**Village of Aurora Planning Board Meeting Minutes**

**August 27, 2014**

**Present**: Chair Nancy Gil, Pat Bianconi, Pat Foser, Michele Murphy, and Pam Sheradin

**Others:** Village Clerk Ann Balloni, Village Attorney Tom Blair, Village Engineer Ken Teter, Village Zoning Inspector Patrick Doyle, Village Board of Trustees Grace Bates and Janet Murphy, Zoning Board of Appeals (ZBA) Chair John Dentes, ZBA member Ann Tobey, Marie Dentes, Robin Driskel, Peggy Dupee, Sue Edinger, Beth Estes, and Lydie Haenlin.

**Call to Order:** Chair Gil called the meeting to order at 7:03 pm.

**Changes to the Agenda:** Application #14-06 will be reviewed first.

**Visitor Recognition:** Chair Gil 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**

**July 23, 2014:** Ms. Sheradin remarked that her name was misspelled and the clerk will make the correction. On motion by Bianconi, seconded by Foser, the Planning Board voted to approve the July 23, 2014 minutes.

AYES: Bianconi, Foser, Murphy, and Sheradin

NAYS: None

ABSTAIN: Gil

Motion carried.

**Announcements:**  Clerk Balloni reminded the Planning Board that an email was sent regarding a training session in Waterloo, NY. There was no interest in attending.

**New Business**

**Application # 14-06 from John and Marie Dentes for a new garage at 425 Main St. (Tax Map #182.17-1-18)**

Chair Gil asked the applicant if he had received the required area variance from the ZBA and he responded that the variance was granted. Chair Gil then asked if there were any changes to the application and Mr. Dentes referred to the addendum added to the file on August 18, 2014 and Clerk Balloni informed the Planning Board that there was a copy of the addendum in their packets.

On motion by Foser, seconded by Sheradin, the Planning Board voted to approve Application #14-06 as submitted.

AYES: Gil, Bianconi, Foser, Murphy, and Sheradin

NAYS: None

Motion carried unanimously.

**Old Business**

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

Sue Edinger, Inns of Aurora general manager, submitted revised plans to application #14-23 on August 22, 2014 to address the Planning Board’s concerns regarding parking, site plan, and subdivision. The revised plans include:

* Ingress and egress off of Court St to the main entrance (south side) of Wallcourt via a loop with alternate exit only to Main St (State Rte. 90)
* 8 parking spaces, including 1 handicap, along the east side of the property facing Court St
* Alternate plan for overflow parking for up to 34 cars on the north side of Sherwood Road, east of the firehouse
* Possible valet service for guests parking on the Sherwood Road lot
* Trees, fences/retaining walls as buffers for proposed parking areas
* Replace the proposed handicap ramp with a lift at the main entrance

Ms. Edinger and Bruce King, architect from Holmes, King & Kallquist, explained that due to the slope from Court St down to the proposed parking area, the cars would not be seen from Court St and buffers would shield the neighbors from headlights.

Ms. Bianconi commented that buffers would also be needed for cars exiting onto Main St and Mr. King replied that that could be accomplished with trees/retaining wall.

Ms. Gil questioned the gravel drives on the proposed Sherwood Road parking area. Grass–grid parking was discussed when the Abbott house (now Rowland House) project was proposed. Ms. Edinger explained that, while the parking proposed then was for seasonal event parking, Wallcourt would require year round parking, as well as snow removal, and would include gravel drives.

Ms. Gil then questioned the effect of the Sherwood Road parking lot on the view shed of the fields and Mr. King responded that they would work with the natural buffers and add appropriate sized trees as needed.

The Planning Board members and Village Engineer, Ken Teter expressed concern regarding guests for Wallcourt entering and exiting off of Court St, a residential street with a nearby playground that, currently, has limited traffic. Members suggested widening the exit only driveway onto Main St for two way traffic, making the driveway to Court St an exit only, or devising a plan to include diagonal parking on Lafayette St. Ms. Edinger replied that the Community Preservation Panel (CPP) discouraged any portion of the front lawn for parking and, as Lafayette St is owned by the Village, the applicant can’t submit a plan for parking on property that isn’t theirs.

Mr. Teter recommended checking the proximity between the driveway onto Main St and Lafayette St due to New York State Department of Transportation regulations.

Ms. Gil questioned if one handicap parking space was sufficient and Mr. King replied that it met NYS code requirements.

Mr. Teter, referring to the parking proposal on Sherwood Road, indicated that the New York State Department of Environmental Conservation would have to be involved if the area is an acre or greater. Ms. Marsh, attorney for the Inns of Aurora, stated they would be included on the coordinated review.

The Planning Board then questioned if the Wallcourt and Taylor House properties require subdivision as they are currently on one lot. Per Ms. Marsh, Cayuga County does not have a policy in place for town/village approval and, therefore, all that is required of the applicant is filing a lot line adjustment with the county. Ms. Marsh reminded the Planning Board that that was also the process for the Village Market and Bet the Farm properties. Ms. Edinger added that accessing Wallcourt from the driveway on the Taylor house property would require an easement after the lot line adjustment.

Patrick Doyle, Village Zoning Inspector, remarked that, due to the potential excavation for the project, a Special Use Permit may be required. Tom Blair, Village Attorney, indicated, per the Village Zoning Law, a Certificate of Appropriateness from the CPP is needed before the application can proceed. Clerk Balloni said she would discuss adding Application #14-23 to the CPP September 3rd agenda with CPP Chair, Chris MacCormick.

Ms. Marsh instructed Ms. Edinger and Mr. King to delete subdivision from the application and add Special Use Permit.

Mr. Blair and Ms. Marsh discussed notifying all involved/interested parties for the coordinated review including Village Community Preservation Panel, New York State Department of Transportation, New York State Department of Environmental Conservation, State Historic Preservation Office, the Aurora Volunteer Fire Department, Cayuga County 911 Center, Cayuga County Planning Office, and the Town of Ledyard. Mr. Blair requested that the alternate parking plan on Sherwood Road, Part 1 of the SEQR, and addendum changes to the original application be submitted to the interested parties and Ms. Marsh agreed.

Mr. Blair questioned if the Planning Board accepted application #14-23 as complete and, if so, the public hearing has to be noticed 14 days in advance.

On motion by Sheradin, seconded by Bianconi, the Planning Board voted to deem Application #14-23 complete, as of this date and schedule a joint public hearing with the Village Community Preservation Panel for September 24th at 7:00 pm.

AYES: Gil, Bianconi, Foser, Murphy, and Sheradin

NAYS: None

Motion carried unanimously

On motion by Murphy, seconded by Sheradin, the Planning Board voted to declare itself Lead Agency for the coordinated review (including SEQR, Site Plan review, and Special Use Permit for excavation) of Application #14-23 on September 24, 2014.

AYES: Gil, Bianconi, Foser, Murphy, and Sheradin

NAYS: None

Motion carried unanimously

Mr. Blair requested that Ms. Edinger supply the Village Office with a Letter of Authority from Pleasant Rowland, as the owner of the properties on Application #14-23, designating Ms. Edinger and the Inns of Aurora as the applicant. In further discussion, it was agreed that the applicant would fill out a new Zoning Permit Application incorporating all the changes that have been made over the last weeks, so that the various boards and interested parties may have a clean copy that it easy to read.

On motion by Foser, seconded by Bianconi, the Planning Board voted to adjourn at 8:20 pm.

AYES: Gil, Bianconi, Foser, Murphy, and Sheradin. NAYS: None Motion carried unanimously.

**Next Meeting:** September 24, 2014

Respectfully submitted,

Ann Balloni Village Clerk