

**Village of Skaneateles  
Planning Board Meeting  
December 2, 2010**

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In the matter of the application submitted by Todd Zwigard for a Site Plan Approval for a change of use from retail to professional office and a recommendation for a Critical Impact Permit from the Board of Trustees for the premises located at 51 Fennell Street in the Village of Skaneateles.

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Present:        Bruce Kenan, Chairman  
                  Toby Millman, Member  
                  William Eberhardt, Member  
                  Douglas Sutherland, Member

                  Jorge Battle, Clerk for the Planning Board  
                  Riccardo Galbato, Attorney for the Planning Board

                  Todd Zwigard, Applicant

                  Andrew Ramsgard, 181 East Genesee Street  
                  Mark Angelillo, Village Trustee  
                  Skaneateles Press and Journal reporters

Chairman Kenan opened the meeting at 7:28pm announcing the application of Todd Zwigard for a Site Plan Approval for the property located at 51 Fennell Street.

Todd Zwigard, applicant said, "...I'm a licensed architect and I am here for a Site Plan Approval to use the ground floor of the building as an office for my practice. It would be a second office for me. I have one, a home office in Aurora, the Village of Aurora where I live. We will be using the upper level of the building as it's current use which is a residential – a second home for us of sorts. I'll be back and forth and I plan to spend a minimum of 2 days a week here, possibly three, depending on how my work load shifts. My calculations for the parking have been submitted and reviewed by Jorge. It looks as if we are – with the current use of retail which allowed for 4 spaces, also works as per your Zoning requirements for my practice. It would allow me to have one additional employee which I do not have at this time but I may expand into that and that would work well for me.

I haven't brought anything else with me except that small presentation. I think this is relatively straight forward and would be happy to answer any questions that you may have. We are changing from retail to – professional office, which is different from in-home office. I have a sign on there. It is an existing sign which I changed to my sign, which is allowed for that type of use. So it would be a professional office."

Member Millman asked, “how often do you expect the office to be occupied in a given week? Is it just going to be the 2 or 3 days that you are going to be up here?” Zwigard replied, “during business hours it would be 2 or 3 days and then evening hours Monday through Thursday either my wife or I will be there alternately with our oldest daughter, who is attending Manlius Pebble Hill. That was the real impetus, the original impetus, for this interesting concept was her going to Manlius and the van only travels as far as Skaneateles. The additional travel time in the morning and the snow and so-o, we thought that would be a little bit difficult. So, or concept was to get a place here and make it easier for her. Then I had a great opportunity to be able to expand my business. So, that’s the strategy.”

The Chairman asked if there were any other questions and said, “so the issue before the Board is the first to make a decision of SEQR, consider the Site Plan Approval, and make recommendation to the Trustees for a Critical Impact Permit.”

Attorney Galbato asked the applicant supply the file a Short form SEQR. The Chairman asked for a motion.

Galbato said, “the first motion for the project is ...to declare yourself Lead Agency, and that the action is an Unlisted Action with out coordinated review and a Negative Declaration.” Member Sutherland said, “**I will make the motion to declare this Board Lead Agency, and that the action is an Unlisted Action with out coordinated review and a Negative Declaration.**” Seconded by Member Eberhardt. The vote was 4-0 in favor of the motion.

The Chairman asked for a motion on Site Plan approval and Critical Impact. Member Eberhardt said, “**I move that we approve the Site Plan as presented on 11-22-10. And we recommend that the Trustees grant Critical Impact Permit.**” Seconded by Member Millman. The vote was 4-0 in favor of the motion.

The meeting was closed at 7:34pm.