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

Planning Board Meeting Agenda

Wednesday, January 21, 2026, at 6:30 pm

Meeting in-person or by joining Zoom
https://us02web.zoom.us/j/85750491125?pwd=aqumAv4nvx49L16oi2n2zWr8XiuM5A.1
Zoom Meeting ID 85750491125, Passcode 638079

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 September 17, 2025 and October 15, 2025

Old Business
Public Hearing
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)

New Business
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)

Site Plan Approval Application 2025-0015

County Planning Board Referral: Exempt
Owners: Garza Properties LLC
Representative: Vicki Garza
Property: 7101 St Rt 21
Tax Map: 195.05-1-19.000
Zoned: C-1 (Light Commercial)

Other

Motion to Adjourn

Town of South Bristol Planning Board Meeting Minutes Approved
Wednesday, January 21, 2026

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

Guests In-person: Matthew DeVries, Shawn Ritchie
Zoom: Erik von Bucher

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
Sam Seymour read the Comprehensive Plan Vision Statement.

Meeting Etiquette
Chairman Bowen reviewed meeting etiquette.

Meeting Minutes
Frederick McIntyre made a motion to approve September 17, 2025, and October 15, 2025, meeting minutes as written. Daniel Crowley seconded the motion. The motion was unanimously adopted by all Board members present.

Old Business
Public Hearing
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: Good evening Mr. DeVries. Diane, can you read public 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:

2025-0013 for property owned by Stewart Revocable Trust located at 6075 Aspen Drive, tax map 178.18-1-4.100. The applicant/property owner are looking for site plan approval to reframe/rebuild existing deck on north side and add 480 square feet deck wrap around extension on east side of house.

Said hearing will take place on the 21st day of January 2026 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. Mr. DeVries I know you were here last month and told you what the project is about? Oh, I declare the public hearing open by the way. Can you briefly describe the project for us again and let us know if there are any changes to the site plan since last time you were here.

Matthew DeVries: No. We are looking to extend the existing deck by 480 square feet around the front side of the main cottage there, the lakeside. We are going to be digging five post holes in the ground. We discussed how we were going to be doing that last time. None of the posts will be making contact with the actual ground or the concrete. We use mechanical connections to separate both concrete from the post on the ground and keep it in order with how the deck is built right now. It is going to be the same design as what is there with benches around railings. That is pretty much it.

Chairman Bowen: Okay. I was there the other day very briefly. Were there any changes made to the driveway?

Matthew DeVries: They did expand parking on the top side just so that we were not so much in the driveway anymore and gave us enough room to move them downhill a little bit off of the path of the driveway.

Chairman Bowen: Are they closer to the house or the woods?

Matthew DeVries: The parking expanded closer to the home.

Chairman Bowen: Anybody have any questions? Did we get any written questions, Diane.

Diane Graham: No.

Daniel Crowley: Was parking expansion part of the site plan?

Chairman Bowen: I do not believe so.

Daniel Crowley: Did it change lot coverage or permeable surface?

Diane Graham: I was not aware of it.

Sam Seymour: It is a big lot.

Daniel Crowley: 2.98% yeah probably not.

Chairman Bowen: Any change to the surface of the ground in the area that was expanded?

Matthew DeVries: Like Sam had said just to level it out. Over time it faded downhill because it is a pretty steep slope there. Some gravel was brought in to bring it back up and level it.

Chairman Bowen: Do you know approximately the square footage of the area that got expanded?

Matthew DeVries: I would say approximately two feet by forty feet. So, 80 square feet maybe.

Chairman Bowen: Forty feet along the road?

Matthew DeVries: Yes.

Chairman Bowen: Then two feet in?

Matthew DeVries: Two foot wide, yes sir.

Chairman Bowen: I assume there are no questions on Zoom. Anybody else on the board have questions or comments? In that case I declare the public hearing closed.

Application is exempt from County Planning Board referral recommendations and comments.

No septic system review or approval is required.

No storm water and erosion control measures recommendations required.

No steep slopes permit application required since no disturbance was less than 1,000.

No NYS DEC Threatened and Endangered Species determination was required.

We did get an archeological site determination letter from NYS Parks, Recreation siting no impact dated November 24, 2025.

No agricultural active farms within 500 feet.

The property where this is happening is not in a floodplain and no permit is required.

Under SEQR I will make a motion declaring this to be a Type II action under paragraph 617.5 (c)(12) "*expansion of minor accessory/appurtenant residential structure, a deck, with no change of 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. Paul Miller seconded the motion.

All in favor.

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

Motion carried.

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.

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.

Daniel Crowley made a motion to approve findings 1-4. Frederick McIntyre seconded the motion.

All in favor.

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

Motion carried.

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

Roll Call Vote
David Bowen – Aye
Daniel Crowley – Aye
Jason Inda – Aye
Michael McCabe – Aye
Frederick McIntyre – Aye
Paul Miller – Aye
Bruce Mackie, Alt 1 – Aye

Motion carried.

Chairman Bowen: Alright Mr. DeVries just for clarification:

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

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.

Probably not a problem.

Matthew DeVries: No, I think I will be in the office tomorrow trying to get the permit.

Chairman Bowen: Very good. Thank you.

Matthew DeVries: Thank you.

New Business

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)

Chairman Bowen: If I am not mistaken Mr. von Bucher is online on Zoom.

Erik von Bucher: I am online, but I don't think you have my face. I can see you all. Nobody should do anything improper. I am afraid you may not see me.

Chairman Bowen: Okay. Welcome Erik. We received a request for a one-time six-month extension of December 4, 2025. There was a site plan that was approved on June 18, 2025, with Planning Board and Zoning Board of Appeals conditions, and that expired on December 18, 2025. We did get your request in before that time. Can you briefly explain the reason for the request and if there will be any changes to the approved site plan?

Erik von Bucher: There will be no changes to the approved site plan. The reason for the request is that the builders that we contacted and did not get any commitments for start. We started with the builder that did our recent addition and went on to some other builders. It seems the area has a lot of folks that are retiring which I was disappointed because there are a lot of great builders out there. Everybody just complained of being too busy, too booked, too frustrated with getting the quotes in from their suppliers on materials and stuff. All referred me to keep after us maybe in early spring we will do something. Anyway, I will keep my ears open, but nobody seems to have nothing to do. Everybody is busy. I would like the next six months to leave open that opportunity for somebody. It is a relatively small project I guess, compared to what is being built around the lake and so on. It is not top of mind with most builders. Hopefully, it will be the kind of thing that could be inserted as the season begins to open up.

Chairman Bowen: Anybody have any questions? I abstain from this matter because Mr. von Bucher is a very close friend and neighbor of mine.

At this time I request a motion from a board member to either to approve or deny The von Bucher's request for a one-time six-month extension until June 18, 2026.

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

Roll Call Vote
Daniel Crowley – Aye
Jason Inda – Aye
Cody Koch – Aye
Bruce Mackie – Aye
Frederick McIntyre – Aye
Paul Miller – Aye

Motion carried.

Chairman Bowen: Thank you, Erik. Glad we could be of service. Hope you find somebody and get going.

Erik von Bucher: Thank you folks for your time.

Diane Graham: I will send you something saying you have until June 18th to get your plans and building permit issued before that date.

Erik von Bucher: Great. Thank you so much. I put on a coat and tie for you all.

Chairman Bowen: I know you have tea and crumpets there too, don't you?

Erik von Bucher: Thank you again for your time. I appreciate it. Bye.

Chairman Bowen: Thank you

Site Plan Approval Application 2025-0015
County Planning Board Referral: Exempt
Owners: Garza Properties LLC
Representative: Vicki Garza
Property: 7101 St Rt 21
Tax Map: 195.05-1-19.000
Zoned: C-1 (Light Commercial)

This is an application for a dock construction site plan approval. We were advised that owner was unable to attend due to a scheduling conflict, so the matter is deferred to the February 18 meeting.

Other
Chairman Bowen shared he will not be present at the February and possibly the March meeting. Sam Seymour agreed to be the acting chair for February meeting.

There was a discussion about the town's comprehensive plan and being mindful while reviewing projects. Board members are to review the comprehensive plan before the February meeting and prepare comments/feedback on whether the plan needs updating.

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 7:01 pm.

Respectfully submitted,

Diane S. Graham

Diane Scholtz Graham
Board Assistant