board having been polled resulted in the unanimous affirmance of said motion. The Planning Board Meeting adjourned at 8:15 p.m. as there being no further business.

Respectfully Submitted,

Karen Barkdull, Clerk