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

Planning Board Meeting Agenda

Wednesday, October 15, 2025, at 6:30 pm

Meeting in-person or by joining Zoom

https://us02web.zoom.us/j/81245552928?pwd=5Wv85V0zad5Fgb6JjRkCaxbzUHaUD2.1
Zoom Meeting ID 81245552928, Passcode 516969

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 May 21, 2025

Old Business
Public Hearing
Site Plan Approval Application 2025-0006
County Planning Board Referral: Exempt
Owners: Christine B. Spitz Revocable Trust
Representative: Steven Spitz
Property: 6961 Granger Point Drive
Tax Map: 191.17-1-9.000
Zoned: LR (Lake Residential)

New Business
Site Plan Approval Application 2025-0007
County Planning Board Referral: Exempt
Owners: Mark Conners
Representative: Kevin Dooley
Property: 6555 Longs Point Drive
Tax Map: 185.17-2-15.000
Zoned: R-3 (Residential 3 Acre)

Informal Discussion

Owners: Patrick & Kristin Romero
Property: 6256 St Rt 64
Tax Map: 184.00-1-43.220
Zoned: C-1 (Light Commercial)

Other

Motion to Adjourn

Town of South Bristol Planning Board Meeting Minutes Approved
Wednesday, October 15, 2025

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

Excused David Bowen

Guests In-person: Christine & Steven Spitz; Patrick & Kristin Romero, Russ Kenyon, Esq., Alan Pearce
Zoom: Brian Hemminger, Kevin Dooley, Judy Voss

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 David Bowen.

Pledge of Allegiance

Daniel Crowley is the acting chairman for David Bowen.

Reading of Vision Statement
Jason Inda read the Comprehensive Plan Vision Statement.

Meeting Etiquette
Chairman Bowen reviewed meeting etiquette.

Meeting Minutes
Sam Seymour made a motion to approve May 21, 2025, meeting minutes as written. Frederick McIntyre seconded the motion. The motion was unanimously adopted by all Board members present.

Old Business
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Zoned: LR (Lake Residential)

Chairman Crowley: Diane, do you want to read the legal notice to be placed in the meeting minutes.

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:

2025-0006 for property owned by Christine B. Spitz Revocable Trust located at 6961 Granger Point Drive, tax map 191.17-1-9.000. The applicant/property owner is looking for site plan approval to install three-foot high fences within the property lines: 108.5-feet long fence on the east side with a 14.5-foot gate and 84-feet long fence on the west side with a 15-foot gate.

Said hearing will take place on the 15th day of October 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 Crowley: I declare the public hearing open. Please have a brief introduction from the applicants.

Steven Spitz: I am Steven Spitz. To my right is my wife, Christine.

Chairman Crowley: Thank you. Can you just briefly describe the project. I know you did when we were here last time and any changes that may have been made to the request since the preliminary meeting in September.

Steven Spitz: No changes have been made since the last meeting. The project is basically putting on a three-foot decorative fence on lakeside of the property lines. The front remains as it always has been. There is no visual impact other than seeing the gate at the parking area. That is it.

Chairman Crowley: Thank you. I have some pictures to pass down that the applicant provided of the lot lines as well as a sample of the fence attached to the site plan. Diane, did we receive any written comments?

Diane Graham: No.

Chairman Crowley: Are there any questions or comments on this application from anyone here in-person at the meeting or on the Zoom meeting? Any questions from the Planning Board? Having heard none, I will declare the public hearing closed.

This application is exempt from County Planning Board referral recommendation and comments. No septic system review or approval is required. No storm water and erosion control measures recommendations are required. No steep-slope permit application is required. NYS DEC Threatened and Endangered Species determination is required, and we received a jurisdictional determination letter dated August 13, 2025. NYS Parks & Recreation archeological site determination is required, and we received

no impact letter dated August 7, 2025. There is an active agricultural farm within 500 feet at approximately 58.70 feet from the edge of the vineyard – the project does not impact the vineyard. Certificate of non-conformity dated August 21, 2025, for lake frontage, side set-back, front set-back, lot area, and lot coverage as existing; none to be altered as to make less conforming. There is no floodplain determination Floodplain Development Permit required.

Daniel Crowley made a motion declaring the SEQR to be a Type II action under paragraph 617.5 (c)(12) *"Construction or expansion or placement of minor accessory appurtenant residential structures including garages, carport, patios, decks, swimming pools, tennis courts, satellite dishes, fences, barns, storage sheds or other building not changing land use or density"* 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. Frederick McIntyre seconded the motion.

All in Favor.

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

Motion carried.

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.

Frederick McIntyre made a motion to approve findings 1-4. Michael McCabe seconded the motion.

All in Favor.

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

Motion carried.

Sam Seymour made a motion to approve preliminary and final site plan approval application. Frederick McIntyre seconded the motion.

Roll Call Vote
Jason Inda – Aye
Michael McCabe – Aye

Frederick McIntyre – Aye
Paul Miller – Aye
Sam Seymour – Aye
Daniel Crowley – Aye
Bruce Mackie – Aye

Motion carried.

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.

Congratulations! Thank you.

Steven & Christine Spitz: Thank you.

Brian Hemminger: Diane, what do you need from me?

Diane Graham: It will be for code enforcement now.

Brian Hemminger: Nothing needs to be signed? Do we have to sign a map or anything like that?

Diane Graham: The Board chair will sign the site plan, SEQR and I will be preparing the decision/resolution. Once you get that then you can apply for permit with your plans.

Brian Hemminger: You have all the prints that you need?

Diane Graham: I believe I do. One for them and one for our office.

Brian Hemminger: Thank you.

New Business

Site Plan Approval Application 2025-0007

County Planning Board Referral: Exempt
Owners: Mark Conners
Representative: Kevin Dooley
Property: 6555 Longs Point Drive
Tax Map: 185.17-2-15.000
Zoned: R-3 (Residential 3 Acre)

Chairman Crowley: Mr. Dooley, I assume you are on Zoom?

Kevin Dooley: Yes sir.

Chairman Crowley: Anyone else presenting project on Zoom?

Kevin Dooley: No. Just me.

Chairman Crowley: Very good. Thank you. Kevin, can you briefly describe your project for the board.

Kevin Dooley: We are looking to build a boat station and then a single dock. We are looking to build a double boat station and then sixty feet away a single dock. The boat station will be fifteen feet or below the mean high-water mark. Then the single dock will be well below that.

Chairman Crowley: Okay. I seem to remember David making potentially a reference to the lack of a roof profile on this drawing.

Diane Graham: That is correct.

Chairman Crowley: I think his intention with that comment would be to add.

Diane Graham: Actually, it is on this one. Yes.

Kevin Dooley: Yes. It is on there. It will basically be a 3/12 pitch that will not exceed fifteen feet above the mean high-water mark.

Chairman Crowley: Got it. Thank you. Assuming that everybody has had a chance to review the materials are there any questions or comments from any board members regarding this application?

Sam Seymour: For clarification the drawing that is on the website doesn't show a profile of the roof.

Diane Graham: It doesn't.

Sam Seymour: No.

Diane Graham: Okay. Only the paper version does, I guess. Kevin, I will need an updated electronic one.

Sam Seymour: Kevin, are you talking about a profile view of the roof?

Kevin Dooley: Yes. It should be on the drawing, Diane. I am not sure why it did not upload.

Diane Graham: I will have to look at it later. Whatever electronic you gave me is what I put on there for the board.

Sam Seymour: I think we have an earlier version of the drawing.

Diane Graham: Okay.

Kevin Dooley: Okay.

Diane Graham: I will look and let you know.

Chairman Crowley: The application is just a line drawing with no elevation.

Kevin Dooley: There is an elevation on it.

Chairman Crowley: It did not make it through, Kevin. It is not on our electronic document. Help me a little bit. It doesn't make it incomplete, does it or do we need to receive it?

Diane Graham: The paper version does have it if you want to see it.

Kevin Dooley: It is to the right. Sorry about that. It is the only way to squeeze it in on the one drawing.

Chairman Crowley: Understood. It is a 3/12 pitch. Is it a hip?

Kevin Dooley: Yes. This is going to be a gable.

Chairman Crowley: Okay. Gable end.

Diane Graham: It is going on the one with two slips.

Kevin Dooley: Yes.

Chairman Crowley: Got it. It will cover both slips then.

Kevin Dooley: It will cover both slips. We are only allowed to cover two slips. That's it. Do you guys see the elevations now. Diane is in the room you cannot see she is holding up a drawing that I can see.

Diane Graham: I did not look at the electronic one you gave me to make sure it matched up with the paper version.

Chairman Crowley: The gable end is finished in with clapboard siding?

Kevin Dooley: Yes. Some type of siding to match the house. We have not determined that yet. Obviously, we are not going to exceed fifteen feet.

Chairman Crowley: One last chance, comments or questions.

Bruce Mackie: I would make a clarification Mr. Chairman. It appears that the line drawing at least the drawing I have and may not have printed out. Should the tax map parcel be 15.000 for the record as opposed to 15.0? I am reading the very end of the tax map number. I do not know if it is obstructed or not there.

Diane Graham: It is helpful to have all the numbers on there so that is something that could be updated.

Chairman Crowley: It looks like it is cut off in the right-hand margin.

Bruce Mackie: Yes.

Kevin Dooley: Okay. So, you want that updated on the map.

Chairman Crowley: Yes, please. Sixty-two years from now when they go to tear that down.

Kevin Dooley: I gotcha. So, add the two zeros to the map.

Chairman Crowley: Please and thank you.

Kevin Dooley: Oh, no problem.

Chairman Crowley: Thank you, Mr. Mackie. Is that the correct number, Diane.

Diane Graham: No. You can read what I have written down there, it is correct. I thought we would have something by now on the next section.

Chairman Crowley: Site plan, SEQR or other public officer's information needed prior to scheduling a final review/public hearing:

- County Planning Board referral is exempt
- Archeological site determination letter is required, and we have not received it

Kevin Dooley: We will have it by the 5th of November.

- We did receive bald eagle determination letter dated October 2, 2025
- There are a couple small amendments to the site plan which is to make sure that we get the electronic version matched up to the paper version. Diane will take care of that. That will also include an update from the applicant including the full tax map number.

Kevin Dooley: Yes. No problem.

Chairman Crowley: With that and with those updates I would declare that this application is complete pending those updates. I would like to schedule this application for final review/public hearing at the Planning Board meeting to take place on November 19, 2025, at 6:30 pm.

Anything else from the board? Thank you.

Kevin Dooley: Thank you, gentlemen. Have a good night.

Chairman Crowley: See you in November.

Informal Discussion

Owners: Patrick & Kristin Romero
Property: 6256 St Rt 64
Tax Map: 184.00-1-43.220
Zoned: C-1 (Light Commercial)

Chairman Crowley: The property is actually in a mixed zone. The portion closest to the road is in zone C-1 and the portion further from the road in zone R-1, which as it turns out is part of our conversation tonight. That is where we are at in terms for the record, Diane. Now, Kristin, if you would like to go ahead and give us kind of a summary of what you are looking to do.

Kristin Romero: Perfect. You just cut me right down (ha ha). We have a property at 6256 State Route 64 actually. The front part of the property as you said is one and we own and operate our business out of that building in the front. It has been brought to our attention that we need to have a special use permit in order to fabricate and manufacture there which I have filled out with Diane's assistance and also with Alans. I haven't submitted it yet but wanted to get through this part of it first but I will do that. In the back part of the property there is a structure that was present when we bought the property and it has come to our attention that it is kind of in the middle between residential and commercial. For our purposes we would like to turn that building into personal use apartment type situation. I homeschool the grandkids, watch grandkids, lots of things. It is a little difficult to do business that way. Also, we are getting older and our property on 64 and Co Rd 33 is getting hard to manage in the winters especially. No intentions of moving from that residence. No intentions of using that residence for anything else, but it would be nice to be able to use this property for our personal use. That is where we are at. What do you need from us. What do we need to do. We have done a site plan to update some of the things we discovered are not where they need to be as far as the septic location. We had Bill Grove do a site plan for that showing the possible use of the building in the back and upgrading all of that. We also included a drawing basically turning that if someone wants to see it.

Chairman Crowley: Sure. Come up. These are renderings of residential use.

Kristin Romero: Actually, it is the whole property. Upon having the site plan drawn up apparently the property changed where the driveway was, making it larger so some of the things around the existing could be updated and upgraded. I did apply for a permit and received that to upgrade septic, utilities and leach field and bring them to the other building as well.

Diane Graham: Water.

Kristin Romero: Yes. Thank you.

Chairman Crowley: Does it have a well on the property?

Kristin Romero: On the property yes.

Chairman Crowley: Has Bill checked the placement of that C-1/R-1 boundary, do not know? I will get into it here in a little bit. Part of the discussion that has been had once Alan brought this to David Bowen's attention is that it is our understanding that both structures are in C-1.

Alan Pearce: Correct.

Chairman Crowley: Okay. That sets us on a path from a permitting requirement based on a interpretation of the code. I wanted to make sure from an actual standpoint. It is not an official thing the boundary on that map I do not know if it a measured distance on the actual map or not.

Alan Pearce: It is not a surveyor's calculation. It's based on the line drawn on OnCor which is pretty accurate. It is several feet behind the structure that would be the dwelling.

Chairman Crowley: It looks like I drive by there all the time. There is a flat spot up behind the barn.

Kristin Romero: That's correct.

Chairman Crowley: I thought I saw a camper sitting up there.

Patrick Romero: South Bristol Fish and Game trailer they use for cookouts.

Chairman Crowley: My question is that you are talking about developing that flat spot up there. It is just the pole barn.

Kristin Romero: Correct.

Chairman Crowley: If I can layout as clearly I can from memory the requirement of the code is such that to have the operation of the business and a residential use in a single district on a single lot is asking for more than one principal use for a single lot. That requires an application of a permit to allow for more than one principal use of the lot.

Kristin Romero: Understand.

Chairman Crowley: Then I believe all of these applications can be made together once the application for more than one principal use is approved then you will have an application for special use for the operation of the business that is a manufacturing/fabrication business in C-1, which is a special use. Then also an application for residential use for the back property. Two special use permits after the first permit is granted for more than one principal use for the property. Make sense?

Kristin Romero: Okay.

Chairman Crowley: The first one says you can use that lot for two different things. Then a special use permit granted for each of those two things on that lot.

Kristin Romero: Okay. That's where the three come in.

Chairman Crowley: That's the three. My original question from a procedure standpoint was do we have to have the first one approved before the second two can be applied for and I think the answer is no. You can apply for all three at the same time.

Diane Graham: The first one has to be approved.

Chairman Crowley: First. Before the second two can be approved.

Alan Pearce: Yes.

Chairman Crowley: That is why Alan is here.

Alan Pearce: The first one is to allow two principal uses on the same parcel in the same district. You can only have one principal use.

Kristin Romero: Understand.

Alan Pearce: We are asking for two principal uses.

Kristin Romero: Understand.

Chairman Crowley: All in C-1.

Alan Pearce: So we are going to do one special use permit saying that you have more than one principal use in that district and then you can have the fabrication/assembly of products under your business as a special use and then you can have another special use for the dwelling out back on the same parcel.

Kristin Romero: Understand that.

Alan Pearce: Three special use permits, total.

Chairman Crowley: It sounds like a lot.

Kristin Romero: It confuses me how a parcel can be separated into different things and yet all over the place.

Chairman Crowley: As background I think that there has been some discussion at the town level in terms of the methodology that may or may not been used when creating districts that what we call biforcate lots.

Kristin Romero: Do we know when this changed or happened? Just curiosity.

Chairman Crowley: I do not.

Kristin Romero: I was not aware of this when I brought the property. I do not know if this was done before that and after that and it just wasn't apparent.

Chairman Crowley: When did you buy it?

Kristin Romero: Four years ago.

Chairman Crowley: I think it was before that. That zoning map was created more than four years ago. I just do not know when. Which is when I became a resident here too. I think the thing is there are different ways that work gets completed. One of the principal ways is there a fairly well-known consulting group around the area, MRB Group I think, helped us with that. I do not know. Not on that part. The preferred methodology would be to go lot by lot and say this one is C-1 the whole thing. That one is R-1 the whole thing and pick. I think there has been recent activity to that effect at the Town Board to approach that process and clear some of this up.

Kristin Romero: In the meantime, I did fill out for the special use for the manufacturing/fabrication with help from Diane and Alan. So, we are not doing that, we are doing something different.

Chairman Crowley: You are doing that. Not necessarily we can take them at the same time.

Kristin Romero: Okay. I need to fill out three separate ones. Is there a different one for the first.

Chairman Crowley: All the same application.

Alan Pearce: Three separate applications.

Kristin Romero: That all look pretty much exactly the same except the usage. Got it. Okay.

Alan Pearce: Exactly.

Diane Graham: The wordage is the key. I am sure your attorney can help you with that.

Russ Kenyon: I am sure we can.

Kristin Romero: Anything else that you feel I need to do that I haven't already done?

Alan Pearce: No. This is a unique situation I felt that this meeting was needed so everyone could be here to hear this because it took a while to get to this point.

Kristin Romero: It is very confusing to be honest.

Alan Pearce: Literally get everyone on board for this project.

Kristin Romero: Perfect.

Patrick Romero: Now that we are all on the same page is the board willing to tell us anything you may want us to focus on anything that would be a red flag, anything would be a green flag when you take a look at what we are planning on doing what else can we give you in addition to the typical application. What can we tell you? Do you have any questions now?

Chairman Crowley: I think for example one question I would have is if a contemplated use of the residential structure would be an Airbnb?

Kristin Romero: Absolutely not.

Chairman Crowley: Whether it is or isn't that might be a good thing to talk about up front. Just give them the activity that we have been through. You are saying no way, and I am like okay fine.

Kristin Romero: I completely understand the desire involved with people trying to do that. I can understand it from both angles. We want this for our personal use only. Again, I love my house three seasons out of the year, but winter gets a little rough. I have kids down there all the time. It will be a nice situation for us to have going forward.

Patrick Romero: Another reason is practicing for retirement. I have a young man who has been working with me for twelve years who I am grooming to take over the business. I am going to be right up his back pocket. It is a company I have owned for 22 years. It is my baby. I plan to stay involved, not physically involved but close enough to be able to be there to see if it is successful like I have made it. Loving the Town of South Bristol. I have a business in Honeoye, and this is a much nicer, friendly environment to conduct my business. Another thing to we bring in high end clientele from all over. Too bad we do not have a restaurant here on main street. We have specialty products that we manufacture. This is my baby I

want to stay close and that is the closest I can get. I think it would be a great opportunity for us. We plan to take that building to look just like the one in front that we really enhanced. We want it to look like an extension of our commercial building in the area. Very tasteful in what I do. It didn't take much to do it. It looks nice and everybody is happy. A lot of compliments. I am glad to be here and see if we can do our thing.

Kristin Romero: That would be lovely.

Chairman Crowley: You are in good hands with Bill Grove.

Kristin Romero: He is very helpful.

Chairman Crowley: He has a lot of experience in front of this board, so he is able to give you guidance and I know that we trust his judgment.

Kristin Romero: He did give us a lot that he suggested, and they were already on track what we were already thinking anyway. We do have our contractor that is going to be able to change the sewer lines and distribution box and all that kind of stuff so that it where it needs to be for both buildings ire regardless of what is decided.

Chairman Crowley: Anything from the board members? Suggestions or anything?

Bruce Mackie: The only question I would have, and I do not know if there were conditions put on you when the building was built. I believe that was fairly recently.

Kristin Romero: Which building?

Bruce Mackie: The commercial building in the front part of the lot.

Kristin Romero: That's existing.

Bruce Mackie: So, it has always been there so far as you know. There is no restrictions on traffic or anything else that might affect a residence being there.

Chairman Crowley: What was it a boat dealer? Is that right?

Alan Pearce: Boat mechanic.

Kristin Romero: He did repairs. He had storage there. Cold storage on the top as far as I know.

Chairman Crowley: Like I said I think you are in good hands with Bill and take his recommendation. Look forward to seeing your applications.

Kristin Romero: Thank you very much.

Chairman Crowley: Thank you.

Being no further business, Sam Seymour moved to adjourn the meeting. Paul Miller seconded the motion. The motion was unanimously adopted, and the meeting was adjourned at 7:13 pm.

Respectfully submitted,

Diane S. Graham

Diane Scholtz Graham
Board Assistant