

**TOWN OF SKANEATELES PLANNING BOARD  
MEETING MINUTES  
December 15, 2020**

Joseph Southern  
Donald Kasper  
Scott Winkelman  
Douglas Hamlin  
Jill Marshall  
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 November 17, 2020 was previously distributed to the Board and all members present acknowledged receipt of those minutes.

**WHEREFORE**, a motion was made by Member Kasper and seconded by Member Winkelman 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]
Member	Scott Winkelman	Present	[Yes]
Member	Donald Kasper	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Jill Marshall	Present	[Yes]

The meeting minutes November 24, 2020 was 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 Hamlin to approve the minutes as corrected. The Board having been polled resulted in the affirmance of said motion.

**RECORD OF VOTE**

Chair	Joseph Southern	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Donald Kasper	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Jill Marshall	Present	[Yes]

**Public Hearing – Major 33 lot subdivision**

Applicant	Jordan Road Town Homes LLC 4302 Jordan Rd Skaneateles, NY 13152	Property: County Line Rd Skaneateles, NY 13152 <b>Tax Parcel #018.-02-29.1</b>
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Present: Chris Graham, Applicant; Robert Eggleston, Eggleston & Krenzer Architects; Ed Reid, Engineer

The proposal is for a 33-lot subdivision located in the Hamlet district, with the lot located in a public water and lighting districts. There are 5 lots that will be flag lots that could offer further options to mixed housing later. Provided to the board is an updated stormwater plan that reflect the stormwater basin to treat the water

and release at a lower rate than existing drainage patterns. There will be a walking path along County Line Road and the easement language is being prepared. In response to a recent email suggesting removal of a lot to leave for the connectivity to the lot to the south, street A could continue to the adjacent lot if development in there is development of the lot in the future; however, it is unlikely. The street does provide access to the stormwater basin. Easement language will be provided for the stormwater basin and for collection of stormwater from the individual lots. A full set of engineering plans have been submitted to the board. Public water is planned to connect from Visions Drive, continue along the three proposed streets, and would be taken along the north side of the subdivision to continue to Stump Road in the future. Discussion with OCDOH on septic systems, the property has reflected good percolation rates, and the proposed lots having conventional septic systems. The provided subdivision meets all the elements to conform with a conventional hamlet subdivision.

Member Winkelman inquired about the trail located on the east side that encroaches this property. Mr. Eggleston said that they had contacted the owner and has no update since the spring. Member Winkelman said that the drainage control structure will be draining in the existing walkway and arrangements should be made with the owner of the walkway. Mr. Eggleston said that there is a 30-foot drainage easement along the east side.

Member Marshall asked about the footprint of the proposed houses for the development. Mr. Eggleston stated that they will be custom homes that will be constructed by Mr. Graham who would bring some uniformity to the community and set established street lines. Member Marshall queried if consideration were given for garages to be located to the side or back of the dwellings and Mr. Eggleston said that they would consider it. Member Marshall suggested that there should be language for it. Mr. Eggleston stated that as Mr. Graham would be building all the homes, they felt that there did not need to have strict guidelines, and Mr. Graham said that at some point they will have covenants established. Chairman Southern inquired if the garages will be front or side loading, and Mr. Graham said that they have not yet gotten into the discussion. Mr. Eggleston said that they will not have the garages in the front and Mr. Graham agreed.

Member Kasper commented that lots 28, 29, and 4 have steep slopes on the lots, and inquired about how the septic system would be placed on the lots. Mr. Eggleston commented that the slopes are less than 12%, and Mr. Graham said that OCDOH allows to construct them in areas with slopes up to 20%. Mr. Eggleston stated that part of the submission of the plat plan would be for the OCDOH to approve of the septic areas for each of the lots. The percolation rates were under 20 minutes and the design is being done for under 30 minutes; you can go for up to 60 minutes on a septic system.

Member Kasper inquired if street names have been determined as the County reviews the street names for no duplication. Mr. Eggleston said that names have been submitted but that they have not heard back from the County for the last five months. Mr. Graham said that he had heard today positive feedback regarding the subdivision and street names submitted. Mr. Eggleston stated that they are looking for preliminary approval that will allow them to build the infrastructure, inspections for the infrastructure to occur, and then they will come back for final approval. Lighting will only be at the intersections with County Line Road.

Counsel Molnar stated that the Planning Board conducted a SEQRA review of the proposed Major Subdivision on October 6, 2020 with a Full Environmental Assessment Form, and a negative declaration was determined at that time. The action has been filed with the state and any other agency as required.

At this time, Chairman Southern opened the Public Hearing and asked if there was anyone in favor of the proposal. There was no one who spoke in favor of the proposal. Chairman Southern asked if there was anyone who wished to speak in opposition or had any other comments on the project.

Mark James, senior field advisor with the New York Farm Bureau, stated that the property is located adjacent to an agricultural district in the Town of Sennett in Cayuga County. They have concerns about the potential residents of this property filing complaints against the farmer even though he is a responsible in what he does. A few hundred feet west of the development is a working farm and a manure lagoon. A westerly wind could blow odor into this development. There will be noise associated with equipment running 24/7. Although it is not required under state law as the proposed subdivision is not located in an agricultural district, they would like to propose that the applicant notify the potential residents that the property is located within 500 feet of a working farm and agricultural district.

Jon Patterson, Patterson Farms and Northeast dairy producers with the Cayuga County Farm Bureau, reiterated what Mr. James had said that people buying into the area should sign off on the fact they are next to an active farm. Chairman Southern commented that it would be up to the person representing the owner at the time of sale to disclose that information. Mr. Eggleston clarified that there is a requirement for the agricultural statement on the plat plan and it would be made available to all purchasers of the proposed lots. Member Marshall inquired if the potential property owner must agree to it and Chairman Southern stated that the suggestion would not be consistent with prior approved subdivisions. Mr. Blair, legal counsel for the applicant, said that his office typically prepares a statement attached to the deed that describes that agricultural sights, smells and sounds that may occur next to the subdivision. That will be included in the deeds prepared. If DCC&Rs are prepared for the proposed subdivision, then a statement could be included in that as well.

Ally Mead, 580 Phillips Road, said that the concerns she has is that the proposed entrance and exit points. One is at the top of the knoll near the north of the proposed subdivision next to her property. It is dangerous and inquired if the entrance could be moved further south on County Line Road. Mr. Eggleston said that the driveway cuts have been approved by the Town of Sennett Highway Supervisor, and that it does meet the sight distance requirements. Ms. Mead said that she was glad that someone has looked at it and commented that there are a lot of vehicles including farm equipment on that road. She has noticed an increase in the past seven years of living there. She continued saying that it is a tricky knoll and moving it 20-30 feet could help.

Christine Buff, 780 Sheldon Road, said that the proposal follows the comprehensive plan. A couple meetings ago, Courtney Alexander inquired on the cost of the potential homes, and it figures out about a half a million dollars for each. We are in the hamlet and the comprehensive plan talks about affordability for your families starting out and for senior citizens, The hamlets are one of the last remaining places for many of us can afford to live. I am not talking about affordable housing where you must prove income. A half a million; the condos have not sold yet on Visions Drive; other similarly priced parcels are still up. Look at it for most folks who have lived here for a long time and we want to stay living here. We want our families to stay living here if that is their choice. The hamlets are the last best chance to do that.

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

Counsel Molnar recommended that the board consider the information presented this evening, the comments made by the public, and contemplate a decision on the application at the next meeting. He would develop additional conditions concerning the inclusion of covenants, and restrictions discussed earlier, the

inclusion of an agricultural statement, SOCPA review and approval of the street names, preparation of an agricultural statement as a deed addendum, and further refine conditions of approval if it is the wish of the board to consider this action for approval at the next meeting. He would also like to review with the applicant's counsel the documentation for the drainage easement, the walking paths, and the other easements identified earlier that were part of the plans that were submitted December 1, 2020 by the applicant. Until such time the roads are accepted by the town for dedication, there will be a requirement for a road maintenance agreement. The board should review these documents in concept before it contemplates an approving resolution for the subdivision. Member Hamlin suggested that the board allow written public comment for ten days after the close of the public hearing tonight and Chairman Southern agreed that the board will take written comments for the next ten days. Counsel Molnar reminded that board that they have 62 days after the close of a public hearing to render a decision on the application.

**Amendment Request-Special Permit**

Applicant: Collin Donahue  
Self-Storage Route 321  
4586 Nixon Park Drive  
Syracuse, New York

Property:  
4463 State Route 321  
Skaneateles, New York  
**Tax Map #022.-01-12.3**

Present: Collin Donahue, Matt Slade, Applicant's Representatives

Mr. Donahoe said that they are proposing the construction of a 40 x 150-foot storage building that would be the last building constructed that was part of the original proposal approved in 2006. Chairman Southern inquired about the existing outdoor boat storage on the property. Mr. Donahoe stated that there are 10 outdoor spaces that will be replaced by the building. Mr. Slade stated that the boats will be removed to another of their facilities. Member Kasper inquired if any additional site work had been done and Mr. Donahoe confirmed that no additional site work had been done. Mr. Camp commented that the original site plan that was approved some time ago had a large-scale stormwater management facility designed for the full buildout including this last building, so all the stormwater controls have been addressed and inspected when originally installed.

**WHEREAS**, a motion was made by Member Kasper and seconded by Member Hamlin, the Planning Board conducted a SEQRA review of the proposed Major Site Plan on July 18, 2006 with a Full Environmental Assessment Form, and a negative declaration was determined at that time, which prior determination was adopted by the Planning Board in consideration of this Amendment Application. The board having been polled resulted in the affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made 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 Amendment Application 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
2. The Applicant is hereby permitted to remove one row of temporary outside boat storage and construct in its place the final previously approved building of Phase Two, not otherwise constructed to date; and

3. Except as modified hereby, the conditions set forth in the Prior Approvals remain in full force and effect: and
4. An as-built survey including impermeable surface coverage calculations is required to be submitted to the Codes Enforcement Officer with verification of conformance of completed project within (60) days of completion of the project.

**RECORD OF VOTE**

Chair	Joseph Southern	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Donald Kasper	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Jill Marshall	Present	[Yes]

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

Applicant: Terrace Lane Association  
5102 Reis Circle  
Fayetteville, NY 13066

Property: 2130 Terrace Lane  
Skaneateles, NY 13152  
**Tax parcel #057.-04-15.0**

Present: Amanda Geihe, Terrace Lane Association President; Brian Madigan, Landscape Architect CPESE, ID Group;

Mr. Madigan recapped that the Terrace Lane Association intends to removed the existing shoreline stairs and replace with conforming stairs in a different location on the shared lakefront property. The proposed 273 square foot stairway consists of three runs of stairs with two intermediate wood landings and one 30 square foot top landing. The top landing would be wood timbers with pea stone. The old staircase is difficult to navigate and will be removed by cutting the posts or the posts may be pulled out of the ground depending on their condition. The new stairs will be constructed with hand tools and no backhoe equipment. The proposed stairs will follow an existing earthen ramp that leads to where the top landing is proposed down to the existing neighborhood dock. The survey provided from 2016 does not reflect the earthen ramp and does have the shoreline topography. There will be minimal cut, fill and excavation for the proposed stairs.

Member Winkelman inquired on how the earthen ramp was placed and if the area has been stabilized with vegetation. Mr. Madigan said that it is a stable area with vegetation. Ms. Geihe stated that she has been there for over 40 years and the area is a natural grass slope down to the water. Mr. Camp queried why it is not shown on the survey. Ms. Geihe said that the survey was done for a berm that was placed at the top to stop the erosion by the water about five years ago.

Mr. Brodsky inquired if the design has been modified to reflect the topography. Mr. Madigan said that the design works with the existing topography. Mr. Brodsky said that their issue is that the board does not know where the earthen ramp is in relationship to the proposed stairs. Mr. Camp stated that the intent to provide a survey with a project like this is to inform the design. If the survey does not accurately show what is on the site, then the survey is not of much value. He continued saying that with that being said, he does not have any serious concerns with the project; however, there has been some talk of excavation and filling. Ms. Geihe said the stairs are over the ramp area, and Mr. Camp explained that the drawing does not show that. Ms. Geihe offered to take pictures for the board. Chairman Southern commented that the board would like a survey with topography that accurately reflects the conditions. Ms. Geihe said that the project is not very expensive, and a survey would make it too expensive so they might not do the project. Member

Marshall suggested that the board do a site visit to verify instead, and Mr. Madigan offered that he would meet with the board at the site. Mr. Brodsky said that the concerns are that the lake is being protected, that there is adequate documentation to make that judgement, and for the code officer to enforce what is being constructed. Chairman Southern stated that the problem is memorializing the actual conditions of the property and that is why the board needs an accurate survey with topography for the property. Ms. Geihe said that they are doing this to make it better as the stairs are not to code. The stairs are dangerous, and the slope is very steep. It would not be hurting anything except for the posts. Member Kasper suggested that the engineer could go out and verify and if it is not too bad, then the board could approve it and they could do an as-built survey. Mr. Camp said that they do not want to do a survey and Member Kasper said that it is important to memorialize what is there with topography for when they come back in the future. Chairman Southern stated that the project needs to be memorialized accurately and Mr. Camp said it is a requirement of the zoning code.

Member Hamlin said that the normal course of events is to have the survey with topography before approval is granted. Since the survey would have to be corrected anyway to reflect the topography correctly, the board should treat the application as they normally would, and have it done before the project is approved. Member Marshall said that she does not have a problem with how the project is being described, it is that the board does not have an accurate survey. Member Hamlin said it is a matter of the normal record keeping for the town. Chairman Southern said that the survey will need to be updated with topography and the site plan to reflect the topography as well.

**Continued Review- Site Plan Review/Merger**

Applicant: Brian Mackin  
1993 West Lake Rd  
Skaneateles, NY 13152

Property: 1993/1991 West Lake Rd  
Skaneateles, NY 13152  
**Tax parcel #059.-02-22.0 &  
059.-02-23.0**

Present: Brian Mackin, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

The applicant is proposing the merger of the two properties, with one of the properties that is vacant with a creek through it making the lot not conducive to development as a separate lot. The applicant would like to add a shed along the north property line, add a deck at the rear of the dwelling, and to extend the driveway to the front entrance of the dwelling. The existing garage enters on the basement level of the dwelling and the extended driveway to the front entrance would allow the applicants to enter the dwelling without the need to navigate a full set of stairs. The impermeable surface coverage after the merger and proposed improvements would be 6.7% of the lot area. Member Hamlin inquired on the surface material for the extended driveway and Mr. Eggleston responded saying that it will be paved. Member Kasper stated that he had visited the site and did not see any issues with the watercourse. Stormwater sheds from the dwelling onto the lawn with the watercourse appearing to be a seasonal watercourse.

**WHEREAS**, a motion was made by Member Hamlin and seconded by Member Marshall, the Planning Board classified this application a Type II action pursuant to 6 NYCRR617.5(c)(11) and not subject to further review under SEQR. The board having been polled resulted in the affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made by Member Douglas Hamlin and duly 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 lot merger and minor site plan, with standard conditions and the following additional conditions:

1. That the Special Permit/Site Plan Approval shall expire if the applicant fails to comply with the conditions stated within 18 months of its issuance or if its time limit expires without renewal; and
2. The Site Plan 1 of 1 dated October 30, 2020, and Narrative with Construction Sequence dated October 30, 2020, prepared by Robert O. Eggleston, Licensed Architect, be strictly followed; and
3. That the site plan approval is conditional upon the lot merger approved by the Town of Skaneateles Assessor; and
4. That the Applicant shall obtain all necessary permits and approvals from any agency or authority having jurisdiction over the Property or the Application; and
5. No certificate of occupancy shall be granted until the Applicant has filed a set of as-built plans with the Codes Enforcement Officer, indicating any deviations from the approved site plan. The Codes Enforcement Officer shall be responsible for the inspection of site improvements, including coordination with the Town's consultants and other local officials and agencies, as may be appropriate; and
6. That an as built survey be submitted to the Codes Enforcement Officer with verification of conformance of completed project within (60) days of completion of the project.

**RECORD OF VOTE**

Chair	Joseph Southern	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Donald Kasper	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Jill Marshall	Present	[Yes]

**Sketch Plan- Site Plan Review**

Applicant: Ed & Christine Szemis  
 310 Franklin Ave  
 Princeton NJ 08540

Property: 1682 Amerman Rd  
 Skaneateles, NY 13152  
**Tax parcel #063.-04-05.0**

Present: Chris Szemis, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

The 11,542 square foot lot has an existing 963 square foot seasonal cottage in poor condition with the septic supported by a holding tank. Proposed is the relocation and re-construction of a 720 square foot seasonal cottage that will be placed at the southeast corner of the property. The existing cottage is nonconforming to lake yard and side yard setbacks. The proposed cottage will be 50 feet from the bank with conforming side yard setbacks. Impermeable surface coverage will decrease from 24.2% to 10% and open space will increase from 64.7% to 80.1%. A variance has been requested from the Zoning Board of Appeals. A bioswale will be added to the northeast corner with an underdrain that will take the stormwater to the base of the cliff.

OCDOH has preliminarily approved a septic system at the northwest corner of the lot and the system will be installed once the existing dwelling is removed after the construction for the proposed dwelling completed. Independent site visits will be conducted. Member Hamlin stated that the proposed project is a nice improvement to the lot. Mr. Camp inquired if there will be a traditional leach field for the lot. Mr.

Eggleston said that it would be an alternative system. The application will continue once the Zoning Board of Appeals renders their decision on the requested variances.

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

Applicant: David & Lynn Brown  
1620 New Seneca Tpke  
Skaneateles, NY 13152

Property: 1620/1630 New Seneca Tpke  
Skaneateles, NY 13152  
**Tax parcel #033.-05-01.2 &  
033.-05-03.1**

Present: David Brown, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

The applicant is proposing a four-lot open space subdivision from the existing two lots. The site plan has been modified for the conservation area to become part of proposed lot 2. Proposed lot 2 will be retained by the owner where he intends to build a new residence; proposed lot 1 would be sold with the existing dwelling and barn. His mother will continue to live on lot 3 and proposed lot 4 would be sold. At the last meeting, the board agreed to allow the applicant to have a 30-foot setback from the conservation area to the building envelope, and consequently, an access easement to the conservation area would not be required.

A conservation easement will be created for the 5.8-acre area based on section 148-9 of the zoning code. A land suitability analysis narrative has been included with the application. Member Kasper inquired about wet conditions on lot 4 as all the houses are below the road in the area. There may be water issues for the neighbors as lot 4 is narrow, and when he had visited the site there was water sitting in the grass. There was a hand dug ditch to drain to the ditch along the road. Mr. Eggleston said that perc tests have been done that would utilize conventional septic systems, with the perc test completed at the south end of the lot for lot 4. Member Kasper asked where the dwelling would be located on lot 4 and Mr. Eggleston replied that it would be sited in alignment with the other dwellings along the road. Mr. Eggleston continued saying that site plan approval could be required for lot 4 if there are drainage concerns. Mr. Camp commented that this area is not a well-drained area; however, you can build on a wet lot. If the finish floor were higher than the neighbors, it would be less of an issue that if they brought in fill that altered the drainage patterns.

Member Kasper stated that his concern is that it is difficult to determine what direction the water is flowing as there was no topo provided. Member Marshall said that she noted the ditch as well, so something was being addressed. Member Kasper said that when they were reviewing the Zechman property there were comments from property owners on the road concerning drainage. Mr. Camp said that the area is wet and flat, and the soils appear to hold water rather than infiltrate water. The road, like any road, naturally cuts off the drainage, and there is an 18-inch culvert under the road further to the east.

Mr. Brodsky inquired if 30% impermeable surface coverage is too great for lot 4 considering the drainage concerns. Mr. Eggleston reiterated that lot 4 could have the requirement for site plan review to ensure the drainage is addressed with any development of the lot. He continued saying another option for lot 4 is for the lot to be acquired with lot 3 and merged in the future. Member Winkelman commented that he likes the idea of the conservation area being under single ownership adjacent to the Zechman conservation lot to the east and the Skaneateles Springs pond to the southwest.

**WHEREFORE**, a motion was made by Member Marshall and seconded by Member Hamlin to schedule a public hearing on ***Tuesday, January 19, 2021 at 6:30 p.m.*** The Board having been polled resulted in the unanimous affirmation of said motion.

**Continued Review- Site Plan Review**

Applicant: Bryan Lubel



LLC Bushel and A. Peck Properties  
27 Muirfield Ct  
Pittsford, NY 14534

Property: 2396 Wave Way  
Skaneateles, NY 13152  
**Tax parcel #056.-02-34.0**

Present: Bryan Lubel, Applicant; Robert Eggleston, Eggleston & Krenzer Architects

The proposed is for the rebuild of the porch up to the roof line and the cellar under the existing porch. The cellar ceiling height will be 6’6” high to align with the existing basement. There is no change in the building footprint. There will be disturbance of more than 200 square feet due to the installation of the temporary work drive. There were no objections from the City of Syracuse Department of Water on the project.

**WHEREAS**, a motion was made by Member Winkelman and seconded by Member Hamlin, the Planning Board classified this application a Type II action pursuant to 6 NYCRR617.5(c)(11) and not subject to further review under SEQR. The Board having been polled resulted in the unanimous affirmation of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made by Member Douglas Hamlin and duly 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 Special Permit/Site Plan Approval shall expire if the applicant fails to comply with the conditions stated within 18 months of its issuance or if its time limit expires without renewal; and
2. The Site Plan 1 of 2 through 2 of 2 dated October 31, 2020, and Narrative with Construction Sequence dated October 31, 2020, prepared by Robert O. Eggleston, Licensed Architect, be strictly followed; and
3. That verification of conformance of completed project be certified by Robert O. Eggleston, Licensed Architect, within (60) days of completion of the project with verification submitted to the Town; and
4. That the Applicant shall obtain all necessary permits and approvals from any agency or authority having jurisdiction over the Property or the Application.

**RECORD OF VOTE**

Chair	Joseph Southern	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Donald Kasper	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Jill Marshall	Present	[Yes]

Member Winkelman inquired the reason for the lake of topo provided for the project as there is topo on the stream to the north. Mr. Eggleston stated that the property to the north had a significant remediation of the watercourse gorge and it just happened to be information he had on file. Member Winkelman said that there would be little disturbance for the project and the board may not need topo for this application.

**Extension Request – Site Plan Review/Special Permit**

Applicant: Geoffrey Stockwell Property:

14 Sennett Ave  
Singapore 467021

3125 Benson Road  
Skaneateles, NY 13152  
**Tax Map #051.-01-04.2**

Present: Bob Eggleston, Architect;

The applicant lives in Singapore and with the Covid-19 pandemic, he will not be able to finish the final contracts for the work to begin the garage, modifications to the shoreline and deck. He is requesting an extension to his approval for an additional year from the expiration of his approval, which would be February 20, 2022.

**WHEREAS**, a motion was made by Chairman Southern and seconded by Member Kasper, the Planning Board adopted and ratified its prior SEQRA determination for the Application, which was a determination that the Application constitutes a TYPE II single family residential project action, not subject to further SEQRA review. The board having been polled resulted in the affirmance of said motion.

**NOW, THEREFORE, BE IT RESOLVED**, upon a motion made by Member Scott Winkelman and seconded by Member Jill Marshall and after an affirmative vote of all Members present, the Skaneateles Planning Board **APPROVES** the Extension Application for an additional one year to February 20, 2022 , 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 on the Property not otherwise completed to the date hereof, and that the Approving Resolutions of the Planning Board be followed in all respects, extended hereby for an additional one (1) year to February 20, 2022 with the conditions of the Approving Resolution remaining in full force and effect.

**RECORD OF VOTE**

Chair	Joseph Southern	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Donald Kasper	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Jill Marshall	Present	[Yes]

**Subdivision Request**

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

Present: Robert Eggleston, Eggleston & Krenzer Architects

The subdivision was put on hold waiting for the Village to complete the water improvements on the east side that have improved the fire flow pressures for this project. The improvement was completed in fall of 2020 and they are now seeking final septic approval for the subdivision. The water pipe and hydrant would be brought down for access to the proposed residential lots. An easement agreement will be provided to the town for the water access. A conservation easement for the 5.2 acres of conservation land that will be owned

by Mr. Zechman. There will be a lot line adjustment for lot A to include the apartments, single family dwelling and associated land, and lots B1, B2, and B3 will be created as residential lots.

Counsel Molnar recapped that the board had performed their SEQR determination of a negative declaration on January 17, 2017. The board has reviewed the material on file after the village water improvement and the fire flow testing correspondence prepared by John Camp on October 20, 2020. Based on the recent submissions, the board can move forward with their consideration of the project. Mr. Camp inquired if a letter was submitted from a member of the audience from last month's meeting regarding the fire flows and it was determined that no correspondence was submitted to the town.

**WHEREAS**, pursuant to and in accordance with Section 276 of the Town Law of the State of New York, and Chapter 148 of the Town of Skaneateles Code, the Applicant has submitted the following items to the Planning Board for consideration when approving the Final Plat, including:

1. Final Plan Zechman Open Space Subdivision dated December 4, 2020, prepared by Paul James Olszewski, P.L.S. ("Final Plat" or "Subdivision Map"); and
2. Engineering, Drainage & Utility Plans prepared by RZ Engineering, PLLC., C-1 dated March 2, 2017, C-2 dated February 8, 2017, and C-3 dated January 3, 2017 ("Open Space Plan"); and
3. Narrative with Conservation Analysis, dated September 9, 2016 by Robert O. Eggleston, Architect ("Conservation Analysis"); and
4. Conceptual Septic Plan prepared by Eric Buck, P.E. dated November 2, 2016 ("Conceptual Septic Plan"); and
5. Fire Flow Testing Correspondence prepared by John Camp, P.E. CPM dated October 20, 2020; and
6. Onondaga County Planning Board resolution dated November 2, 2016; and
7. Grant of Conservation Easement Russel Zechman Subdivision ("Conservation Easement"); and
8. Declaration of Private Road Maintenance Agreement ("Road Maintenance Agreement"); and
9. Dedication of Waterline and Grant of Right of Way and Easement to the Skaneateles Consolidated Water District;

**WHEREAS**, upon review of the Subdivision Map, the Board concurs that it fulfills the Preliminary Plat approval conditions by not materially deviating or altering the final design as depicted on the Preliminary Plat, constituting four residential subdivided lots with a single conservation lot to preserve and manage conservation value of the Property upon the single parcel under consideration for subdivision; and

**WHEREAS**, upon review of the Conservation Analysis, the Board concurs that it provides an accurate and representative analysis that the Property, includes limited areas of High Conservation Value (as defined therein), mainly in the western portion of the property, west of the gas pipeline easement and north portion of the middle section of the property, as depicted on the Subdivision Map, which will be adequately perpetually protected by imposition of the Conservation Easement; and

**WHEREAS**, pursuant to and in accordance with Chapter 148 of the Town of Skaneateles Code, Sections 276 of the Town Law of the State of New York, and applicable SEQR regulations, the Planning Board hereby makes its decision on the Final Plat/Subdivision Map.

**NOW, THEREFORE**, upon a motion made by Member Jill Marshall, seconded by Member Scott Winkelman, 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 Zechman Open Space Subdivision, subject to the following conditions:

1. The foregoing recitals are incorporated herein as if set forth at length;
2. That the Applicant and its professionals shall submit revised drafts of the Conservation Easement, Road Maintenance Agreement, and Dedication of Water Line and Grant of Right-of-Way and Easement to the Skaneateles Consolidated Water District (the "Recordable Documents"), for review and approval by the Town Attorney, the Planning Board Chair and the Planning Board Attorney, and as approved shall be executed and recorded by the Applicant in the Onondaga County Clerk's Office contemporaneously with the filing of the Subdivision Map.
3. That development of the Project, according to the Subdivision Map and the Recordable Documents shall be fully complied with by the Applicant, at no cost to the Town.
4. 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 that Chairman is authorized to sign said Subdivision Map, subject to fulfillment of applicable conditions herein.
5. That consistent with the Conservation Analysis and the Conservation Easement, the Applicant shall preserve community open space, natural resources, and small ponds, as depicted on the Subdivision Map, which shall remain open space as required by Section 148-9 of the Skaneateles Town Code, and/or the Town Law of the State of New York and applicable sections thereof, without adjustment, modification, or change, except upon the express written consent of the Town of Skaneateles Planning Board;
6. 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;
7. That the Applicant shall obtain all necessary septic approvals from the Onondaga County Department of Health;
8. The Applicant shall obtain all necessary approvals from any other agency or authority having jurisdiction over the Property or Project, including the Town Board, the Town Highway Superintendent, and the Town Water Department, and build all required infrastructure including, but not limited to, drainage basins, stormwater drainage facilities, and the private road according to Town standards and specifications at no cost to the Town, where depicted and as set forth on the Subdivision Map;
9. That prior to the start of any construction, the Applicant, its Engineer and Contractors shall arrange for a preconstruction meeting with the Code Enforcement Officer, Town Highway Superintendent, Town Water Department, and Town Engineer to assure the parties mutual understandings of the conditions and requirements of this Resolution, and the sequence and/or requirements for construction of the Project.
10. Prior to the start of any construction the Applicant shall submit, as necessary, any additional erosion and sediment control plans, grading plans, construction sequences, or any plans as may be required by the Planning Board, the Code Enforcement Officer and/or the Town Engineer.

11. That all approvals required from or by the New York State DEC for stormwater runoff control in conformance with the NYS SPDES Phase II Program be received and complied with by the Applicant when completing the construction of the Project.
12. That the Applicant post appropriate additional escrow of \$1000 for engineering and legal review of the Plans and Submissions and for inspection by the Town for the Project under construction.
13. That the Special Permit shall expire if the Applicant fails to obtain the necessary Building Permits or fails to comply with the conditions stated within this Resolution within 18 months of its issuance or if its time limit expires without renewal.

**RECORD OF VOTE**

Chair	Joseph Southern	Present	[Yes]
Member	Scott Winkelman	Present	[Yes]
Member	Donald Kasper	Present	[Yes]
Member	Douglas Hamlin	Present	[Yes]
Member	Jill Marshall	Present	[Yes]

**Discussion – 9 Lot Subdivision**

Applicant: Emerald Estates Properties, LP  
Skaneateles, New York

Property:  
2894 East Lake Rd  
Skaneateles, New York

**Tax Map #036.-01-37.1**

Present: Read Spear, Applicant; Robert Eggleston, Eggleston & Krenzer Architects; John Langey, Costello Cooney & Fearon, PLLC; Rudy Zona, RZ Engineering;

Mr. Langey stated that they feel that the board would be able to entertain a motion with a determination that the DEIS is complete, ready for publication, and to schedule a public hearing. Counsel Molnar noted that the applicant had submitted the updated DEIS on December 7, 2020 and commented that it meets all the suggested board edits except for one. Pages 59-60, the board suggested that an edit be placed on alternative 3, to include the current recommendation of fire chief Pete Buehler, stating that the position of the Skaneateles Fire Department is not changing its prior determination of fire chief Dan Evans. Read Spear stated that he had made the change and included the letter as an appendix. Counsel Molnar noted that he had seen the appendix addition; however, the zip file received from Mr. Langey did not reflect the requested change on pages 59-60. Read Spear said that they accept the change.

Counsel Molnar recommended that the board authorize him to finalize the notice of completion of the DEIS. He continued with a recap of the requirements of the NYSDEC regarding the DEIS. After the final version has been received from the applicant, he could file it on December 21, 2020 and the 30-day minimum review period could begin to January 20, 2020. Under town law section 276-5(d)(i)(1)&(2), a public hearing will be required to be held jointly with the hearing on the preliminary plat plan within 62 days of the filing of the notice of complete DEIS. The public hearing would be a dual-purpose hearing on the DEIS and the preliminary plat plan. He recommended that the public hearing be scheduled for February 16, 2020 for the DEIS and the plat plan. Mr. Langey inquired if the board would consider an earlier meeting date.

**WHEREFORE**, a motion was made by Member Marshall and seconded by Chairman Southern to declare that DEIS complete and schedule a public hearing for the DEIS and preliminary plat plan on ***Tuesday, February 16, 2021 at 6:30 p.m.*** The public hearing is conditional on Counsel Molnar receiving the final DEIS from the applicant to be filed on

December 21, 2020. The Board having been polled resulted in the unanimous affirmation of said motion.

**WHEREFORE**, a motion was made by Member Hamlin and seconded by Member Winkelman to adjourn the meeting. The Board having been polled resulted in the unanimous affirmance of said motion. The Planning Board Meeting adjourned at 8:27 p.m. as there being no further business.

Respectfully Submitted,  
Karen Barkdull, Clerk

Additional Meeting Attendees:

Robert Eggleston	Jack Severance
Brian Madigan	Matt Slade
Marc Spear	Amanda Geihe
Read Spear	Collin Donahue
Tom Blair	Mark James
John Langey	Jon Patterson
Rudy Zona	Ally Mead
Courtney Alexander	Chris Buff
Alan Briggs	Peters
Chris Graham	David
Bryan Lubel	Kohilo Wind
Chris Szemis	