

**Village of Cazenovia Planning Board  
Meeting Minutes  
August 13, 2018**

5

Present: Adam Walburger, Acting Chair; Stephen McEntee; Anne McDowell; Don Raleigh; and Zach Young, Alternate.

Absent: Rich Huftalen, Chair.

10

Others Present: James Stokes, Village Attorney; Gregory Snyder; Todd Harrington; and Dennis Gregg.

\* \* \* \* \*

15

A. Walburger called the meeting to order at 7:00 p.m. and introduced the Board.

\* \* \* \* \*

20 A. Walburger asked for any changes to the minutes of July 9, 2018. A. Walburger observed that on Page 7, Line 332, it says Onondaga Room and it should be Owahgena Room. A. McDowell made the motion to approve the minutes with that correction. Z. Young seconded. The motion carried with 5 in favor, 0 opposed.

25

\* \* \* \* \*

**Aldi, 120 Nelson Street, Site Plan Amendment**

There was no representative present. A. Walburger explained that this is for the screening around the utility transformer. A response was received from the Madison County Planning Department. It was returned for local determination. No adverse county-wide or inter-municipal impact will result from the site plan to install vegetative screening around the new National Grid transformer station as well as to fill the space on the front of the store in place of the second business sign. They noted that they know that both of these have already occurred on the site.

35

A. Walburger called for any discussion. There was none.

Mr. Stokes noted that the State Environmental Quality Review (SEQR) is already covered by the original Negative Declaration for the project that was done by the Village Board.

40 Z. Young made the motion to approve the amendment as submitted. A. McDowell seconded. The motion carried with 5 in favor, 0 opposed.

\* \* \* \* \*

45

**Willow Bank Yacht Club, 27 Forman Street, Site Plan Review**

Todd Harrington came forward to explain. The plan is a follow-up to the dredge of the swimming area. On the way out, they want to improve the drainage issue on the north side of the building. This will include reduction of the paved driveway, changing the grade, and introduction of some slot

50 drains and everything heading to an infiltration trench. He presented an updated plan (construction and design documents). It has a better representation of the driveway. There is an existing 16-foot wide blacktop driveway that leads down to the water. That will be reduced to approximately 8 feet wide. Water will be caught at three spots and channeled into an infiltration drain. A wooden retaining wall will be added. It is an 18-inch sitting wall. It will help to control some of the erosion that is happening.

55 A. McDowell wondered if the new driveway would be paved. Mr. Harrington answered that would be determined by cost and budget. Some portions of the driveway may go back to blacktop. Some portions may be done in pavers. The lawn area on the north side of the driveway will be increased. Impervious surface will be reduced. Runoff will be captured by slot drains. The grade will be  
60 reduced for a flatter entry area to the Owahgena Room.

65 Z. Young asked where the runoff water will go. Mr. Harrington answered that it will go into a large dry well. Currently, the runoff goes directly into the lake. Right now, the north lawn area is sloped. The plan is to flatten out three areas so there would be a flat area, then a transition, then another flat area, etc. The final stages are being finished for a permit from New York State Department of Environmental Conservation (DEC).

70 A. Walburger stated that comments were received today from the Madison County Planning Department and it was returned for local determination. He read those comments into record:

75 *This proposed site plan at the Willow Bank Yacht Club, zoned R-20 (presumed grandfathered), proposes to regrade several areas, install new walkways, add new trench drains, remove and possibly replace asphalt (such as at the entrance and new walkways). Near the beach location the proposal is to expand the beach area and bring it up to meet the pavement grade as well as add new steps to the beach and add an 18" high wooden seat wall. It appears some asphalt will be removed as part of this project, but there will also be a new walkway added (stated as potentially asphalt, concrete or pavers) so the Board should discuss the amount of total impervious surface proposed (maximum lot coverage allowed in R-20 is 20%). We also note 180-123 which states 80 "any paved or otherwise improved parking, loading or service area within 100 feet of any shoreline shall be designed and constructed as to minimize surface runoff." We note that new drainage is being added as part of this project planned to "detain and filter stormwater runoff." The Board is also probably aware, but the Town of Cazenovia recently adopted the "Cazenovia Lakefront Development Guidelines" to evaluate 85 lakeshore development (as the other municipality on the lake, this might be something for the Village to consider implementing in the future as well).*

90 A. Walburger showed Mr. Harrington a copy of the Cazenovia Lakefront Development Guidelines. It contains various details such as design recommendations for retaining walls, etc., that they feel are compatible with the lakefront.

95 A. Walburger wanted to put into the record that he is the Rear Commodore of the Willow Bank Yacht Club. He is the only other person in the room who has seen the plan in its form to date. The Planning Board members have not seen this plan and are evaluating it with fresh eyes. He solicited independent viewpoints from other Board members. The Planning Board should answer the 20%

impervious surface comment from the County. That is for the entirety of the site. A new walkway will not be added. It already exists.

100 Mr. Harrington said there is no net add of impervious surface and he believes there is a net reduction. The site is simply being regraded and restructured.

105 A. Walburger added that this is an extremely large site and he would be surprised if all of it, including the upper parking lot, is 20%. The Board would like to see the calculation just as a point of clarification. This is for local determination and the County's recommendation is to check this. It is obviously an improvement over existing conditions. It is a water management project first and foremost. It deserves to be stated that the reason for this is to control the uncontrolled runoff into the lake, to support the dredge project, and return the lake back to its previous configuration and keep it that way. It is a net deduction in impervious surface and an improvement to the site. The small add of the wall is de minimis compared to the site size. He encouraged the other Board members to add their comments.

110 A. McDowell said the plan is a plus and just dealing with the runoff is a no-brainer.

115 Mr. Harrington stated that all of the silt control and erosion control measures will already be in place for the dredge project, so this seemed like a good time to do the grading as well. A. Walburger added that those details are specified by the DEC.

120 S. McEntee asked if John Dunkle, Village Engineer, has looked at the plans. Mr. Harrington replied that he had been contacted last week to do so.

125 S. McEntee said that he would rather have the Village Engineer look at the plans.

A. Walburger looked to Mr. Stokes for guidance on the impervious surface question. He believes it has been covered in the past, but might be worth digging up because it was pointed out by the County.

Mr. Stokes questioned how time sensitive this project is and wondered if it can wait another month. Mr. Harrington answered that they can support another month.

130 Mr. Stokes said that the Board could approve it contingent on the impervious surface question. But if a month is not going to be a problem, he would prefer to have it looked at first then there is no question. It is a relevant factor under zoning. A State Environmental Quality Review (SEQR) review needs to be done. The Board has an obligation to make sure it is thorough.

135 A. Walburger believes it would be good to have comments from the Village Engineer supporting or adding necessary details to what has been presented because that helps with the Board's thoroughness in the SEQR determination. He supports deferring action to the next meeting.

140 S. McEntee made the motion for the plans to be referred to John Dunkle, Village Engineer, for review and comment. D. Raleigh seconded. The motion carried with 5 in favor, 0 opposed.

Mr. Harrington said he would come back with a more definitive concept of pathway materials and impervious surface numbers next month.

145

\* \* \* \* \*

**Gregory Snyder, 21 Center Street, New Porch Roof, Architectural Review**

150 Mr. Snyder came forward. He has a side entrance off of the driveway with no roof over it and it gets icy and hazardous in winter. He would like to add a standard gable style roof with two supports over the existing wooden platform. There is a similar structure on the front of his house. And many of his neighbors have the same basic design.

A. Walburger commented that this is not in the Historic District and this design is found throughout the Village.

155

A. Walburger declared this a Type II action under SEQR. He asked for any questions from the Board. There were none.

160

Z. Young made the motion to approve the application as presented. A. McDowell seconded. The motion carried with 5 in favor, 0 opposed.

\* \* \* \* \*

**CNY Progressive Homes, Lot 14, South Meadow, Architectural Review**

165 Dennis Gregg came forward. A. Walburger explained that this is a single-build lot and the Board is looking at congruency with the remainder of the neighborhood.

Z. Young noted that the garage doors are deficient in that they do not have carriage style hardware.

170

A. Walburger said that in general, in his opinion, this configuration meets what has been built before. It has windows on all four sides. But it needs carriage style garage doors. Mr. Gregg stated that it will be the same design as Lot 4. It will have earth tone colors.

A. Walburger asked for any questions or comments from the Board. There were none.

175

A. Walburger marked on the drawings that this plan needs carriage style garage doors per the Board's normal requirements. And colors shall be earth tone colors.

A. Walburger declared this a Type II action under State Environmental Quality Review (SEQR).

180

S. McEntee made the motion to approve the plan as marked up. A. McDowell seconded. The motion carried with 5 in favor, 0 opposed.

\* \* \* \* \*

185

**South Meadow, Section 1C, Final Plat Approval**

Mr. Gregg stated that he previously asked for final plat approval and was told to have his engineer submit plans to the Village Engineer and that has been done.

190

Mr. Gregg stated that he is taking the easements off of Lots 15, 16, and 17 based upon as-built drawings based on the way the storm system was built. There will still be an easement on Lot 14.

195 Mr. Stokes explained: There was a preliminary plat approval for all of Section 1. The Board has given final plat approval in phases. Sections 1A and 1B have been done. Mr. Gregg is now asking  
for approval of Section 1C. In order for Mr. Gregg to sell the lots, he needs final plat approval so he can file the map in the County Clerk's Office. John Dunkle, Village Engineer, did review the developer's engineer's estimate and is in agreement that for final paving, sidewalk installation, and installation of 20 trees, the cost estimate is \$32,280. In the past, the Board has approved the plat subject to a number of conditions, all of which would be applicable here, and Mr. Stokes read them aloud:

- 200 1. That the applicant enter into a construction guarantee agreement as approved by the Board of Trustees. (That is the agreement that says they will build it according to the approved plans and if they don't, the Village gets to use the security or letter of credit or whatever they post, to finish it. If they do everything correctly, the security is returned to them.)  
205 2. That a letter of credit in favor of the Village be posted in the amount of \$32,280.  
3. That the applicant be current in all payments due to the Village for legal, engineering, and other fees.  
4. That all conditions of the Preliminary Plat approval not heretofore satisfied or addressed in this resolution shall be satisfied. (The main one on this was the stormwater, which is all done.)  
210 5. That the applicant submit the final plat map to the Attorney for the Village for approval before being signed by the Chair.
- 215 If the Board is comfortable with the map and conditions, Mr. Stokes recommended granting final plat approval based upon them. He noted that the standard for granting final plat approval is that it is substantially consistent with the preliminary plat. It is the same, except for the modification of the easements. In his opinion, that is not a substantial deviation.

220 **RESOLUTION  
OF THE PLANNING BOARD  
OF THE VILLAGE OF CAZENOVIA**

225 **RESOLUTION GRANTING FINAL PLAT APPROVAL  
FOR THE SOUTH MEADOW PHASE 1C SUBDIVISION**

230 **WHEREAS**, Gregg Development Corporation ("Applicant") submitted an application for preliminary plat approval for "Phase 1" of the "South Meadow" subdivision consisting of twenty-one (21) single family residential lots located on a portion of the Applicant's parcel consisting of approximately 48 acres of presently partially developed land located on the easterly side of Number

Nine Road, (“Site”), with the lot layout as depicted in the plan entitled South Meadow Phase 1, Preliminary Layout Plan dated May 23, 2012 (the “Preliminary Plat”), and

**WHEREAS**, by resolution dated October 1, 2012, the Board of Trustees of the Village of  
235 Cazenovia, acting as lead agency pursuant to a coordinated review under the New York State Environmental Conservation Law, made a determination that the rezoning of the Site from R-30 to R-6 District and development of the site for single family housing in accordance with the Preliminary Plat would not have any significant adverse environmental impacts, and

**WHEREAS**, by resolution dated November 12, 2012, this Planning Board granted approval  
240 of the Preliminary Plat, subject to conditions, and

**WHEREAS**, by resolution dated November 10, 2014, this Planning Board granted final plat approval for Section 1A of the Subdivision, consisting of lots 1, 2, 3, 4, 20 and 21, subject to conditions, and

**WHEREAS**, by resolution dated July 13, 2015, this Planning Board granted final plat  
245 approval for Section 1B of the Subdivision consisting of lots 5, 6, 7, 8 and 19, subject to conditions, and

**WHEREAS**, the construction of the storm water detention facilities for the Subdivision and Condition “1” of the preliminary plat approval have been substantially completed as of this date; and

**WHEREAS**, the Applicant has now requested Final Plat approval for Phase 1C of the  
250 Subdivision, consisting of lots 9, 10, 11, 12, 13, 14, 15, 16, 17, 18 and 69, based upon a drawing prepared by David A. Vredenburgh, L.L.S.

**WHEREAS**, it is hereby determined to be in the best interest of the Village that this application for Final Plat approval for Phase 1C of the Subdivision be approved.

255      **NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Planning Board of the  
Village of Cazenovia hereby grants final plat plan approval of the South Meadow Subdivision, Section  
1C, consisting of lots 9 through 18 and 69, and it is further

260      **RESOLVED**, that the aforesaid approval of the Final Plat is subject to the condition that the  
Planning Board Chair may sign the Final Plat only upon the satisfaction of the following conditions  
as determined by the attorney for the Planning Board:

- 265      1. A Construction Guarantee Agreement, as approved by the attorney for the Village and  
the Village Board of Trustees, shall be executed and delivered to the Village by the  
Applicant.
- 270      2. Performance security in favor of the Village of Cazenovia in the amount of thirty-two  
thousand two hundred eighty (\$32,280.00) dollars, in such form as may be approved  
by the attorney for the Village, shall be delivered to the Village by the applicant to  
secure the performance of the Applicant's obligations under the Construction  
Guarantee Agreement.
- 275      3. That the applicant be current in all payments due to the Village for legal and  
engineering and other fees due to the Village of Cazenovia in connection with this  
Subdivision.
- 280      4. That the Applicant submit the final plat map to the attorney for the Village for approval  
prior to it being signed by the Chair.

285      **AND IT IS HEREBY FURTHER RESOLVED**, that the Chair and Clerk of the Planning  
Board and the Zoning Enforcement Officer are hereby authorized and directed upon payment of any  
required and/or outstanding review and professional fees to issue such permits and certificates and to  
take such other action as may be required to carry out the intent of this Resolution.

Dated: August 13, 2018

280      A. McDowell made a motion to approve the resolution as presented by Mr. Stokes. Z. Young  
seconded. The motion carried with 5 in favor, 0 opposed.

\* \* \* \* \*

285      A. Walburger asked for any further business to be brought before the Board. There was nothing.  
S. McEntee made the motion to adjourn the meeting. Z. Young seconded. The motion carried with  
5 in favor, 0 opposed. The meeting was adjourned at 7:49 p.m.

Respectfully submitted,

290

Marlene A. Westcott  
Recording Secretary