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

Planning Board Meeting Agenda

Wednesday, July 16, 2025, at 6:30 pm

Meeting in-person or by joining Zoom
https://us02web.zoom.us/j/81810561190?pwd=GR2OKsdEhEBdWkaWUU52gRYY0w0wWf.1
Zoom Meeting ID 818 1056 1190, Passcode 930286

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
Defer approval of Planning Board April 16, 2025, May 21, 2025, June 18, 2025, meeting minutes.

Old Business/Public Hearing
Site Plan Approval Application 2025-0004 Land
County Planning Board Referral: Exempt
Owners: Cartwright Farms LLC
Representative: Jeremy Fields
Property: 5687 Shore Drive
Tax Map: 168.20-1-3.111
Zoned: LR (Lake Residential)
Site Plan Approval Application 2025-0005 Dock
County Planning Board Referral: Exempt
Owners: Cartwright Farms LLC
Representative: Jeremy Fields
Property: 5687 Shore Drive
Tax Map: 168.20-1-3.111
Zoned: LR (Lake Residential)

Other

Motion to Adjourn

Town of South Bristol Planning Board Meeting Minutes Approved
Wednesday, July 16, 2025

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

Guests In-person: Chuck Ryan, Anthony Venezia, Daniel Hackett, Meghan Fuller

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, except for Frederick McIntyre.

Reading of Vision Statement
Daniel Crowley read the Comprehensive Plan Vision Statement.

Meeting Etiquette
Chairman Bowen reviewed meeting etiquette.

Meeting Minutes
April 16, May 21, and June 18 meeting minutes are deferred to the next meeting.

Old Business
Public Hearings
Site Plan Approval Application 2025-0004 Land
County Planning Board Referral: Exempt
Owners: Cartwright Farms LLC
Representative: Jeremy Fields
Property: 5687 Shore Drive
Tax Map: 168.20-1-3.111
Zoned: LR (Lake Residential)

Chairman Bowen: Diane, can you read the public hearing 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:

2025-0004 for property owned by Cartwright Farms LLC located at 5687 Shore Drive, tax map 168.20-1-3.111. The applicant/property owner is looking for site plan approval to relocate the existing two-story house, deck, porch and garage with no apron to the south end of the property and remove patios, walkways and a portion of driveway, which will reduce the lot coverage and increase green space.

Said hearing will take place on the 16th day of July 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 now declare the public hearing open. Can I have the applicant state his full name please.

Jeremy Fields: Jeremy Fields.

Chairman Bowen: Thank you, Mr. Fields. Can you briefly describe your project and tell us of any changes that may have been made since our June meeting.

Jeremy Fields: There have been no changes that have been made since the preliminary meeting to the final meeting here this evening. The project description is simply to relocate the garage, the existing garage to another location shown on that site map about 150 feet to the south slightly east of where it is currently. Then also pick up the residence and relocate the cottage that is currently 40-50 feet from the shoreline of Canandaigua to a further distance away of almost 200 feet away. In doing so, we are actually able to gain great benefits. We are able to take the cottage out of the floodplain. The 100-year floodplain and by relocating it we are able to put it in a compliant floodplain condition. One foot above the construction floodplain. We are also able to then put from a scenic standpoint take it away from the lake. Normally I am in here fighting to put these cottages close to the lake, I am looking for 25 foot or 20 foot but in this case we are trying to open up the space in front of the new residence. We are actually pulling it away and creating more green space. In doing so we are removing patios and walkways and driveways and impermeable surface to also be a benefit with less lot coverage. That is how we are achieving a lot coverage reduction. In regard to the garage we went for a variance and granted the variance by the ZBA because of the front setback. That was granted earlier this month. That is about it. The only development was ZBA from that and lot coverage reduction. When I bought this property, it had almost a 75 percent lot coverage. Afterwards I acquired another piece of land from another neighbor, Richard Glazer. I annexed that property and able to reduce the lot coverage by about 30%. Now once again we will reduce the lot coverage by relocating the structures and pulling up the pavers and the patios and the walkways and the driveway to reduce the size of the square footage of the driveway as well. Other than the site itself once construction is done and we are able to relocate it we will remove all of our construction equipment and construction materials and clean everything up. We do have an active current permit just so everybody knows that to put a new foundation under the existing cottage, but during the process we decided that maybe that does not make sense so then we would return that permit or revoke that permit and get the permit to relocate it. If you are unable to grant what we are asking for tonight then we will rebuild the foundation, continue the construction where it is. We think it is a huge benefit to move it, but if we don't move it, it is not the end of the world. We will put a new foundation under the existing cottage and rebuild it.

Chairman Bowen: Okay. I think after the June meeting the Planning Board sent you a letter requesting a number of items which were all provided. It was noted by the ZBA as a condition of granting the variances you are to comply with the items that we had asked for:

- Zoning Board of Appeals approvals for front setback and lot coverage variances which we received their decision granting the variance for those items.
    - Also, one of those items requested by the Planning Board and the ZBA was to remove the arborvitae from the site plan. We did get your revised site plan, so they are not on there anymore.
- Floodplain development permit was to be determined by the Code Enforcement Officer and June 25, 2025, we got a letter from Scott Martin the Code Enforcement Officer of the Town of South Bristol in which he addressed the ZBA and the Planning Board. It states as follows:
    - *"In regard to the proposed project at 5687 Shore Drive of moving a frame house and garage, as far as floodplains are concerned it would appear that the existing locations of both are in the 100-year floodplain already. By moving them to the proposed new locations it would appear that the garage will be located outside of that floodplain and set at an elevation of 694 ft above sea level. The current flood zone elevation is 691 ft so it will be out of that zone. The frame house to be moved will be set at an elevation of 695 ft above sea level so that will also be outside of the flood zone. Oncor map does show that a small portion of each may be affected by a 500-year event although that only has a 0.2 percent annual chance of flood. Signed by Scott Martin"*
- The site plan was to have a few modifications:
    - Tax map number for the adjacent parcel septic system; a copy of the recorded easement from the neighbors. We have a copy of the easement and tax map number has been placed on the amended site plan.
    - Floodplain delineations were requested on the site plan. That has been done.
    - Underground catch basin tie in and labeled the diameter of the drainpipe was requested. That has been done.
    - The amended site plan is dated June 26, 2025.
- We also requested written approval for emergency access, and we got an initial letter from Cheshire Volunteer Fire Department and today Diane requested and received an amended letter signed by Chris Brown, Chief of Cheshire Volunteer Fire Department which says the following:
    - *"The Cheshire Volunteer Fire Department (CVFD) is adequately equipped to access and serve the homes/structures on Jeremy Fields property and the Bristol Harbor Village Association beach/elevator, in the Town of South Bristol in the event of an emergency. There are no issues getting emergency apparatus in and out of Shore Dr, and there would be none posed by the move of a structure."* He then goes on to say that they have a fire and rescue boat that can address emergencies on the lake.

Diane Graham: Are you reading the July 16 letter?

Chairman Bowen: Yes.

Diane Graham: Did you read the last sentence?

Chairman Bowen: "*Should there be an emergency, we are well equipped to access areas within the Town of South Bristol lakeshore via Canandaigua Lake including Bristol Harbour Village Association beach.*"

- There was also a request to change question 5. On the SEQR form which has been done. A change from no to yes.

Diane Graham: And to check the other box.

Chairman Bowen: Did we get any written comments?

Diane Graham: No.

Chairman Bowen: Anyone on Zoom?

Diane Graham: Let me stop sharing to see. I do not see anybody. No.

Chairman Bowen: Is there anyone in the audience who would like to address the board?

Chuck Ryan: Hello. Chuck Ryan 5689 Shore Drive just south of Jeremy. We have been in communication quite a bit. Based on good faith and our communications we do not have any objection to the two applications subject a timely completion of the project as Jeremy said removal of construction vehicles, equipment and materials on the property. Hopefully, this will end a long series of projects on this nice piece of lake residential land and hopefully the Board will see fit you want to trust and verify. We trust that it will be cleaned up. Hopefully suggest some conditions like any other approval to make sure that it happens according to the application and the property is appropriate for lake residential when it is done. Thank you.

Chairman Bowen: Thank you. Anybody else. Any comments or questions from the Board?

Paul Miller: I have one. I am not sure if this matters or not. I trust that you will set me straight if it doesn't.

Chairman Bowen: Don't count on it.

Paul Miller: Looking at the application at 5687 Shore Drive the tax map number is 168.20-1-3.111. In the easement agreement we have identified the property on which the septic will be located but we have also identified party of the second part Mr. Fields 5687 Shore Drive and the tax map number there is 168.20-1-3.000 as opposed to .111 on the application. I do not know what difference if any this makes. The property referred to in the easement agreement is different from the property referred to in the application. I do not know if it matters or not.

Diane Graham: I can answer that. That was the main number to the property but because of the lot line revisions every time there is a revision the number changes slightly. That is the final number .111.

Daniel Crowley: Which is on the application?

Diane Graham: Yes.

Paul Miller: In the easement agreement it is 3.000. That is what caused me to ask the question.

Daniel Crowley: When was the easement agreement written.

Paul Miller: 2021.

Daniel Crowley: It has since been updated with the annexation of the other properties.

Jeremy Fields: You are correct.

Paul Miller: That answers the question. I noticed the number was different and I thought I would ask the question.

Diane Graham: Good question.

Gina Cushing: Gina Cushing, Bristol Harbour Village. You got your septic for your house on the cliff if we can call it that, right. The easement is for the house on the cliff which is a parcel number I am not sure what.

Jeremy Fields: You are talking about two different parcels.

Gina Cushing: Your easement was related to.

Jeremy Fields: No.

Gina Cushing: It wasn't.

Jeremy Fields: No.

Gina Cushing: Okay. I thought you did get an easement. I am really just asking the question.

Jeremy Fields: No. Didn't need one for down there.

Sam Seymour: Does the garage have garage doors?

Jeremy Fields: Yes.

Sam Seymour: Which side are they on?

Jeremy Fields: It is going to actually remain on the same side on the west side of the garage.

Sam Seymour: They are facing the hill?

Jeremy Fields: The driveway.

Sam Seymour: Okay. The driveway will be curved into the garage doors then.

Jeremy Fields: It is already there.

Sam Seymour: When it gets moved.

Jeremy Fields: The garage where it is now. Where it is going already goes to Chuck's house, so it goes right by that. It is on the edge of it.

Sam Seymour: When the garage is moved then, which side of the doors going to be on?

Jeremy Fields: Same side.

Sam Seymour: West side.

Jeremy Fields: Yes.

Sam Seymour: The driveway will have a ramp that goes to the garage doors. It is not showing on the drawing.

Jeremy Fields: Currently it is all driveway. The whole thing is a gravel pad. Yes. The entire thing where it site. It is actually a monolithic slab. It will sit on the existing gravel pad that is there now.

Sam Seymour: Okay.

Chairman Bowen: The garage is going to be moved as opposed to a new garage being built.

Jeremy Fields: Yes. It has to be done before the house gets moved.

Sam Seymour: Have to get it out of the way.

Jeremy Fields: Yes. Exactly. It is in the way.

Chairman Bowen: A comment as well as discussion. You and I met Monday I believe on your property.

Jeremy Fields: Yes. Monday, Tuesday whatever.

Chairman Bowen: I have expressed to you a few concerns about construction vehicles, construction materials, etc. being stored on the property. We also spoke right before the meeting and you have assured me that once this project is completed there would be no business related construction related vehicles or equipment left on the property.

Jeremy Fields: Yes.

Chairman Bowen: There would be no building materials left on the property that may already exist perhaps from your house next door.

Jeremy Fields: Correct.

Chairman Bowen: Or this particular project and all that would be removed.

Jeremy Fields: Yes. Anything related to this project. That is the purpose I stated that we have an active permit because we are doing the foundation work. Once the house is moved. There will be no need for the excavator. I think it is just an excavator there right now. If you want to put that in writing to say hey for the duration of the permit after the structure is moved that construction materials are gone then yes. I have a wedding there. It cannot be there. They do not fit well.

Chairman Bowen: Are you willing to make that a condition of approval?

Jeremy Fields: Absolutely. Yes.

Chairman Bowen: Alright.

Daniel Crowley: Once the certificate of occupancy is issued all construction equipment and building materials will be removed from the site before the issuance of a certificate of occupancy.

Jeremy Fields: Yes. I agree to that. Makes sense.

Chairman Bowen: And remain that way.

Jeremy Fields: Right. Unless I have another permit.

Chairman Bowen: I did not mention this to you that they won't be simply moved to your property next door.

Jeremy Fields: Right. Right. Right. That one is actually already closed out. That project is closed out.

Chairman Bowen: I understand but there is still a little work being done.

Jeremy Fields: Landscaping. Correct.

Chairman Bowen: You won't be moving vehicles or equipment over there or materials, stored or dispose of it there.

Jeremy Fields: Yes. Again, if there is no active permit. If there is nothing going on there is no reason to have that stuff.

Chairman Bowen: Any other comments, questions from anybody? In that case, I will declare the public hearing closed.

The application is exempt from county planning board referral recommendation or comments. Tyler Ohle Canandaigua Lake Watershed inspector looked at the as-built wastewater treatment system and issue a letter dated April 29, 2021. There is no storm water an erosion control measures recommended or required on this project. No steep-slope permit application is required. No DEC Threatened or Endangered Species determination is required. We did get an archeological site determination letter stating no impact from NYS April 23, 2025. No agricultural active farms within 500 feet. We have the floodplain issue resolved by Mr. Martin. With respect to SEQR I will now make a motion to concur with the Zoning Board of Appeals determination that the requested variances are SEQR Type II actions with respect to the front

setback under paragraph 617.5 (c)(16) and the lot coverage falls under 617.5 (c)(17). Would someone like to…

Diane Graham: Do you want to do them together?

Chairman Bowen: I can do them together. I will also include in that motion the declaration that this is a SEQR that the site plan and project are SEQR Type II action under paragraph 617.5 (c)(12) which reads construction, expansion or placement of minor accessories appurtenant residential structures not changing land use or density and 617.5 (c)(2) replacement, rehabilitation or reconstruction of a structure or facility in or on the same site with no further review required and ask the Board's permission to answer SEQR questions 1-11 with no or small impact and sign on behalf of the board. Do I have a second?

Daniel Crowley seconded the motion.

All in favor.

Ayes, 7, D. Bowen, D. Crowley, J. Inda, B. Mackie, M. McCabe, P. Miller, S. Seymour
Nays, 0

Motion carried.

Chairman 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, which is lake residential.

3. The proposed project will not have an adverse impact on the physical or environmental conditions of the lake residential district.

4. The proposed project will not adversely affect the character of the neighborhood as long as the property is not used for the storage of construction vehicles and materials or construction equipment or vehicles associated with Mr. Fields various businesses upon completion of the project.

I would request a motion to approve findings 1-4.

Sam Seymour made a motion to approve findings 1-4. Daniel Crowley seconded the motion.

All in favor.

Ayes 7, D. Bowen, D. Crowley, J. Inda, B. Mackie, M. McCabe, P. Miller, S. Seymour
Nays 0

Motion carried.

Chairman Bowen: I will make a motion to approve the preliminary and final site plan as amended in the application subject to the condition that we have discussed about no storage of building materials, construction vehicles or other vehicles associated with Mr. Fields various business enterprises on the property upon completion of the project.

Jeremy Fields: Can you repeat that last part. No. I am just kidding.

Chairman Bowen: I do not have it scripted so no I can't.

Diane Graham: David made the motion. Do we have a second?

Paul Miller seconded the motion.

David Bowen – Aye
Daniel Crowley – Aye
Jason Inda – Aye
Bruce Mackie – Aye
Michael McCabe – Aye
Paul Miller – Aye
Sam Seymour – Aye

Motion carried.

Chairman Bowen: I probably do not need to tell you Mr. Fields but pursuant to town code you will need to obtain your building permit and start your project within six months of board approval which under the circumstances you would not wait that long on the house.

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 again.

<u>Site Plan Approval Application 2025-0005 Dock</u>

County Planning Board Referral: Exempt
Owners: Cartwright Farms LLC
Representative: Jeremy Fields
Property: 5687 Shore Drive
Tax Map: 168.20-1-3.111
Zoned: LR (Lake Residential)

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

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:

2025-0005 for property owned by Cartwright Farms LLC located at 5687 Shore Drive, tax map 168.20-1-3.111. The applicant/property owner is looking for site plan approval to add onto the existing 490 square foot concrete pier with a 142 square foot main walkway extension and 40 square foot appendage "B" for a total dock size of 672 square feet where 720 square feet is allowed per town code and to construct a second permanent dock of 480 square foot where 720 square feet is allowed per town code.

Said hearing will take place on the 16th day of July 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 will declare the public hearing open, and Mr. Fields can you again briefly describe your project and let us know if there are any changes since the preliminary meeting of June 18, 2025.

Jeremy Fields: Good evening. This is pretty straight forward. There is an existing dock as Diane just read of 400 and some square feet 480 roughly. We are looking to extend the dock because of water depth. You are allowed to go out sixty feet from the mean high tie line. We are going just shy of that. We are allowed to do 720 square feet per dock under UDML used to be CDML. We are asking for 672 square feet of the 720 square feet allowed. We are within all the setbacks and we are under the extended length. That is pier number one. Dock number two you are allowed to have two docks under UDML of 720 square feet where you can combine those two docks for a lesser square footage. We are looking to put in the second dock of 480 square feet where 720 is allowed. Pretty simple. Pretty straight forward. That pier is six feet wide and fifty feet out or something. It is a pretty straight forward request. We are not asking for any appendages or variations. Anybody got any questions happy to answer them.

Chairman Bowen: At the Planning Board meeting of June 24, 2025. I am sorry there was a letter following the June 18 meeting. A letter was dated June 24 requesting that you add the distance between the docks to the site plan and that has now been done. We have an amended site plan showing the distance between the docks to be 14 feet.

Jeremy Fields: Correct.

Chairman Bowen: We got that amended site plan June 26. Any questions or comments from anybody on Zoom?

Diane Graham: I do not know if you want to ask that other question – two questions.

Chairman Bowen: Does the proposed dock meet the Town of South Bristol Dockings and Moorings Law?

Jeremy Fields: It does.

Chairman Bowen: Thank you. Any comments from anybody in attendance?

Diane Graham: I did not receive any written comments.

Chairman Bowen: That was my next question. Any comments or questions from the Board?

Sam Seymour: A quick one you will know off the top of your head. What is your finished elevation of your docks?

Jeremy Fields: Hmm. Actually, I do not know.

Sam Seymour: Area or standard?

Jeremy Fields: Oh standard. Four inches above mean high to the bottom of your skirt board is standard. You do not want any less than that. It is funny I was looking today and I built 370 docks.

Sam Seymour: Wow.

Chairman Bowen: I think you told me basically where you want to put your so-called tugboat between the two.

Jeremy Fields: We have a board nelson victory tug. That is why the birth is 14 feet. That boat fits within that.

Daniel Crowley: Is that a commercial craft?

Jeremy Fields: No. That is a residential lord nelson victory tug was designed by a naval architect named Jim Backus. Pretty famous guy. They built 72 of those boats in the world. It is a pretty special boat. It is kind of unique because it has a 15,000-pound keel on the bottom. It will right itself at an 86-degree roll. Pretty spectacular kind of vessel. A lot of history behind the word nelson.

Chairman Bowen: You have also indicated to me that you have no intention of docking barges, construction vessels on these two docks.

Jeremy Fields: Unfortunately, I cannot fit one in there. It is too small. I do not have any barges that small.

Chairman Bowen: Any other comments, questions? In that case, I will declare the public hearing closed. The application is exempt from county planning board referral recommendations or comments. There is no septic system review or approval required in this project. There is no storm water or erosion control measures that have been recommended or are required. No steep slopes permit application required. No NYS DEC Threatened and Endangered Species determinations required. We did receive a no impact letter from NYS Parks Recreation and Historic Preservation dated April 23, 2025, with regard to any archaeological sites. No agricultural active farms within 500 feet. No floodplain determinations required. No floodplain development permits required.

At this time, I will make a motion declaring this to be a SEQR Type II action under paragraph 617.5 (c)(9) construction of expansion of a primary or accessory appurtenant non-residential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or use variance and consistent with the local land use controls with no further review required ad ask the Board

permission to answer SEQR questions 1-11 with no or small impact and sign that form on behalf of the board.

Jason Inda second the motion.

All in favor.

Ayes 7, D. Bowen, D. Crowley, J. Inda, B. Mackie, M. McCabe, P. Miller, S. Seymour
Nays 0

Motion carried.

Chairman 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 lake residential.

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 as long as the docking facilities are not used for the docking of commercial or business-related vessels.

5. The proposed project complies with the dockings and mooring law.

I would request a motion to approve findings 1-5.

Jason Inda made a motion to approve findings 1-5. Michael McCabe seconded the motion.

All in favor.

Ayes 7, D. Bowen, D. Crowley, J. Inda, B. Mackie, M. McCabe, P. Miller, S. Seymour
Nays 0

Motion carried.

Chairman Bowen: I will request a motion to approve the preliminary and final amended site plan application.

Daniel Crowley made the motion to approve the preliminary and final site plan amended application. Sam Seymour seconded the motion.

<u>Roll call</u>
David Bowen – Aye
Daniel Crowley – Aye

Jason Inda – Aye
Michael McCabe– Aye
Paul Miller – Aye
Bruce Mackie – Aye
Sam Seymour – Aye

Motion carried.

Chairman Bowen: 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, Diane, 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.

Other
Chairman Bowen shared that a tower co-location application is coming for South Hill Road and we are aware of federal regulations that require approvals within a specific time limit for one on Stid Hill Road and that we will be processing application in one meeting.

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 7:14 pm.

Respectfully submitted,

Diane S. Graham

Diane Scholtz Graham
Board Assistant