**Village of Aurora Planning Board Meeting Minutes**

**July 23, 2014**

**Present:** Pat Foser (Acting Chair), Pat Bianconi, Michele Murphy, Pam Sheradin, and Frank Zimdahl (alternate)

**Absent:** Nancy Gil

**Others:** Village Clerk Ann Balloni, Village Board of Trustees Grace Bates, Janet Murphy, and Alan Ominsky, Larry Church, Peggy Dupee, Sue Edinger, Deborah & Michael Eldred, Lydie Haenlin, Laura Holland, Elizabeth Knight, Aino Parlo, and Michael Peter.

**Call to Order:** Chair Foser called the meeting to order at 7:00pm.

**Changes to the Agenda:** Application #14-26 will be reviewed first under New Business.

**Visitor Recognition:** Chair Foser welcomed all visitors and reminded those present that, as the meeting is not a public hearing, there would be no public comment.

**Approval of Minutes**

Clerk Balloni informed the Planning Board that she had consulted with NYCOM (New York Conference of Mayors) regarding members approving minutes for meetings they did not attend. Per NYCOM, if members read and understand the minutes, do not believe there are any discrepancies, and are comfortable voting, they are allowed to do so.

**April 23, 2014:** On motion by Bianconi, seconded by Zimdahl, the Planning Board voted to approve the April 23, 2014 meeting minutes. AYES: Foser, Bianconi, and Zimdahl NAYS: None ABSTAIN: Murphy and Sheradin Motion carried.

**June 25, 2014:** On motion by Zimdahl, seconded by Murphy, the Planning Board voted to approve the June 25, 2014 meeting minutes. AYES: Foser, Bianconi, Murphy, Sheradin, and Zimdahl NAYS: None Motion carried unanimously.

**Announcements:**  There were no announcements.

**Old Business**

**Application #12-13 from Michael Peter for a dock renovation at 461 Main St (Tax Map #181.12-1-6)**

Chair Foser questioned Mr. Peter if the plans that limited the dock to one story, included with the letter and license from the New York State Office of General Services, were indeed the final version of the dock and Mr. Peter answered that, yes, the dock was one story with a roof, but there is no second story.

On motion by Bianconi, seconded by Sheradin the Planning board voted to approve Application #12-13 as per the plans approved by the New York State Office of General Services. AYES: Foser, Bianconi, Murphy, Sheradin, and Zimdahl. NAYS: None Motion carried unanimously.

Chair Foser reminded Mr. Peter that the Village Code Enforcement Officer would be visiting the site and issuing the permit.

**New Business**

**Application #14-26 from Deborah and Michael Eldred for a new garage at 262 Main St (Tax Map #181.17-1-18)**

Ms. Eldred explained that the site meets all setback requirements, any dirt removed for excavation will be used at the site, and the grading on the south and east sides will allow for runoff to the storm drains.

On motion by Zimdahl, seconded by Bianconi, the Planning Board voted to approve Application #14-26 as submitted. AYES: Foser, Bainconi, Murphy, Sheradin, and Zimdahl NAYS: None Motion carried unanimously.

**New Business**

**Application #14-22 from the Inns of Aurora for a kitchen expansion and remodeling the Moose Room at the Fargo, 384 Main St (Tax Map #181.16-1-10)**

Holmes, King & Kallquist architect, Aino Parlo, and Inns of Aurora General Manager, Sue Edinger, presented plans showcasing the remodeling which include:

* Expanding the kitchen to the east by 300 square feet
* Moving the condensing units further east
* Leveling the picnic area with concrete to ease access for servers
* Adding 8 tables to the picnic area
* Removing steps and paving the south sidewalk
* Add a window, railings and better lighting to the south side
* Add 4 tables and increase storage space inside
* Add a new women’s bathroom with two stalls
* Add a stall to the men’s bathroom
* Designate the current women’s bathroom handicap accessible
* Keeping the current bathroom in the Moose room that originally was to be replaced to accommodate more seating space.

Two concerns voiced by the Planning Board were that the lot lines to the east for the kitchen expansion do not meet the 10 foot setback requirement and how the Inns of Aurora planned on accommodating parking for, possibly, 32 extra patrons with the added seating to the picnic area.

As Pleasant Rowland is the owner for the Fargo property and all the adjacent properties, Village Attorney, Tom Blair, and Ms. Edinger discussed having the Inns of Aurora apply for a lot line adjustment or subdividing the property.

The Planning Board decided to address the parking issue during the Wallcourt discussion and acknowledged that the CAP (Circulation, Access, Parking) study, financed jointly by the Village and the Inns of Aurora, is not complete.

On motion by Bianconi, seconded by Zimdahl, the Planning Board voted to approve application #14-22, contingent on the applicant submitting documentation for the lot line adjustment. AYES: Foser, Bianconi, Murphy, Sheradin, and Zimdahl NAYS: None Motion carried unanimously.

**Application #14-23 from the Inns of Aurora to convert Wallcourt to a hotel, 38 Lafayette St (Tax Map #181.16-1-7.1)**

Inns of Aurora General Manager, Sue Edinger, submitted a letter dated July 22, 2014 (attached to these minutes) outlining changes to Application #14-23. Per the clerk’s instruction, Ms. Edinger highlighted, initialed and dated the changes on the application. Village Attorney, Tom Blair, recommended submitting a new revised application for better clarity, but retain the original application for continuity.

Holmes, King & Kallquist architect, Aino Parlo, and Ms. Edinger, presented the plans for the project which include:

South Elevation (main entrance):

* Handicap access
* Raise existing porch 6 inches for level access
* Replicate the exterior for ADA ramp
* Remove the skylight to accommodate for elevator clearance

West Elevation:

* Remove fire escapes
* Install 2 windows at lower level, right side window will replace existing door
* Remove retaining walls and re-grade

North Elevation:

* Create 2 exit doors for interior stairway egress
* extend space above dormer for the elevator

East elevation:

* Remove fire escape
* Chimneys remain

1st Floor:

* Remove staircase and install an elevator
* Front desk area
* 2 guest rooms
* Utilitarian and staff space
* Breakfast area and sitting room
* 2 public restrooms

2nd Floor:

* Have continuity from floor to floor
* 7 guest rooms with potential for adjoining rooms on the east and west sides

3rd Floor:

* 6 guest rooms
* Central housekeeping area

Basement:

* 2 guest rooms
* Potential geothermal system

When asked about a kitchen, Ms. Edinger replied there would be a small kitchenette area for guests with complimentary coffee and muffins, but there would be no restaurant, food service or events on the premises, other than an occasional cocktail party on the porch.

The Planning Board again addressed the parking issue and questioned how the project could move forward without the benefit of the CAP Study. Ms. Edinger replied that the Inns of Aurora were willing to draft a Memorandum of Understanding with the Village whereby the Inns of Aurora would be allowed to begin the project ahead of the completion of the CAP Study with the understanding that the CAP Study could possibly result in the Board’s denying the application. Mr. Blair commented that, by agreeing to the Memorandum of Understanding, the applicant was taking on substantial risk.

Questions arose regarding the issue of Wallcourt and Taylor House being on the same lot as there can only be 1 principle structure per lot, but neither Wallcourt nor Taylor House can be considered an accessory structure of the other. Planning Board members pointed out that if the lot is to be subdivided, the application as it stands is incomplete.

Ms. Parlo indicated that the proposed geothermal system ideally would be used to heat both Wallcourt and Taylor House, but Mr. Zimdahl, an employee of New York State Electric and Gas, informed Ms. Parlo that 2 meters for separate structures can’t run off of one system.

The Planning Board also clarified that the 11 parking spaces behind Wallcourt on Court St belong to the Village and, therefore, can’t be counted toward parking space for Wallcourt guests/staff. The Planning Board did not dispute Ms. Edinger’s claim that the 4 parking spaces on Lafayette that intrude on the north wall belong to the Wallcourt property, but it should be clarified and they may be too short.

Ms. Edinger then reminded the Planning Board that the parking lot next to the post office belongs to the Inns of Aurora and could be designated employee parking to allow for more on-street parking. Ms. Edinger also suggested revisiting the Sherwood Road property just east of the firehouse as a potential parking lot.

The Planning Board and Mr. Blair then recommended several considerations for Part 1 of the Environmental Assessment Form including:

* Adding the Town of Ledyard, State Historical Preservation Office, and the local fire department as interested agencies for the coordinated review
* Include subdivision
* Reconsider the effect on the water supply
* Reconsider effect of air emissions
* Reconsider effect of traffic
* Reconsider management of solid and treatment of hazardous waste

Mr. Blair recommended a meeting between the Village and the Inns of Aurora to discuss a reciprocal agreement and the Planning Board should then schedule a work session to determine what is necessary for a complete application. The Planning Board would then designate itself the lead agency, schedule a joint public hearing with the Community Preservation Panel (and possibly other interested parties) for completion of the SEQR, submit the completed application to Cayuga County for mandated GML 239 review, and schedule a final review and vote of the project.

On motion by Sheradin, seconded by Zimdahl, the Planning Board voted to adjourn the meeting at 10:00 pm. AYES: Foser, Bianconi, Murphy, Sheradin, and Zimdahl NAYS: None Motion carried unanimously.

**Next Meeting:** August 27, 2014

Respectfully submitted,

Ann Balloni Village Clerk