



Town of Elbridge Planning Board

April 9, 2019

Approved Minutes

Members Present: John Stevenson, Patrick Svanson, Steve Walburger, Cindy Weirs, Sec/Alt Member

Absent: Chairman, Marc Macro

Others Present: Attorney Scott Chatfield, Vernon Richardson, Town Supervisor, Blaine & Mackenzie Vossler, Jill Fudo, Helen McMillen, RZ Engineering Attorney Tom Blair

Approval of Minutes: March 12, 2019

Correction: Don Petrocci: spelling of Architect Robert Eggleston not Oggleston.

Pat Svanson motioned to approve the minutes seconded by Steve Walburger and approved unanimously by all members present.

OLD BUSINESS:

<i>Mildred/James Tracy</i> Not Present	Major Subdivision Rte 317, Jordan	TM # 038.-02-12.1 Zoned: R1 (Lot 72)
<i>Hoe Property</i> Not Present	Site Plan Review 1124 State Route 5	TM # 041.-03-38.0 Zoned: B-1
<i>Blaine & Mackenzie Vossler</i> Attorney Thomas Blair	Wedding Barn 5606 Kester Road	TM # 036.-02-08.0 Zoned: Residential/Ag

Attorney Chatfield explained to the Planning Board that the applicants presented an application to the Town Board for a Planned Commercial District (PCD) that would make this property its own district if it goes all the way through the process. The Planning Board's role is to review the

application for the arrangement, layout, design, functionality, compatibility with adjacent uses, lighting and all things the board reviews on any application. With the goal of coming up with a plan that in the Planning Board's judgment works for the applicant and the municipality as well. The Planning Board's final action is to make any recommendations back to the Town Board. At that point the Town Board will look over the Planning Board's recommendations and applicant's proposal and if they deem it worthy of further consideration they will schedule a Public Hearing. That Public Hearing takes the form of a proposed law. The law will be called the Vossler PCD which is its own district. The limitations that are going to be imposed on it, if any, are established by the Town Board at the time that they approve it, if they do. The district will run with the property if it is sold, subject to the legislative board making a change if they wish to do so.

The Town Board is the lead agency; this is a Type I Action (Unlisted Action).

PCD District: The PCD acreage requirement is 10 acres. The applicants provided a signed survey showing they have 9.21 acre site. They are seeking possibly a consideration to the Town Board to whatever the Town Board sees fit to do with the project such as amending or updating its local law or whether they would create a PCD district that allows for 9 acres or greater.

The Vosslers along with their Attorney Thomas Blair, Helen McMillen, Engineer for the site drainage and traffic study; Jill Fudo, Structural Architect working with the structures that will be improved on the site are present. Attorney Blair also presented a full size survey for the board and will also drop off full size sets of the proposed site plan.

The applicants provided the board members a marketing packet for The Kester Homestead, LLC to review. Included within this packet is a Traffic Study Report, Drainage Report, and Concept map, a Schematic Design, EAF Mapper Summary Report, Full Assessment Environmental Form and a Supportive Petition with twenty local signatures.

The Kester Homestead venue intends to be used year round. Dates and Hours of operation:

April – December, weekends only
Off-season (winter) events will be allowed on a case by case basis
Friday & Saturday until 11pm
Sunday – Thursday until 10pm

The applicants would like to provide the following options:

Single-Home Private Rental: The applicants are offering their single family home as a private rental property for guests holding events on their property. The home offers eight bedrooms and will include the use of all outdoor gathering areas. The renters will bring their own groceries and use the kitchen. This summer the gatherings would occur in the Woodlands Cathedral and behind the Gambrel Barn in the Wild Garden, until the work on the main structure is completed. The applicants will provide the Planning Board with a copy of the contract with the rules and regulations that will be signed by the renters.

Glamping: The applicants would like to offer glamping which is a form of temporary camping involving accommodation and facilities with more luxurious amenities than those associated with the traditional camping, consisting of tents or pop-up trailers. The area the applicants selected for this venue will be located behind the carriage house and or in the woods; it cannot be seen from the road. They would like to offer glamping for the season to go with an event scheduled at their location or

separately. There will be one community campfire on site. The applicants are asking for the board's approval to add some temporary sleeping quarters. If they were to propose a permanent structure on the site for the glamping, they would approach the Planning Board for a Site Plan Review.

The applicants have a leather art home studio workshop on the third floor (2,053 sq. ft.) for a business they have in Skaneateles. This is locked and is not part of the rental agreement. Attorney Chatfield said if there is another business conducted there; it needs to be added in the list of those things that is permissible through the PCD. Attorney Blair said this is one thing that is not listed is a home occupation permit which will have to be added.

The Gambrel barn is an open barn consisting 5000sq feet with steel trusses. There is a second entrance directly off the back that connects the wild garden and the Gambrel barn. The old hog shed referred to as the Field Stone Barn is open on both ends without any doors will be a secondary space for a smaller gathering. They made walking paths through the woods. They have an area in the woods they are calling the Woodlands Cathedral with church pews for weddings or gatherings. The marketing materials outside such as the church pews, trellis, tables and seating are temporary. There will be nothing outside that is anchored into a footer.

A structural evaluation of the Gambrel Barn was done and there were some modifications that need to be done to stabilize the back foundation wall. There will be buttresses built under the deck to stabilize the back foundation wall.

The barn is meeting handicap accessible requirements regarding the restrooms; the remainder of the building is all on grade access. Every ingress plan to the building will be handicap accessible. If you are going between the first level (considered a basement) and the second level does not require having handicap accessibility. The primary use level is at grade entrance off the rear deck using of two 14 foot doors. The rear deck located on the back of the barn is on level with the primary structure, so that will be in the area for fire and rescue assistance, if the front door is inaccessible due to a fire. The event barn will not have a kitchen. Every event will be catered and the food delivered to the site. The caterers are responsible to remove all the trash and they also are responsible for a temporary liquor license if alcohol is served. The main barn has an existing door and a pull up garage door located on the far side of the main barn. There is an area for the caterers to assemble the food for the event. The caterers will provide food to the upstairs level using an interior staircase. Under Chapter 14 of the existing building code through exemptions, they are not required to have a sprinkler system. They have done the calculated values of the existing components. They will be adding a full fire alarm system and they are exceeding exiting requirements by more than 150%. They shortened the exit distances to calculate out; no internal communication between first and second floor and separation between first and second floor.

Storm water calculation and topography: The site has good drainage and the topography doesn't injure the parking areas. There is no proposed grading at this time and no proposed impervious cover. The only change in the use of the land is the potential septic system that would be added for restrooms that occur in the Gambrel barn and the deck off the back of the barn. So by DEC regulations they wouldn't have to analyze or provide a storm water design. They provided a memo stating there is no impact for storm water.

Lighting: There is an existing pole that they will tap off of and add lighting that will be dark sky compliant. They are working with a local lighting company presently working out the fixtures. The plan for the exterior of the building is wall packs. If they have any fencing they will do solar light

caps on the fence post. There will be lighting around the barns, wild garden and lights along the pathway back to the parking field. The wooded area will close down at dusk. The applicant will provide the board with information of the lighting that will be used on this site.

Parking: The proposed main parking area located in the middle field between the house and the barn is a grass parking area with good drainage, but if there is some other materials that need to be laid out during very difficult conditions there are engineer and natural products that would provide traction and stability that would all be permeable. The driveway for the main parking area will be separated for ingress/egress with some plantings in the middle to prevent a bottleneck. They will have a parking attendant to direct parking and keep the fire lane open. The board suggested using cones. The board would like the applicant to provide several options of the parking areas such as a maximum package and a 50 car parking plan. Handicap parking spaces have to have signs.

The second entrance that accesses directly to the Gambrel barn will be used for the catering services, and food trucks and for fire/emergency vehicles main ingress and egress and for handicap drop off. There will not be any parking in the second driveway except maybe a food truck.

The Elbridge Fire Chief came out and looked at the property. To meet fire code they had to add more egress into the barn. The Fire Department will be sending a letter to the applicant and they will make sure the board gets a copy of this letter.

They have added another grass area that will be used for overflow parking that would be road access (house driveway) with potential of doing some valet parking. The residential driveway will have screening to separate their home from the event area.

At first they thought they had capacity for 60 parking spaces in the main parking area (1.5 spaces per guest), but with further calculations they figured they could have 63 spaces in the main parking area and 20 spaces in the overflow parking area giving them a total of 83 parking spaces. The dimensions of the parking spaces are 10 x 20 feet.

Septic: The type of septic design that the DEC and Health Department like to see for this type of property is a type that holds back more water with a slightly bigger tank and it lets the water out at a continuous rate throughout the week so you actually have a much smaller field with a lot less disturbance. The septic field will be located a safe distance from the well. The septic system will need to be shown on the site plan. They will be testing in the next week or two.

Wells: There are two wells on the property. The existing well nearest to the barn will be decommissioned, because there is not enough separation to the septic. The house well will be re-established with an updated pump and split to provide water to the house and barn. Their existing well is in part of an aquifer. The Gambrel Barn will have six unisex bathrooms.

Restrooms: Restrooms will be added in the Gambrel barn and they will be located on the lower level, entered through an on grade entrance, accessible from the rear side and within the building during use. There is a set of stairs that go to it that is not the accessible route. The handicap accessible route would be through the exterior which would also be an opportunity that the rest of the guess would have.

STAGING PLAN

Phase 1: The Summer of 2019:

Glamping and Private Home Rental with use of the facility, excluding the Main Barn as it is laid out now without the use of restrooms and septic, they will use port-a-potties outside the venue barn for Phase 1 and 2. The port-a-potties will be removed after each gathering.

The necessary egress and structural components will be done as soon as possible this spring before the summer season begins. There may be some small plantings and farming that could occur.

Phase 2: Fall/Winter 2019

They are projected to work on the bathrooms and septic so the work will be available for spring 2020.

Phase 3: Spring 2020

Complete the finishing touches on the utilities, possibly fence posts for separation and lighting. All additional work will be complete in the spring.

The board needs the detail that has to go into law. The law has to be available to the Town Board prior to the actual adoption of this law. Separate from the plan details. Attorney Chatfield would contemplate a local law that is applicable to this site only. They may want to impose some restrictions giving the surrounding uses, but he can't say.

Attorney Chatfield asked for a written summary in bullet point form or something similar to that that the Town Board can use as guidance for restrictions or conditions as part of the local law including how the phasing would work and whether those limitations would affect it.

Kester Road is a town road and is more than 500 feet from the county highway so there may not be a GML 239 involved. This is a local project.

The Planning Board will hold a special meeting on Monday, May 6, 2019 at 7pm regarding this application.

NEW BUSINESS: None

DISCUSSION: None

Adjournment: Pat Svanson motioned to adjourn the meeting at 8:30 pm. Steve Walburger seconded the motion followed unanimously by all members present.

Respectfully submitted,
Cynthia Weirs
Secretary/Alternate Member

Next Meeting: May 14, 2019

Approved with Contingencies:

Donald Petrocci
Approved March 12, 2019

Site Plan Review
1116 Route 5, Elbridge

TM # 041.-03-36.0
Zoned: B2

Glen DeVaul
Approved March 12, 2019

Minor Subdivision
6700 & 6706 Grimes Road, Jordan

TM # 030.-03-02.0
Zoned: Ag

Erin Cook
Approved March 12, 2019

Site Plan Review
394 State Route 31, Jordan

TM # 030.-02-01.2
Zoned: B1