**Planning Board September 27, 2017 Meeting Minute**

The meeting was held in the Aurora Firehouse meeting room at 7:00 pm

**Present:** Chairperson Pat Bianconi, Pat Foser, Michele Murphy, and Pam Sheradin

**Absent:** Frank Zimdahl

**Others Present**

**Village Officials:** Clerk Ann Balloni, Trustee Grace Bates, Attorney Tom Blair, and Code Enforcement Officer Patrick Doyle

**Inns of Aurora representatives:** General Manager Sue Edinger, Project Manager Ted Kinder, Architect Bruce King, and Attorney Wendy Marsh

**Members of the Public:** G. Alan Clugston and Brian Murphy

**Changes to the Agenda:** No changes

**Approval of Minutes**

**August 23, 2017 Public Hearing:** On motion by Ms. Foser, seconded by Ms. Sheradin, the Planning Board voted to approve the August 23, 2017 public hearing minutes.

AYES: Bianconi, Foser, Murphy, and Sheradin

NAYS: None

Motion carried unanimously.

**August 23, 2017 Regular Meeting:** On motion by Ms. Murphy, seconded by Ms. Foser, the Planning Board voted to approve the August 23, 2017 regular meeting minutes.

AYES: Bianconi, Foser, Murphy, and Sheradin

NAYS: None

Motion carried unanimously.

**Announcements:**  Ms. Bianconi noted that the November regular meeting night is the 22nd, the night before Thanksgiving, and the members decided to move the meeting to Wednesday, November 30th.

**Visitor Recognition:** Ms. Bianconi welcomed all visitors and there were no comments.

**Old Business:** No old business was discussed.

**New Business**

**Application #17-48 from Brian and Michele Murphy for a carport at 11 Burnham Lane (Tax Map #182.09-1-22.11)**

Ms. Murphy recused herself for the review of Application #17-48.

Mr. Murphy presented plans of an 18’ x 21’ x 14’ carport north of the driveway and east of their barn.

Ms. Bianconi noted that the project is a Type 2 action under the State Environmental Quality Review Act (SEQRA) requiring no further environmental review.

On motion by Ms. Foser, seconded by Ms. Sheradin, the Planning Board voted to deem Application #17-48 complete.

AYES: Bianconi, Foser, and Sheradin

NAYS: None

Motion carried unanimously.

Ms. Bianconi noted that the project complies with all regulations for accessory structures in the village zoning law. The members then reviewed the site plan while consulting the check list in section 903.C. of the village zoning law and found no issues.

On motion by Ms. Foser, seconded by Ms. Sheradin, the Planning Board voted to approve Application #17-48 as submitted.

AYES: Bianconi, Foser, and Sheradin

NAYS: None

Motion carried unanimously.

Ms. Murphy returned to the meeting.

**Sketch Plan Conference**

**Application #17-43 from the Inns of Aurora to convert Shakelton Funeral Home to a hotel at 418 Main St (Tax Map #181.12-1-13)**

Ms. Bianconi noted that her son is employed by the Inns of Aurora and Ms. Sheradin noted that her daughter is employed by the Inns of Aurora, as well.

Ms. Edinger thanked all the members of the board who attended the September 11, 2017 site visit for Applications #17-43 & 44. Ms. Edinger described a 12-room guest house to continue the Inns of Aurora goal of self-sustainability by increasing their room total to 56. Ms. Edinger then introduced their architect, Bruce King, to discuss the planned renovation of Shakelton House. Significant changes include:

**South elevation**

* Remove the port cochere and second floor porches; replace with an entryway and second floor balcony
* Bay addition
* Handicap accessibility

**East elevation**

* Add a walkway and door
* Remove a chimney
* New Retaining wall
* 2 parking areas for 13 total parking spaces

**North elevation**

* New door and decorative columns
* Remove chimney and add skylight
* New terrace

**West elevation**

* New entryway and porch
* New second floor railing

**Ice House**

* Move to north side of property
* Remove garage addition
* Replace garage door with wood plank to match existing wood door

Ms. Foser questioned the necessity of removing the port cochere as the house, including the port cochere, is a contributing structure to the village historic district. Mr. King replied that the port cochere is not original to the building and the porches are a detriment to the architecture of the house. Mr. King noted that they plan to use materials from the demo to rebuild the new porch as well as use the materials, and materials from the demolished stone wall remnants, to build the new retaining wall. Ms. Foser countered that the port cochere was added within ten years of the construction of the house and has been a part of the house for over 100 years.

Ms. Foser suggested that the Planning Board ask the Community Preservation Panel to consider an independent evaluation on the integrity of the port cochere. Mr. Blair remarked that the applicant would have to voluntarily agree and noted that the State Historic Preservation Office (SHPO) will be notified of the project through the State Environmental Quality Review (SEQR). However, Mr. Blair noted that there is a provision in the zoning law for the Planning Board to refer consideration to the CPP if they choose. Mr. Blair also remarked that the request may come from a private citizen.

Ms. Bianconi polled her board regarding sending the suggestion to the CPP and Ms. Murphy, Ms. Sheradin, and Ms. Bianconi agreed that the issue is a CPP concern and preferred not to advise them.

Mr. Blair questioned the use of the kitchen and dining room and Ms. Edinger replied that, like the other guest houses, there will only be a small serving kitchen and the dining room is exclusively for in-house dining by the guests. Guests may also help themselves to coffee/tea and baked goods provided.

Ms. Bianconi addressed concerns with the submitted application and advised the applicant to provide a detailed narrative including all planned uses for both Applications #17-43 and #17-44 along with a demolition application for the removal of the port cochere and two porches. Ms. Bianconi further added that a detailed site plan is required for both projects and advised them to refer to the site plan checklist in the village zoning law to assist them with completing their applications. Mr. Doyle remarked that he will send the applicant a list of the items that are needed for a complete application and, once the materials are submitted, the applications can move ahead with the formal review process.

**Application #17-44 from the Inns of Aurora to convert Taylor House to a conference center at 396 Main St (Tax Map #181.16-1-7)**

Ms. Edinger explained the Inns of Aurora’s desire to increase the occupancy of the guest houses by attracting small conferences/retreats, including cocktail parties, and having them at Taylor House. A 25-seat conference room is planned with smaller rooms for “breakout sessions”. Mr. Kinder added that Taylor House will only work in conjunction with the Inns and not as a standalone operation.

Renovations include:

* Enlarge the patio
* Add walkways
* 2 entrances from Court St
* Pocket parking
* Landscaped buffers between Taylor House and the Fargo
* Replace windows as “historically appropriate”
* New fence on the south side

Mr. Blair questioned if the new walkway would extend to the patio of the Fargo. Ms. Edinger replied that, due to liquor license regulations, they must keep the Fargo separate, hence the planned buffers.

Ms. Edinger noted that the idea for pocket parking was first suggested by BME when they assisted the village with a traffic and parking study in 2014. The parking lot will be partially screened by the existing barns as well as the restored playhouse, removed during the Wallcourt project, that will be returned to the property.

Mr. King discussed interior renovations such as installing an elevator, rebuilding a staircase and widening doorways for handicap access. Ms. Murphy mentioned that, at the site visit, village historian Dr. Linda Schwab had concerns regarding the planned removal of corridor doors to the dining room. Ms. Edinger replied that one of the doors, too narrow for handicap access, will be removed and stored on the premises. The removal of the corridor door, noted on the site plan, may be a mistake and Mr. King will consult with Mr. Doyle to determine if it is necessary for building code compliance.

The Planning Board expressed concerns regarding renovating the dining room as it is unique and iconic to the house and Mr. King assured them that it would be “lovingly restored”.

Ms. Murphy questioned how Taylor House can be considered an accessory building to Wallcourt, as noted on the application, as the properties were subdivided into separate parcels during the Wallcourt project. Ms. Marsh replied that they plan to merge the two properties to create one lot. Ms. Murphy asked for clarification from Mr. Doyle and he noted that it should be included in the project narrative, but the village zoning law doesn’t address lot line adjustments.

Ms. Murphy questioned if any guest rooms are planned for Taylor House. Ms. Edinger replied that they are only planning for small conferences/retreats with an occasional cocktail party. Ms. Edinger added that it is intended as a “quiet use”.

Mr. Blair questioned the lighting for the property and Mr. Kinder replied that it will be similar to Wallcourt.

Ms. Edinger confirmed with Ms. Bianconi, Mr. Blair and Mr. Doyle that she will be receiving their comments on the projects, as well as comments from Mr. Teter, on the additional information needed for the files.

**Other Business:** Mr. Doyle submitted a letter (attached) requesting that the Planning Board hold a public hearing to consider revoking the Special Use Permit for Application #10-4 from Grace Bates for a Bed & Breakfast. Mr. Doyle noted that Ms. Bates is not in compliance with the permit as the property is not owner-occupied and a room on the first floor is advertised for rent despite the permit only allowing for two guest rooms on the second floor.

On motion by Ms. Murphy, seconded by Ms. Foser, the Planning Board voted to schedule a public hearing for consideration of revoking the Special Use Permit for Application #10-4 on October 25, 2017 at approximately 7:00 pm.

AYES: Bianconi, Foser, Murphy, and Sheradin

NAYS: None

Motion carried unanimously.

**Adjournment:** On motion by Ms. Foser, seconded by Ms. Sheradin, the Planning Board voted to adjourn the meeting at 8:30 pm.

AYES: Bianconi, Foser, Murphy, and Sheradin

NAYS: None

Motion carried unanimously.

Respectfully submitted,

Ann Balloni

Village Clerk