

Minutes for the Ticonderoga Planning and Zoning Board meeting held on August 1, 2024, commencing at 6:00 p.m. with a Public Hearing regarding Chilson Properties, LLC

Present: Dr. W. D. McTyier, Mike Powers, Don Meserve, Ben Leerkes, Town Clerk Tonya Thompson

Others: Zoning Officer Dave Burrows, Ed Nolan, Kaitland & Ryan Kubat, Bob Holmes (representing the Nelson application)

Chairman McTyier opened the meeting with the Reciting of the Pledge of Allegiance.

Public Hearing

Chilson Properties LLC – Special Use & Site Plan Review- 60 Multi-family unit

Chairman McTyier opened the Public Hearing and explained that the representative for this project, Jamie Easton is not present tonight and there is no one here from the public to speak.

Resolution 58-2024PZB brought by Ben Leerkes, seconded by Mike Powers to table the Public Hearing for Chilson Properties LLC, 60 Multi Family Unit application until the September 5, 2024, meeting at 6:00 p.m. **4 – Ayes. 0 – Nays. Carried.**

Site Plan Review

Nelson – 10 Virginias Path (150.59-8-3.200) New Residence, accessory structure, driveway
Bob Holmes, RU Holmes Engineers, PLLC representing Peter Nelson

- New 1350 square foot Residence
- Sitting on the outlet of the Lake George
- Covered patio/carport – may become a garage in the future (depicted in the plan as 24’x36’ but will start out smaller)
- Non-jurisdictional determination from APA
- LGPC stormwater permit has been received – stormwater will be contained or dealt with between the two structures on the lakefront side of the residence (storm water basin/rain garden – dressed up with landscaping)
- Municipal Water and Sewer connections
- Driveway plan right now impervious
- SEQR form is provided
- County Referral has been received back.

Resolution #59-2024PZB brought by Ben Leerkes, seconded by Mike Powers determining that no Public Hearing is deemed necessary for the application from Nelson – 10 Virginias Path (150.59-8-3.200) New Residence, accessory structure, driveway. **4 – Ayes. 0 – Nays. Carried.**

Resolution #60-2024PZB brought by Ben Leerkes, seconded by Mike Powers to accept the SEQR deeming the project as Minimal Impact – negative declaration for the application from Nelson – 10 Virginias Path (150.59-8-3.200) New Residence, accessory structure, driveway. **4 – Ayes. 0 – Nays. Carried.**

Minutes for the Ticonderoga Planning and Zoning Board meeting held on August 1, 2024, commencing at 6:00 p.m. with a Public Hearing regarding Chilson Properties, LLC

Resolution #61-2024PZB brought by Ben Leerkes, seconded by Doug McTyier to declare a complete application from Nelson – 10 Virginias Path (150.59-8-3.200) New Residence, accessory structure, driveway. **4 – Ayes. 0 – Nays. Carried.**

Resolution #62-2024PZB brought by Mike Powers, seconded by Ben Leerkes to approve the complete application from Nelson – 10 Virginias Path (150.59-8-3.200) New Residence, accessory structure, driveway. **4 – Ayes. 0 – Nays. Carried.**

Kubat – 612 Baldwin Road (160.40-1-12.002) Addition to an existing home

Ed Nolan, Bldg Contractor representing the Kubats who are also present.

- 26' x 32' addition on an existing Home
- Non-Jurisdictional from the APA
- LGPC storm water permit has been received.

Resolution #63-2024PZB brought by Ben Leerkes, seconded by Doug McTyier declaring no Public Hearing is deemed necessary for the application for Kubat – 612 Baldwin Road (160.40-1-12.002) Addition to an existing home. **4 – Ayes. 0 – Nays. Carried.**

Resolution #64-2024PZB brought by Doug McTyier, seconded by Mike Powers accepting the SEQR deeming the project as Minimal Impact -negative declaration for the application for Kubat – 612 Baldwin Road (160.40-1-12.002) Addition to an existing home. **4 – Ayes. 0 – Nays. Carried.**

Resolution #65-2024PZB brought by Mike Powers, seconded by Ben Leerkes to declare a complete application for Kubat – 612 Baldwin Road (160.40-1-12.002) Addition to an existing home. **4 – Ayes. 0 – Nays. Carried.**

Resolution #66-2024PZB brought by Doug McTyier, seconded by Ben Leerkes to approve the complete application for Kubat – 612 Baldwin Road (160.40-1-12.002) Addition to an existing home. **4 – Ayes. 0 – Nays. Carried.**

Other Business

Resolution #67-2024PZB brought by Ben Leerkes, seconded by Doug McTyier accepting the minutes from the July 2, 2024, Planning and Zoning Board Meeting. **3 – Ayes. 0 – Nays. 1 – (Don Meserve) Abstain. Carried.**

Application submittal

The board discussed a check list that was approved a few months ago regarding the application process to be in front of the PZB. The board would like to follow this checklist and not see any applications unless they are complete per the list. There was much discussion, in particular the referral to the County. Mr. Burrows is going to supply the chairman with a county referral application so he can see what in fact needs to be referred. The question arose if we can keep the check list, which includes specific dates or will it needs to be changed or amended if Mr. Burrows would like the applicants to bring material to him a few weeks before that deadline in

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order for him to thoroughly look through the application for completeness and submission to the board. The clerk will look into this.

Resolution #68-2024PZB brought by Doug McTyier, seconded by Ben Leerkes to adjourn the meeting at 6:30 p.m. **4 – Ayes. 0 – Nays. Carried.**

Respectfully submitted, Tonya M. Thompson, Town Clerk

APPLICATION CHECK LIST

- _____ **Copy of Deed**
- _____ **Boundary Survey or Tax Map**
- _____ **Agricultural Data Statement (as applicable)**
- _____ **Authorization of Agent (as applicable)**
- _____ **Site Plan (include as much detail as possible and all existing or proposed conditions on the property must be shown) Must be detailed in accordance with Site Plan Review Local Law of the Town of Ticonderoga.**
- _____ **Floor plans and elevations of existing or proposed buildings (as applicable)**
- _____ **EAF (NYSDEC Environmental Assessment Form, Short or Long Form, as applicable)**
- _____ **Information related to the relief requested, as applicable; site layout and dimensions, parking, site access, vehicular maneuvering, traffic, landscaping, screening or buffers, fencing, water, sewer, utilities, cultural resources, endangered species or habitat, wetlands, flood plains, emergency services, fire safety, loading/unloading zones, alternatives, and etc**
- _____ **Lake George Stormwater Permit/Letter – (as applicable)**
- _____ **County Referral – Decision (as applicable)**
- _____ **Letter of Determination (appeal process for Zoning)**
- _____ **NYS DOT Decision (as applicable)**

Payments (Check ALL that apply/collected) ___ SPR ___ SU ___ AV ___ UV

THE FOLLOWING ARE REQUIRED (which includes all of the above that is applicable):

- _____ **ONE (1) ORIGINAL SIGNED SET OF APPLICATION MATERIALS AND SUPPORTING DOCUMENTATION.**

Minutes for the Ticonderoga Planning and Zoning Board meeting held on August 1, 2024, commencing at 6:00 p.m. with a Public Hearing regarding Chilson Properties, LLC

_____ **SEVEN (7) COPIES OF THE APPLICATION MATERIALS AND ALL SUPPORTING DOCUMENTATION.**

_____ **ONE (1) ELECTRONIC COPY VIA PDF EITHER ON A FLASH DRIVE OR EMAILED TO buildinginspector@townofticonderoga.org IF YOU CANNOT SUBMIT ELECTRONICALLY CONTACT THE CODE ENFORCEMENT OFFICE BEFORE SUBMITTING YOUR APPLICATION.**

_____ **IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY, AN OWNER-AGENT DESIGNATION MUST BE COMPLETED AND SIGNED BY THE OWNER. APPLICATION WILL NOT BE PROCESSED WITHOUT THIS FORM**

NOTE THAT ALL MAPS AND DRAWINGS MAY BE SUBMITTED ON 11X17 PAPER PROVIDED THAT ONE FULL SIZE SET OF PLANS IS SUBMITTED WITH THE ORIGINAL SET.

ALL APPLICATION MATERIALS ARE DUE NO LATER THAN TWELVE (12:00) NOON ON THE FIRST BUSINESS DAY OF THE MONTH PRIOR TO THE MEETING, I.E., APPLICATION MATERIALS FOR A DECEMBER MEETING ARE DUE NO LATER THAN THE FIRST BUSINESS DAY OF NOVEMBER, ETC.

IF YOUR APPLICATION IS TABLED FOR ANY REASON, PLEASE NOTE THAT ALL MATERIALS REQUESTED MUST BE SUBMITTED BY THE 15TH OF THE MONTH AT TWELVE NOON. IF THE 15TH FALLS ON A SATURDAY OR SUNDAY, THE DEADLINE IS THE NEXT FOLLOWING BUSINESS DAY AT TWELVE NOON.