



Town of South Bristol
6500 West Gannett Hill Road
Naples, NY 14512-9216
585.374.6341

Planning Board Meeting Agenda (Updated 12/9/25)

Wednesday, December 17, 2025, at 6:30 pm

Meeting in-person or by joining Zoom

<https://us02web.zoom.us/j/81803340660?pwd=dHg1ckdMyh2LcbbjBkTpdZboVI9LoW.1>

Zoom Meeting ID 818 0334 0660, Passcode 124438

Call to Order

Pledge of Allegiance

Reading of Vision Statement

As stewards of both the land and the lake, we will preserve and protect our safe, clean, naturally beautiful, rural, and scenic environment with thoughtfully planned residential, agricultural, recreational, and commercial development.

Meeting Etiquette

Minutes

Approval of Planning Board meeting minutes for July 16, 2025

Old Business

Public Hearings

Special Use Permit & Site Plan Approval Application 2025-0008 (Lot with Two Principal Uses)

County Planning Board Referral: 196.0-2025 Special Use Permits; 196.1-2025 Site Plans (Class 1)

Owners: Patrick Romero & Kristin Romero

Representative: Patrick & Kristin Romero

Property: 6256 St Rt 64

Tax Map: 184.00-1-43.220

Zoned: C-1 (Light Commercial 1 Acre)

Special Use Permit & Site Plan Approval Application 2025-0009 (Fabrication/Assembly of Products Use)

County Planning Board Referral: 196.0-2025 Special Use Permits; 196.1-2025 Site Plans (Class 1)

Owners: Patrick Romero & Kristin Romero

Representative: Patrick & Kristin Romero

Property: 6256 St Rt 64

Tax Map: 184.00-1-43.220

Zoned: C-1 (Light Commercial 1 Acre)

Special Use Permit & Site Plan Approval Application 2025-0010 (Single-Family Dwelling Use)

County Planning Board Referral: 196.0-2025 Special Use Permits; 196.1-2025 Site Plans (Class 1)

Owners: Patrick Romero & Kristin Romero

Representative: Patrick & Kristin Romero

Property: 6256 St Rt 64

Tax Map: 184.00-1-43.220

Zoned: C-1 (Light Commercial 1 Acre)

Site Plan Approval Application 2025-0011

County Planning Board Referral: Exempt

Owners: Shouting Hill LLC

Representative: Wade Sarkis, Jackson Guthrie

Property: 5770 Blake Acres Drive

Tax Map: 168.12-1-4.000

Zoned: R-3 (Residential 3 Acres)

Special Use Permit & Site Plan Approval Application 2025-0012

County Planning Board Referral: Exempt

Owners: SBA Towers II LLC

Representative: Verizon Wireless Communications (co-location)

Property: 5701 South Hill Rd

Tax Map: 176.00-1-6.200

Zoned: PD (Planned Development)

New Business

Site Plan Approval Application 2025-0013

County Planning Board Referral: Exempt

Owners: Stewart Revocable Trust

Representative: Matthew DeVries

Property: 6075 Aspen Drive

Tax Map: 178.18-1-4.100

Zoned: LR (Lake Residential)

Site Plan Approval Application 2025-0003 Request Six-Month Extension

Owners: Judy B. von Bucher

Representative: Erik von Bucher

Property: 6507 Longs Point Drive

Tax Map: 185.17-1-2.000

Zoned: LR (Lake Residential)

Special Use Permit & Site Plan Approval Application 2025-0014 Public Hearing

County Planning Board Referral: Exempt

Owners: SBA Towers LLC

Representative: Steven Timoteo, Aero Smith Development for AT&T

Property: 5776 Stid Hill Rd

Tax Map: 177.00-1-7.200

Zoned: R-5 (Residential 5-Acre)

Other

Motion to Adjourn

Town of South Bristol Planning Board Meeting Minutes Approved Wednesday, December 17, 2025

Present David Bowen
Daniel Crowley
Jason Inda
Cody Koch
Bruce Mackie
Michael McCabe
Frederick McIntyre
Paul Miller
Sam Seymour

Guests In-person: Matthew DeVries, Kristin & Patrick Romero, Curtis Gilbert
Zoom: Wade Sarkis, Sean Mullen, Steve Fantuzzo, Tiffany Street

Call to Order

The meeting of the Town of South Bristol Planning Board has been called to order at 6:30 pm. All Board members were present.

Reading of Vision Statement

Frederick McIntyre read the Comprehensive Plan Vision Statement.

Meeting Etiquette

Chairman Bowen reviewed meeting etiquette.

Meeting Minutes

David Bowen made a motion to approve July 16, 2025, meeting minutes as amended on pages 1, 3, and 6. Michael McCabe seconded the motion. The motion was unanimously adopted by all Board members present.

Old Business

Public Hearing

Special Use Permit & Site Plan Approval Application 2025-0008 (Lot with Two Principal Uses)

County Planning Board Referral: 196.0-2025 Special Use Permits; 196.1-2025 Site Plans (Class 1)
Owners: Patrick Romero & Kristin Romero
Representative: Patrick & Kristin Romero
Property: 6256 St Rt 64
Tax Map: 184.00-1-43.220
Zoned: C-1 (Light Commercial 1 Acre)

Special Use Permit & Site Plan Approval Application 2025-0009 (Fabrication/Assembly of Products Use)

County Planning Board Referral: 196.0-2025 Special Use Permits; 196.1-2025 Site Plans (Class 1)
Owners: Patrick Romero & Kristin Romero
Representative: Patrick & Kristin Romero
Property: 6256 St Rt 64
Tax Map: 184.00-1-43.220
Zoned: C-1 (Light Commercial 1 Acre)

Special Use Permit & Site Plan Approval Application 2025-0010 (Single-Family Dwelling Use)

County Planning Board Referral: 196.0-2025 Special Use Permits; 196.1-2025 Site Plans (Class 1)

Owners: Patrick Romero & Kristin Romero

Representative: Patrick & Kristin Romero

Property: 6256 St Rt 64

Tax Map: 184.00-1-43.220

Zoned: C-1 (Light Commercial 1 Acre)

Chairman Bowen: Diane, can you please read the legal notice.

Diane Graham: Yes.

Legal Notice of Public Hearing

Please take notice that the Town of South Bristol Planning Board will hold a public hearing on the following applications:

2025-0008, 2025-0009, 2025-0010 for property owned by Kristin Romero and Patrick Romero located at 6256 St Rt 64, tax map 184.00-1-43.220. The applicants/property owners are looking for special use permits and site plan approvals for two principal uses in C-1 district, fabrication/assembly of products business building use and storage barn behind business building conversion to single-family dwelling use.

Said hearing will take place on the 17th day of December 2025 beginning at 6:30 pm at the South Bristol Town Hall, 6500 West Gannett Hill Road, Naples, NY 14512.

Application is located on the town website under important documents and notices / board meeting documents.

All interested parties may provide written comments, appear in person or by representatives.

Chairman Bowen: Thank you. I will declare the public hearing open. Generally, at the top this one is more convoluted than we usually have because we have three special uses permits and well as three site plan approvals for one single site. I may go hoarse by the time this one is over.

Application 2025-0008

Seeking special use permit for two principal uses on a single lot

Town Code Section 170-14(c) provides that no more than one principal use is permitted on any lot except by special use permit. Here applicants seek to operate a glass fabrication or assembly facility which they have been doing for some time now without a permit we are hoping to clean this up. Also, the other matter is to establish and maintain a single-family residence on the same lot which would be in an existing structure that is behind the business location. The lot is a split lot straddling two zoning districts, C-1 on the road frontage extending back to a line behind both structures and remaining part of the parcel going westerly is in a R-1 (Residential 1-Acre) zone.

Please tell us a little bit about your project and if there have been any changes since you were here last month.

Diane Graham: Are you doing the special use first?

Chairman Bowen: Yes.

Diane Graham: Okay.

Kristin Romero: What are you looking for?

Chairman Bowen: Why don't you address the whole thing.

Kristin Romero: A special use permit in order to do the business that we have already been doing. I think that is pretty self-explanatory. We do not have any chemicals or anything that would cause any harm to the environment or loud machinery that would bother any of our neighbors or anything of that sort. As far as splitting the use of the property what are you want?

Chairman Bowen: Well, let me just address that one first. Just for the record have you had any complaints from any neighbors or residents of the town relating to the operation of your business for the last several years?

Kristin Romero: To this point, no.

Chairman Bowen: None. Okay. That is good. Tell us what your intentions is with regards to the other structures turning it into residential.

Patrick Romero: Basically, putting together living facility. Our grandkids are a big part of our life. We are still fully active working running this company. It is a nice situation for us to be able to have a home type environment while we are still working to face the kids or for us on a bad weather day to be able to stay there. It is the comfort of being able to have a home where we spend most of our time. That is our basic plan.

Chairman Bowen: You described it to us last month as a single-family one-bedroom unit with kitchen.

Kristin Romero: One bedroom, one bathroom.

Chairman Bowen: Any changes to that plan right now?

Kristin Romero: Not at this time, no.

Chairman Bowen: Any changes to the layout. You are adding some septic system. Any changes to any of that?

Kristin Romero: No changes other than what you have already seen.

Patrick Romero: Pretty much going as per site plan.

Chairman Bowen: Let's deal with the first application which is the two principal uses on a single lot. I am going to make a number of findings here and then we will be asking for a vote.

Application 2025-0008

Seeking special use permit for two principal uses on a single lot.

Findings:

1. SEQR status is an unlisted Type II action involving an application for a Special Use Permit for Two Principal Uses on the same lot with no adverse environmental impacts raised or any that I've seen.
2. The proposed uses are both consistent with the Comprehensive Plan of our Town which promotes light industrial development that is customer-focused and in a commercial zoning district. The plan also promotes residential uses that would fall under your R-1 area.

Diane Graham: We do not have industrial zone. I do not know if you want to use that word.

Chairman Bowen: The comprehensive plan uses light industrial as does our zoning code. The intent of the C-1 district is to promote light industrial as well as some other commercial uses.

3. The uses are in harmony with the purposes of the Town of South Bristol zoning law and with the regulations for the zoning districts in which the proposed uses are to be located. The C-1 district is intended for light industrial uses that serve the commercial needs of residents and the general public. The use is fabrication and assembly of glass products for commercial/residential use. The rear or western side of the lot is in an R-1 zone which is intended for residential lots in selected growth areas which provide transition zone from areas of high density to areas of low density. It meets that criteria. The surrounding lots are large and contain residential uses. Even though the residence will be on the C-1 portion of the lot, it is immediately adjacent to the R-1 portion of the lot and surrounded by other split lots, which have residential uses.

4. The use will not adversely affect the character of the neighborhood. The property has been used for commercial purposes since at least 1992 from our records at the town show in different forms, but with no apparent a complaints from residents or the general public. The current commercial business has been in operation, albeit without a permit, for approximately three years, with no history of complaints from any residents or neighbors. The immediately adjacent lots are residential as are those along the Route 64 corridor in that area of the town. Thus, there will be no change to the actual character of the neighborhood.

5. The use will not be detrimental to nearby properties. The proposed commercial use is already in operation without objection. The residential use is consistent with the neighboring properties. We have received no negative comments at least up to now objecting to the two proposed uses.

6. The use will not have an adverse impact on the physical or environmental conditions of the neighborhood. The lot has been used for commercial use since at least 1992. There is no significant change of use proposed. The commercial business does not involve loud noises or heavy traffic patterns. The one-bedroom single-family residential use is consistent with the surrounding residential properties. The existing septic system on the property is being upgraded and modified. It has been designed by a professional engineer and approved for installation by the Canandaigua Lake Watershed Inspector. The proposed system is in general compliance with applicable standards required by the NYS Department of Health and the Canandaigua Lake Watershed Rules and Regulations.

7. This application meets the requirements listed in §170-22(C)(1-7).

Could I have a motion from a board member to either approve or deny applicants' request for a special use permit for two principal uses on one lot. Those uses fabrication/assembly of products for Skill Glass business and a single-family dwelling to be used by the applicant/owners.

Frederick McIntyre made a motion to approve applicant's request for a special use permit for two principal uses on one lot, the uses being fabrication/assembly of products for the Skill Glass business and a single-family dwelling to be used by the applicant owners. Sam Seymour seconded the motion.

Roll Call Vote

David Bowen – Aye
Daniel Crowley – Aye
Jason Inda – Aye
Michael McCabe – Aye
Frederick McIntyre – Aye
Sam Seymour – Aye
Bruce Mackie, Alt 1 – Aye

Motion carried.

Chairman Bowen: Since the vote was a little premature, I guess it is time to ask is there anybody on Zoom objecting to this plan or anybody in the audience?

Diane Graham: Everybody on Zoom is for other applications.

Chairman Bowen: Hearing none than that vote stands.

Diane Graham: Thank you for that.

Chairman Bowen:

Application 2025-0009

Seeking special use permit to operate a fabrication/assembly of products facility in a C-1 zoning district

Under Town Code 170-17 (D)(2), a fabrication/assembly of products facility may be operated in the C-1 district by special use permit only.

Does anyone have any comments or objections? Hearing none we will proceed.

Findings:

1. SEQR status is an unlisted Type II action involving an application for a Special Use Permit to operate a glass fabrication or assembly facility in a C-1 zoning district with no adverse environmental impacts raised or seen or needing further review.

2. The proposed use is consistent with the Comprehensive Plan of our Town which promotes light industrial development that is customer-focused and in a commercial zoning district. The lot in question is both C-1 and R-1, though the structure containing the business is in the C-1 portion of the lot.
3. The use is in harmony with the purposes of the Town of South Bristol zoning law and with the regulations for the zoning district in which the proposed special use is to be located. The C-1 district is intended for light industrial use that serve the commercial needs of residents and the general public. The use is fabrication and assembly of glass products for commercial/residential use.
4. The use will not adversely affect the character of the neighborhood. The property has been used for commercial purposes since 1992. There have been no complaints over the past three years or during the whole history of commercial operation in that zone from any residents or neighbors. This business according to applicants does not involve any loud noise. Traffic patterns are minimal. The proposed use will not change the character of the neighborhood.
5. The use will not be detrimental to nearby properties. The proposed commercial use is already in operation without objection. The residential use is consistent with the surrounding properties. We have received no negative comments objecting to the two proposed uses.
6. The use will not have an adverse impact on the physical or environmental conditions of the neighborhood. The lot has been used for commercial use since at least 1992. There is no significant change of use proposed. The commercial business does not involve loud noises or heavy traffic patterns. The existing septic system on the property is being upgraded and modified. It has been designed by a professional engineer, and the design and installation plan has been approved by the Canandaigua Lake Watershed Inspector.
7. This application meets the requirements listed in §170-22(C)(1-7).

At this time, I will seek a motion from a board member to either approve or deny applicants' request for a special use permit for fabrication/assembly of products use in the front building for Skill Glass business.

Sam Seymour made a motion to approve applicant's request. Jason Inda seconded the motion.

Roll Call Vote

David Bowen – Aye
Daniel Crowley – Aye
Jason Inda – Aye
Michael McCabe – Aye
Frederick McIntyre – Aye
Sam Seymour – Aye
Bruce Mackie, Alt 1 – Aye

Motion carried.

David Bowen: Last on the special use permit is:

Application 2025-0010

Seeking special use permit to have a single-family dwelling in a C-1 zoning district.

Section 170-17 (D)(9) provides that one single-family dwelling can be sited in a C-1 Zoning district by special use permit only.

Any comments on Zoom or in the audience? No. Any questions from the board? With that I will make the following:

Findings:

1. The application presents a SEQR Type II action under paragraph 617.5 (c)(11), “*construction of a single-family residence in an existing structure with necessary utility connections and upgrade of a septic system*” with no further review required.
2. The use is consistent with the Comprehensive Plan of the Town in that the project expands local residential housing stock for residents as well as the applicants.
3. The use is in harmony with the purposes of the Town of South Bristol zoning law and with the regulations for the zoning district in which the proposed special use is to be located. Although the property on which the structure sits in the C-1 district, the lot is split and is located in both the C-1 and R-1 districts. The structure to be made residential is immediately adjacent to the R-1 portion of the lot. The immediately abutting lots are both currently used as residential.
4. The use will not adversely affect the character of the neighborhood. The adjacent properties are residential. The portion of the State Route 64 corridor extending north and south of the lot is residential with the exception of one small commercial use across the street.
5. The use will not be detrimental to nearby properties. There is no outward physical change of the structure proposed. The structure that is to house the residence is already in existence. There are residential properties on either side, and the neighborhood is generally residential.
6. The use will not have an adverse impact on the physical or environmental conditions of the neighborhood. The one-bedroom single-family residential use is intended for the use of the owners/applicants only. The use is consistent with the surrounding residential properties. The existing septic system is being upgraded and modified, but it has been designed by a professional engineer and approved for installation by the Canandaigua Lake Watershed Inspector. The proposed system is in general compliance with applicable standards required by the NYS Department of Health and the Canandaigua Lake Watershed Rules and Regulations.
7. This application meets the requirements listed in §170-(C) (1-7).

At the preliminary meeting we conditioned approval on receipt of a review of the proposed septic system by and report from the Canandaigua Lake Watershed Inspector. We received a letter dated November 24 from Tyler Ohle who approved the installation of the proposed system shown on the site plan. Your engineer is to provide an as-built to the watershed inspector as well as to code enforcement.

Board member to make a motion to approve or deny applicant’s request for a special use permit and site plan approval for a single-family dwelling use.

I will ask a board member to make a motion to either approve or deny applicants' request for a special use permit for a single-family dwelling use on the property.

Frederick McIntyre made a motion to approve applicant's request. Michael McCabe seconded the motion.

Roll Call Vote

David Bowen – Aye
Daniel Crowley – Aye
Jason Inda – Aye
Michael McCabe – Aye
Frederick McIntyre – Aye
Sam Seymour – Aye
Bruce Mackie, Alt 1 – Aye

Motion carried.

With regards to the site plan approval on the property again I will just note that we did request that we obtain Tyler's Ohle design approval letter which came in before scheduled on November 24, 2025. We have not received any written comments from anybody, and we have not received any comments from Zoom. Any questions from board on the site plan itself? I do not have any questions. So hearing none I will close the public hearing.

This application was referred to the County Planning Board as the building is located within 500 feet from a state road which is State Route 64. County Planning board motion was to retain referrals of 196.0-2025 and 196.1-2025 as Class 1's and return it to the Planning Board with comments. The comment was they received a description and review comments, but there were no final recommendations and no comments actually made that we could decipher from the county. You got by them.

The septic system review was required for this site plan, and we received that from Tyler Ohle. Storm water and erosion controls measures or recommendations. There were not any. As this septic leach field sits right next to the road by a ditch which eventually ends up in Canandaigua Lake, I am going to condition approval that the code enforcement officer shall make a determination whether any storm water and erosion control measures are needed for installation of the new distribution lines on site when excavation starts. Mr. Martin should come over. He is right down the road so he should come over and make sure it does not need it.

Kristin Romero: That is at the time of excavation before we lay the lines and everything.

Chairman Bowen: Yes. He really ought to go over there anytime before excavation starts and make sure, I am no expert in that stuff. I can drive by and take a look, but it is meaningless.

As for steep slopes there is no permit application required. It is not in a steep slopes area.

There is no NYS DEC Threatened or Endangered Species determination required on this location.

NYS Parks, Recreation & Historic Preservation archaeological site determination was required and we received a no impact letter on November 10, 2025.

There are no active agricultural farms within 500 feet.

Property is not in a floodplain and no floodplain permit is required.

Findings:

Chairman Bowen made a motion on SEQR declaring the granting of a special use permit to be and unlisted Type II action and the establishment of a single-family residence on an approved lot with utility connections to be a Type II action under paragraph 617.5 (c)(11) with no further review required. Ask the Board's permission to answer SEQR questions 1-11 with no or small impact and sign on behalf of the board. Daniel Crowley seconded the motion.

All in favor.

Ayes 7; D. Bowen, D. Crowley, J. Inda, B. Mackie, M. McCabe, F. McIntyre, S. Seymour
Nays 0

Motion carried.

David Bowen: I will make the following findings on your site plan.

1. The proposed project is consistent with the comprehensive plan of the Town of South Bristol.
2. The proposed project is consistent with the zoning district in which the project is located.
3. The proposed project will not have an adverse impact on the physical or environmental conditions of the district.
4. The proposed project will not adversely affect the character of the neighborhood.

Can I have a motion to approve findings 1-4?

Frederick McIntyre to approve 1-4 and Daniel Crowley seconded the motion.

All in favor.

Ayes 7; D. Bowen, D. Crowley, J. Inda, B. Mackie, M. McCabe, F. McIntyre, S. Seymour
Nays 0

Motion carried.

Chairman Bowen made motion to approve the preliminary and final site plan approval applications. Jason Inda seconded the motion.

Roll Call Vote

David Bowen – Aye
Daniel Crowley – Aye
Jason Inda – Aye

Michael McCabe – Aye
Frederick McIntyre – Aye
Sam Seymour – Aye
Bruce Mackie, Alt 1 – Aye

Motion carried.

Chairman Bowen: You are now approved and you get your special use permits as well as approval on your site plan.

According to town code you will need to obtain a building permit and start your project within six months of board approval, which is today.

If the project has not started within six months of approval, you must submit a written request for a one-time six-month extension to the board assistant to attend the next available board meeting to receive approval for an extension.

If a year has passed since the date of approval, you will need to start the board application process over.

Kristin Romero: No, thank you.

Chairman Bowen: Thank you very much. You are all set.

Kristin Romero: Thank you very much. We appreciate your time.

Chairman Bowen: I will make sure Mr. Martin gets in touch at some point.

Patrick Romero: We probably won't start until March once the ground is soft.

Chairman Bowen: Give him a head's up.

Kristin Romero: He wants to take a look at it beforehand. We are more than happy to do that. Thank you very much.

Chairman Bowen: Thank you very much. Good luck.

Site Plan Approval Application 2025-0011

County Planning Board Referral: Exempt
Owners: Shouting Hill LLC
Representative: Wade Sarkis, Jackson Guthrie
Property: 5770 Blake Acres Drive
Tax Map: 168.12-1-4.000
Zoned: R-3 (Residential 3 Acres)

Chairman Bowen: Diane, can you read the legal notice, please?

Diane Graham: Yes.

Legal Notice of Public Hearing

Please take notice that the Town of South Bristol Planning Board will hold a public hearing on the following application:

2025-0011 for property owned by Shouting Hill LLC located at 5770 Blake Acres Drive, tax map 168.12-1-4.000. The applicant/property owner is looking for site plan approval to install a 20.24 kW-DC rooftop solar system comprised of 46 SEG Yukon N-Series on existing barn and exterior north wall AC combiner panel.

Said hearing will take place on the 17th day of December 2025 beginning at 6:30 pm at the South Bristol Town Hall, 6500 West Gannett Hill Road, Naples, NY 14512.

Application is located on the town website under important documents and notices / board meeting documents.

All interested parties may provide written comments, appear in person or by representatives.

Chairman Bowen: I declare the public hearing open. Who is going to speak tonight?

Jackson Guthrie: I will be. Jackson Guthrie.

Chairman Bowen: Mr. Guthrie, I think we know what the project is. Are there any changes that have been made since our last meeting.

Jackson Guthrie: No sir.

Chairman Bowen: Verified Mr. Sarkis?

Wade Sarkis: Correct.

Chairman Bowen: Did we receive any written comments on this?

Diane Graham: No.

Chairman Bowen: Planning Board did receive an amended SEQR page one item number two we changed from no to yes, also paragraph 3 a. from .07 to 15.72 acres. Also, amended the agricultural data statement date and district from one to nine.

Diane Graham: Added the date.

Chairman Bowen: Anyone on Zoom in this matter other than the sponsors? I do not see anybody. Any questions or comments from the board? Then I will declare the public hearing closed.

The application is exempt from County Planning Board referral recommendations and comments.

There is no septic system involved so no review or approvals required.

No storm water and erosion control measures are needed for rooftop application.

No steep slopes permit is required.

No NYS DEC Threatened or Endangered Species determination is required.

NYS Parks, Recreation and Historic archeological site determination is required, and the board accepts the applicants prior determination letter with no impact dated January 13, 2021, for construction of pole barn which is where these solar panels are going to be going.

There is no active agricultural farms within 500 feet.

You are not in a floodplain, so no permit is required.

Under SEQR I will make a motion declaring this to be a SEQR Type II action under paragraph 617.5 (c)(3) with no further review required “*alteration of an existing or appurtenant structure for green energy infrastructure.*” I would further ask the board’s permission to answer SEQR questions 1-11 with no or small impact and sign on behalf of the board. Daniel Crowley seconded the motion.

All in favor.

Ayes 7; D. Bowen, D. Crowley, J. Inda, B. Mackie, M. McCabe, F. McIntyre, S. Seymour
Nays 0

Motion carried.

David Bowen: I will make the following findings:

1. The proposed project is consistent with the comprehensive plan of the Town of South Bristol.
2. The proposed project is consistent with the zoning district in which the project is located, which is R-3.
3. The proposed project will not have an adverse impact on the physical or environmental conditions of the district. It is essentially invisible to the surrounding properties.
4. The proposed project will not adversely affect the character of the neighborhood.

Request a motion to approve findings 1-4.

Frederick McIntyre to approve 1-4. Paul Miller seconded the motion.

All in favor.

Ayes 7; D. Bowen, D. Crowley, J. Inda, B. Mackie, M. McCabe, F. McIntyre, S. Seymour
Nays 0

Motion carried.

David Bowen: I will make a motion to approve the preliminary and final site plan approval amended application.

Michael McCabe seconded the motion.

Roll Call Vote

David Bowen – Aye

Daniel Crowley – Aye

Jason Inda – Aye

Michael McCabe – Aye

Frederick McIntyre – Aye

Sam Seymour – Aye

Bruce Mackie, Alt 1 – Aye

Motion carried.

Chairman Bowen: Okay. All approved.

Per town code you will need to obtain a building permit and start your project within six months of board approval.

If the project has not started within six months of approval, you must submit a written request for a one-time six-month extension to the board assistant to attend the next available board meeting to receive approval for an extension.

If a year has passed since the date of approval, you will need to start the board application process over.

Good luck.

Jackson Guthrie: Thank you so much.

Wade Sarkis: Thank you. Happy Holidays!

Chairman Bowen: Happy holiday to you.

Diane Graham: Yes. Merry Christmas.

Chairman Bowen: Nice library.

Wade Sarkis: Thank you. It's fake. Bye.

Diane Graham: It looked real.

Special Use Permit & Site Plan Approval Application 2025-0012

County Planning Board Referral: Exempt

Owners: SBA Towers II LLC

Representative: Bell Atlantic Mobile Systems LLC d/b/a Verizon Wireless

Property: 5701 South Hill Rd

Tax Map: 176.00-1-6.200

Zoned: PD (Planned Development)

Chairman Bowen: Can you read the legal notice, Diane?

Diane Graham: Yes.

Legal Notice of Public Hearing

Please take notice that the Town of South Bristol Planning Board will hold a public hearing on the following application:

2025-0012 for property owned by SBA Towers II LLC located at 5701 South Hill Road, tax map 176.00-1-6.200. The applicant/property owner is looking for site plan approval for Bell Atlantic Mobile Systems LLC d/b/a Verizon Wireless to co-locate on an existing unmanned wireless telecommunication facility within an existing SBA communications owner parcel. The Verizon Wireless antennae array will be installed at 160 +/- foot ACL, on existing SBA Communications 195 +/- foot AGL, guyed tower with existing four-foot lightning rod. Verizon's ground-based improvements include outdoor equipment cabinets on a proposed 11 by 12.5-foot concrete slab with an ice canopy over it. Ten-foot h-frame, and a 50-kw diesel generator with a tertiary containment tank on a four-foot by eight-foot concrete slab, all enclosed by a 29 foot by 21.5 foot, six feet tall chain link fence with barbed wire top. All proposed Verizon Wireless site improvements will be located in the existing SBA communications owned parcel. Access to the site will utilize an existing gravel access driveway off South Hill Road to the existing guyed tower location.

Said hearing will take place on the 17th day of December 2025 beginning at 6:30 pm at the South Bristol Town Hall, 6500 West Gannett Hill Road, Naples, NY 14512.

Application is located on the town website under important documents and notices / board meeting documents.

All interested parties may provide written comments, appear in person or by representatives.

Chairman Bowen: Thank you. I will declare the public hearing open. Who is here to speak on behalf of Verizon?

Steve Fantuzzo: Good evening, Steve Fantuzzo, Nixon, Peabody attorneys for Verizon.

Chairman Bowen: How are you tonight?

Steve Fantuzzo: Good. The wall behind me is real. It is not as exciting as the library, but I will note that it is real.

Chairman Bowen: It is the law office of today, right?

Steve Fantuzzo: Right.

Chairman Bowen: Any changes since you were here on November 19, 2025?

Steve Fantuzzo: No project changes. We did submit a couple of updated items per request of the board. Primarily on the site plan. The updated site plan now includes the location of the three guy wires. There was discussion at the first meeting about one of them potentially being over the northern property line. That in fact is the case but we were able to get from SBA their easement showing that they have legal access to have located it over the line so that is submitted in our materials as well. Second, the weight of the antennas, which is all in about 336 pounds per sector per the engineers. There are three sectors all in weight of about 1,000 pounds. Finally, we discussed SBA had some open permits from my understanding they addressed those with the board and closed those out.

Chairman Bowen: As a matter of fact, I spoke with Scott Martin the code enforcement officer today and he told me SBA actually called him today. We are waiting for an electrical inspection report and he said they have that report and he will furnish it to the town shortly.

Steve Fantuzzo: Okay. Thank you.

Chairman Bowen: Have we received any written comments, Diane?

Diane Graham: Are you doing the special use first?

Chairman Bowen: Yes. Did we receive any written comments on the special use permit?

Diane Graham: No.

Chairman Bowen: Did we have any on the site plan either?

Diane Graham: No comments.

Chairman Bowen: Anyone in the audience have any comments on this project? No one on Zoom. Any questions from the board? I will close the public hearing. With regard to the special use permit I will make the following: findings:

Findings:

1. SEQR status: The 16 x 22-foot compound is a Type II action under paragraph 617.5 (c)(9) *“construction of an accessory or appurtenant nonresidential structure involving less than 4000 square feet of gross floor area and not involving a change in zoning or a use variance”* and the additions to the tower are an unlisted action. These additions present no adverse environmental impacts that have been brought to our attention and do not appear to be based upon reviewing the significant evidence provided by the applicant in advance. No further review is required.

2. The use is consistent with the Comprehensive Plan of our Town.

3. The use is consistent with the purposes of the zoning law of our town for the zoning district in which the proposed special use is to be located, which is the Tower Overlay District within the Planned Development District. The purpose of the Tower Overlay District is to use high elevation land particularly suited for antenna towers for such uses and to protect commercial, residential, and cultural areas of the Town from such uses.
4. The use will not adversely affect the character of the neighborhood. There is already a tower here and two others nearby. The general area is high elevation rural woodland and immediately nearby is the Bristol Mountain ski area, which I am sure there is plenty of cell phone usage going on all day and into the night.
5. The proposed use will not be detrimental to nearby properties as the use is already in existence and this consolidates the use in one confined area.
6. The use will not have an adverse impact on the physical or environmental conditions of the neighborhood. The proposed ground level addition will not be visible from anywhere other than the Bristol Mountain property and the tower additions will not present a significant visual change. Verizon has assured the town by letter dated October 6, 2025, that it performed a routine radiofrequency emissions compliance evaluation for the site and the results showed compliance with FCC maximum permissible exposure limits.
7. This application does meet all the special use requirements in §170-36 Antenna Towers based on review of the documents and evidence provided by the Applicant with their application. Code enforcement shall verify compliance upon completion, and the special use permit shall be issued to the owner of the property, which is SBA Tower II, LLC, as well as the Applicant, Verizon.

There is one condition:

1. In that the tower previously fell after a guy wire was struck, all guy wires shall be confirmed to be marked in compliance with 170-36 (A)(9) and this shall be verified by the CEO before issuance of certificate of completion.

Can a board member make a motion to approve or deny Bell Atlantic Mobile Systems LLC d/b/a Verizon Wireless request for a special use permit to add antennas to 199-foot antenna tower owned by SBA Tower II LLC and construction of a compound for ground mounted equipment enclosed by a six-foot fence.

Daniel Crowley made a motion to approve. Sam Seymour seconded the motion.

Roll Call Vote

David Bowen – Aye
Daniel Crowley – Aye
Jason Inda – Aye
Michael McCabe – Aye
Frederick McIntyre – Aye
Sam Seymour – Aye
Bruce Mackie, Alt 1 – Aye

Motion carried.

Chairman Bowen: Another item before we address the site plan your packet told us that your FCC license was available upon request. Could we get a copy of that for our files here at the town.

Steve Fantuzzo: Was that not in the original?

Chairman Bowen: Your packet responded to that question by saying available upon request. We never followed it up with a request.

Steve Fantuzzo: Oh okay.

Chairman Bowen: I was in the folder for the tower today. We do not have one in there. It would be good.

Steve Fantuzzo: We can submit those. They are usually by county. They are usually in the packet. I had assumed they were in our original packet. We can get those over. One condition that you noted, was that the marking of the guy wires?

Chairman Bowen: Yes.

Steve Fantuzzo: Okay.

Chairman Bowen: The town code specifies in the paragraph I referenced. I think it is yellow or orange high visibility sleeves going up ten feet from the ground. Especially the one that is over near the garage where Bristol's vehicles are always going.

Steve Fantuzzo: Understood.

Chairman Bowen: With regards to the site plan, I will note the application is exempt County Planning Board referral recommendation and comments.

There is no septic system review or approval required here.

There is no storm water and erosion controls required for this addition.

It is not in a steep slope, so no steep slopes permit it required.

No NYS DEC Threatened and Endangered Species determination is required for this site.

No NYS Parks, Recreation and Historic Preservation archaeological site determination is required.

There are no agricultural active farms within 500 feet.

Obviously, not in a floodplain since it is one of our highest points in the town.

With regards to SEQR I will make a motion declaring this to be an unlisted Type II action for purpose of the additions to the tower and ask the board permission to answer SEQR questions 1-11 with no or small impact and sign on behalf of the board. Daniel Crowley seconded the motion.

All in favor.

Ayes 7; D. Bowen, D. Crowley, J. Inda, B. Mackie, M. McCabe, F. McIntyre, S. Seymour
Nays 0

Motion carried.

David Bowen: I will make the following findings:

1. The proposed project is consistent with the comprehensive plan of the Town of South Bristol.
2. The proposed project is consistent with the zoning district in which the project is located, which is Tower Overlay District within a Planned Development.
3. The proposed project will not have an adverse impact on the physical or environmental conditions of the district.
4. The proposed project will not adversely affect the character of the neighborhood.

Can I have a motion approving those findings?

Michael McCabe made a motion to approve findings 1-4. Sam Seymour seconded the motion.

All in favor.

Ayes 7; D. Bowen, D. Crowley, J. Inda, B. Mackie, M. McCabe, F. McIntyre, S. Seymour
Nays 0

Motion carried.

David Bowen made a motion to approve the preliminary and final site plan approval amended application upon condition of the site plan and building permit on the marking of the guyed wires as required by code 170-36 (A)(9). *“All guy wire and cables shall be marked with high visibility orange or yellow sleeves from the ground to a point ten feet about the ground.”*

Jason Inda seconded the motion.

Roll Call Vote

David Bowen – Aye
Daniel Crowley – Aye
Jason Inda – Aye
Michael McCabe – Aye
Frederick McIntyre – Aye
Sam Seymour – Aye
Bruce Mackie, Alt 1 – Aye

Motion carried.

Chairman Bowen: I will give you the same admonition you have heard earlier tonight.

Per town code you will need to obtain a building permit and start your project within six months of board approval.

If the project has not started within six months of approval, you must submit a written request for a one-time six-month extension to the board assistant to attend the next available board meeting to receive approval for an extension.

If a year has passed since the date of approval, you will need to start the board application process over.

Steve Fantuzzo: Quick question on that. Is that six months to obtain a building permit or is it six months construction, etc.?

Chairman Bowen: Six months to start the actual project. You need to get your building permit ahead of that and start it all within six months.

Steve Fantuzzo: Understood. I will let the project team know. Thank you.

Chairman Bowen: Great. Thanks Steve.

Steve Fantuzzo: Alright. Take care. Thanks everybody. Merry Christmas!

Diane Graham: Thank you. You too!

Chairman Bowen: Thank you.

New Business

Special Use Permit & Site Plan Approval Application 2025-0014 Public Hearing

County Planning Board Referral: Exempt

Owners: SBA Towers LLC

Representative: Steven Timoteo, Aero Smith Development for AT&T

Property: 5776 Stid Hill Rd

Tax Map: 177.00-1-7.200

Zoned: R-5 (Residential 5-Acre)

Chairman Bowen: This is an application for special use permit and final site plan review which we ordinarily we do over two sessions with a preliminary. We consolidated into preliminary and public hearing. Diane, if you could read the public hearing notice.

Diane Graham: Yes.

Legal Notice of Public Hearing

Please take notice that the Town of South Bristol Planning Board will hold a public hearing on the following application:

2025-0014 for property owned by SBA Towers LLC located at 5776 Stid Hill Road, tax map 177.00-1-7.200. The owner and applicant, Steven Timoteo, Aero Smith Development representing AT&T, are looking for site plan approval and a special use permit to swap out obsolete old equipment with new equipment. AT&T will replace nine (9) existing antennas for nine (9) antennas; six (6) existing radio

heads for six (6) radio heads and all related equipment; remove three (3) TMAS. The height of the tower will not change.

Said hearing will take place on the 17th day of December 2025 beginning at 6:30 pm at the South Bristol Town Hall, 6500 West Gannett Hill Road, Naples, NY 14512.

Application is located on the town website under important documents and notices / board meeting documents.

All interested parties may provide written comments, appear in person or by representatives.

Chairman Bowen: Thank you. I will declare the public hearing open. Who is here on behalf of the applicant? You are muted.

Diane Graham: No. She is not muted. We do not hear you, Tiffany. I know you are unmuted, but we do not hear you.

Tiffany Street: Can you hear me now. I had to find the right button. My name is Tiffany Street. I am Steve Timoteo's colleague here at Aerosmith Development.

Chairman Bowen: Tiffany, can you please describe the project for us?

Tiffany Street: Yes. It is pretty straight forward. We are swapping out nine antennas and nine radios for newer equipment. There is a slight mount shift on the beta sector. As it stands right now. All of the existing antennas are facing a different azimuth. We are shifting it just a little bit so all of the antennas can be flush. Providing some bracing and stabilization support as well.

Chairman Bowen: TMAS – Tower Mounted Amplifiers, is that correct?

Tiffany Street: That is correct. Yes.

Chairman Bowen: Any changes foreseen based on the documentation that was submitted earlier?

Tiffany Street: No. This is as close to the final that I have seen so far. I do not expect any other changes other maybe fixing typo type errors. The design shall not change.

Chairman Bowen: There are some additions being done down to the shelter on ground level with the panels.

Tiffany Street: At the ground level it will be the same swapping equipment like for like. Nothing is going to be outside of the shelter or outside of the building. Everything will be interior.

Chairman Bowen: To be observing the project from outside nobody will notice any difference at least on ground level.

Tiffany Street: Correct. Definitely not on the ground level.

Chairman Bowen: Okay. Are the things that are being swapped out, are they significantly larger, smaller than what is up there now?

Tiffany Street: Oh no. They are approximately the same size.

Chairman Bowen: Same weight?

Tiffany Street: Yes.

Chairman Bowen: Perform the same functions.

Tiffany Street: That is correct.

Chairman Bowen: I do not believe we required any further documentation. Did we receive any written comments, Diane.

Diane Graham: No.

Chairman Bowen: Anybody here in the audience or on Zoom with any comments? Any questions or comments from the board? In that case I will declare the public hearing closed. With respect to the special use permit I will make the following:

Findings:

1. SEQR status: The removal of and replacement of nine antennas; six radio heads, removal of three TMAs, and modifications to panels inside the shelter, is an unlisted Type II action under 6 NYCRR part 617.5. The project involves no significant change in use of the property, no significant change to use of the tower and presents no adverse environmental impacts from what is presently there. No further review is required.
2. The use is not inconsistent with the Comprehensive Plan of our Town.
3. The use is consistent with the purposes of the zoning law of our town. The project is located in an R-5 district. Antenna towers are permitted by special use permit. The tower exists on the site already with prior special use permits issued previously to SBA.
4. The use will not adversely affect the character of the neighborhood. The tower and the equipment to be removed and replaced is already on site. The project involves the removal and replacement of obsolete equipment with equipment of the same size and character. The general area is high elevation rural woodland, and the tower is well away from all nearby residential lots and structures. The tower is undergone numerous modifications over the years by special use permit, and the tower has existed on the site for many years.
5. The proposed use will not be detrimental to nearby properties as the use is already in existence and this project is not a substantial change to what is currently on the property. Tower complies with setbacks.
6. The use will not have an adverse impact on the physical or environmental conditions of the neighborhood. Applicant has provided an engineering report dated December 16, 2025, showing that a

radio frequency emissions evaluation was performed for the site, and the results showed compliance with FCC maximum permissible exposure limits.

7. This application does meet all the special use requirements in §170-36 Antenna Towers based on review of the documents and evidence provided by the applicant with its application. Code enforcement shall verify compliance upon completion, and the special use permit shall be issued to the owner of the property, which is SBA Tower, LLC, as well as the applicant.

The condition of this special use permit shall be just so you know Tiffany it is wintertime here. I did not get a chance to go up there. I have not seen it in quite a while, so I do not know if the guyed wires are marked so I want to condition it that the:

1. Guy wires shall be marked in compliance with 170-36 (A)(9) and this shall be verified by the code enforcement officer before issuance of certificate of completion.

That basically means the guy wires have to be marked with yellow or orange sleeves.

Tiffany Street: Okay.

Chairman Bowen: Can I have a motion to approve or deny AT&T's request for a special use permit for the removal of and replacement of nine antennas, six radio heads, and removal of three TMAs on SBA Tower LLC antenna tower and modification to panels inside the shelter.

Sam Seymour made a motion to approve. Paul Miller seconded the motion.

Roll Call Vote

David Bowen – Aye
Daniel Crowley – Aye
Jason Inda – Aye
Michael McCabe – Aye
Frederick McIntyre – Aye
Paul Miller – Aye
Sam Seymour – Aye
Bruce Mackie, Alt 1 – Aye

Motion carried.

Chairman Bowen: As to the site plan, the application is exempt County Planning Board referral recommendation and comments.

There is no septic system review or approval required.

There is no storm water and erosion controls required.

No steep slopes permit application required.

No NYS DEC Threatened and Endangered Species determination required.

No NYS Parks, Recreation and Historic Preservation archaeological site determination required.

There is no agricultural active farms within 500 feet.

No floodplain issues on this high elevation site.

Under SEQR I will make a motion declaring this to be a unlisted Type II action and ask the board's permission to answer SEQR questions 1-11 with no or small impact and sign on behalf of the board.

Frederick McIntyre seconded the motion.

All in favor.

Ayes 7; D. Bowen, D. Crowley, J. Inda, M. McCabe, F. McIntyre, P. Miller, S. Seymour
Nays 0

Motion carried.

David Bowen: I will make the following findings:

1. The proposed project is consistent with the comprehensive plan.
2. The proposed project is consistent with the zoning district in which the project is located.
3. The proposed project will not have an adverse impact on the physical or environmental conditions of the district.
4. The proposed project will not adversely affect the character of the neighborhood.

I will make a motion to approve findings 1-4. Frederick McIntyre seconded the motion.

All in favor.

Ayes 7; D. Bowen, D. Crowley, J. Inda, M. McCabe, F. McIntyre, P. Miller, S. Seymour
Nays 0

Motion carried.

David Bowen: I will request a motion to approve or deny the preliminary and final site plan approval amended application conditioned upon verification by the code enforcement officer that guy wires are marked in compliance with town code section 170-36 (A)(9).

Jason Inda made a motion to approve. Paul Miller seconded the motion.

Roll Call Vote

David Bowen – Aye

Daniel Crowley – Aye

Jason Inda – Aye

Michael McCabe – Aye

Frederick McIntyre – Aye

Paul Miller – Aye
Sam Seymour – Aye

Motion carried.

Chairman Bowen: You are all approved Tiffany. We put this on single track approval because you guys said you were anxious to proceed, but I will give the usual admonition.

Per town code you will need to obtain a building permit and start your project within six months of board approval.

If the project has not started within six months of approval, you must submit a written request for a one-time six-month extension to the board assistant to attend the next available board meeting to receive approval for an extension.

If a year has passed since the date of approval, you will need to start the board application process over.

Tiffany Street: That sounds fair to me.

Chairman Bowen: Okay. Thank you very much.

Tiffany Street: Thank you for your time. Happy Holidays!

Chairman Bowen: Thanks for your patience.

Tiffany Street: Of course. Have a great night.

Diane Graham: You too.

Chairman Bowen: Thanks.

Site Plan Approval Application 2025-0013

County Planning Board Referral: Exempt
Owners: Stewart Revocable Trust
Representative: Matthew DeVries
Property: 6075 Aspen Drive
Tax Map: 178.18-1-4.100
Zoned: LR (Lake Residential)

Chairman Bowen: Who do we have here tonight.

Matthew DeVries: Matthew DeVries.

Chairman Bowen: I assumed so just checking. Can you describe the project for the board please.

Matthew DeVries: We propose to build a deck around the east of the already existing residence. I think we are digging five post holes for said deck. That is pretty much it. Connecting it to an existing deck that is already there.

Chairman Bowen: What is the square footage of the new one?

Matthew DeVries: 480.

Chairman Bowen: Any questions from the board?

Frederick McIntyre: Of those posts that you are going to use what the size of those?

Matthew DeVries: Six by six.

Frederick McIntyre: What material are they going to be made out of?

Matthew DeVries: Pine. Pressure treated six by six posts.

Frederick McIntyre: How are you going to protect the section that is going into the ground?

Matthew DeVries: It will be a concrete base with a mechanical connection to the post at the base.

Frederick McIntyre: Okay.

Matthew DeVries: There will be no contact between the ground and the post or the post and the concrete.

Chairman Bowen: Anybody else?

Daniel Crowley: Do decks count as lot coverage?

Chairman Bowen: They do.

Daniel Crowley: Is it under?

Chairman Bowen: I believe so. I did not get a comment from Scott. He generally checks that.

Paul Miller: On the site plan it looks like it 20%. My eyes are terrible. 20% on an entire lot.

Daniel Crowley: Is the requirement under twenty, right?

Diane Graham: He should have what it is.

Daniel Crowley: Is it a big lot?

Paul Miller: It is a pretty big lot.

Bruce Mackie: 2.8% is what in on the site plan.

Chairman Bowen: Is the parking for lot coverage?

Sam Seymour: No. This is the driveway that goes to all the neighbors. Three more neighbors.

Chairman Bowen: You can ask the question even though you are recused.

Sam Seymour: I am the next-door neighbor.

Matthew DeVries: Sam we have met.

Sam Seymour: Yes, Matt. I will not be voting on this. I do have a question. I know there has been some talk about adding parking. The driveway comes through and goes to three more houses to the south. This house is almost 100 years old and for decades people have parked along the road with the size of this deck and the size of the parties that could be had there where you are going to put all the cars.

Matthew DeVries: The driveway that they would like to extend is right above the house there. It's already where they are parking right now. They want to make it a little more comfortable, so we are not crowding the driveway or crowding the steep bank that is on the other side. The cars will be parked on the side of the driveway. I do not see us providing any more parking to make it many, many cars if that answers your question.

Chairman Bowen: Is there any way to go to the west. Is the driveway built into a slope?

Sam Seymour: Yes. It is pretty steep up there.

Matthew DeVries: It is there would have to be some extensive excavation of the ground there.

Chairman Bowen: Then it falls off right down to the cottage to, right?

Sam Seymour: Yes.

Chairman Bowen: Any other questions or comments? With regard to any other documentation:

We have an archeological site determination letter.

We have a bald eagle determination.

Steep slopes and stormwater recommendations

Diane Graham: Those are questions.

Chairman Bowen: You are not moving any other earth other than to put the concrete for the posts?

Matthew DeVries: No sir.

Chairman Bowen: Is there any other earth moving being done on this site?

Matthew DeVries: There is not.

Chairman Bowen: So steep slope requires a permit if there is 1,000 square feet which does not appear to be anywhere close to the case. At this point I will note that the application is complete and schedule it for final review/public hearing on January 21, 2026.

Diane Graham: Matt you are going to come back on January 21st.

Matthew DeVries: Okay.

Diane Graham: They are going to make a decision at that meeting.

Matthew DeVries: Okay. Sounds good.

Diane Graham: Thank you.

Matthew DeVries: You are welcome. Thank you.

Chairman Bowen: Thanks for coming in.

Site Plan Approval Application 2025-0003 Request Six-Month Extension

Owners: Judy B. von Bucher
Representative: Erik von Bucher
Property: 6507 Longs Point Drive
Tax Map: 185.17-1-2.000
Zoned: LR (Lake Residential)

This application was a written request for a six-month extension. Mr. von Bucher cannot appear tonight so the request will be deferred to the January meeting.

Other

Chairman Bowen shared that he met with town supervisor elect, Lisa Moore and she wanted to encourage the board to read the comprehensive plan. Board to review the comprehensive plan and keep in mind while reviewing applications.

Diane Graham reviewed end of year NYS annual compliance, board member training hours, reappointments, and stipend.

Being no further business, David Bowen moved to adjourn the meeting. Sam Seymour seconded the motion. The motion was unanimously adopted, and the meeting was adjourned at 7:52 pm.

Respectfully submitted,



Diane Scholtz Graham
Board Assistant