

**VILLAGE OF ELLICOTTVILLE  
ELLICOTTVILLE, NY  
PLANNING BOARD MEETING MINUTES  
JUNE 13, 2023**

**PRESENT:** Nancy Rogan, Chairperson  
Chad Neal, Member  
Damon, Newpher, Member  
Greg Cappelli, Alternate Member

**ALSO PRESENT:** Gregory Keyser-Village Planner, Kelly Fredrickson-CEO,  
John Scheene-Architect, Caleb Henning-MDA Consulting Engineers,  
Sandra Reed-Cook-Applicant, Bill & Lori Northrup-Applicants

**AGENDA: VZP-2023-118- 39 Martha Street, Daniel Rifkin-Residential addition  
Site Plan & Architectural Design Review**

**VZP-2023-139- 38 Monroe Street-Nigel Hall-Residential addition  
Architectural Design Review**

**VZP-2023-196- 32 Washington Street- Proto Quijano  
Sign permit Application**

**VZP-2023-192,193- 10/12 McKinley Drive-John Read  
New two unit townhouse  
Site Plan & Architectural Design Review**

**VZP-2023-182- 6641 NYS Route 242- North Park Ellicottville LLC  
Pre-application conference-Master Planned Development**

**DISCUSSION:** Nancy Rogan called the meeting to order at 5:30 p.m. with four members present and presented the agenda for changes, additions or approval. The agenda was approved as submitted.

The Minutes of the May 2, 2023 Work Session were read.

**MOTION:** Moved by Chad Neal to approve the Minutes of the May 2, 2023 Work Session as read. Seconded by Damon Newpher. Vote 3-0. Carried.

The Minutes of the May 9, 2023 Meeting were read.

**MOTION:** Moved by Chad Neal to approve the Minutes of the May 9, 2023 Meeting as read. Seconded by Damon Newpher. Vote 3-0. Carried.

**DISCUSSION:** Nancy Rogan presented VZP-2023-118, 39 Martha Street, Daniel & Laura Riftkin, Site Plan and Architectural Design Review of a two story addition.

Caleb Henning, representing the applicants, advised that he submitted the application on April 25, 2023 and it was reviewed at the May 2, 2023 work session and the Board said the proposed height of 28.8 feet may be a problem. The ZBA reviewed the requests for area variances to the front yard setback and the maximum height at their May 2, 2023 meeting. They also expressed concern with the height and the application was tabled to allow Mr. Henning to discuss other options with the applicants. He presented the altered plan which reduces the height to existing and requested a variance to the front yard setback at the June 6, 2023 ZBA meeting. The variance was granted.

Mr. Henning noted that since the variance was granted he assumed the application would be on the Planning Board meeting agenda for June 13, 2023. He has answers to the questions submitted by the Board at the June 6, 2023 work session. He is asking that the Planning Board determine that the application is complete and set a public hearing for the July meeting.

Nancy Rogan said she will take responsibility for any misunderstanding. Mr. Keyser was not able to provide a staff report on the updated plans, therefore the Planning Board is not prepared to review the application. She asked Mr. Henning to present the additional information since he has it ready.

Caleb Henning noted that the rear addition adds 14 feet to the house. A second floor will be added to the one story section at the front.

Mrs. Rogan asked will you demolish the one story and rebuild it with the second floor? Mr. Henning said the footprint in the front is not changing. We will be pouring a new foundation under that section. Part of the house will be demolished.

Greg Cappelli asked will you be keeping the first floor with a new foundation?

Caleb Henning said he is not sure and will have to ask what the plan is. The height will remain as is at 27.5 feet. The habitable space in the existing house is approximately 3000 s.f. With the proposed addition it will be approximately 6800 s.f. The 8 foot wide porch will be the width of the front facade and wrap around on the driveway side.

Nancy Rogan said that doubling the size of the house is too much.

The Board reviewed photographs of neighboring houses which have about 2900 s.f. of living space.

Mr. Henning said that since the Planning Board feels the proposed house is too massive he will go back to his client.

Mr. Cappelli asked how much property the house is taking up?

Caleb Henning said the house will cover 40% of the total lot which meets the 60% open space requirement.

Nancy Rogan asked that he look at the square footage of the neighboring houses and work off that number. The proposed roof line will not be like the others in the neighborhood.

Mr. Keyser noted that the revised plans have to be received 3 weeks before the July 11, 2023 meeting to be on the agenda.

**DISCUSSION:** Nancy Rogan presented VZP-2023-196, 32 Washington Street, Proto Quijano, Sign Permit application.

Mr. Cappelli said that he spoke to Jordan at Schubert Enterprises who advised that the letters on the existing sign will be removed and a vinyl decal will be added to the 4' x 3' surface as per the drawing submitted.

The applicant presented the proposed lettering and decal with a yellow background and asked if that can be used instead of the white background. The Board preferred the original drawing with red, green and white letters and logo. The applicant agreed to use that rendering.

**MOTION:** Moved by Greg Cappelli to approve sign permit application for a 4' x 3' hanging sign to be hung approximately 8 feet above the ground at 32 Washington Street as per materials submitted in VZP-2013-196 by Proto Quijano. Seconded by Chad Neal. Vote 3-0. Carried.

**DISCUSSION:** Nancy Rogan presented VZP-2023-139, 38 Monroe Street, Nigel Hall, Architectural Design Review of proposed two story addition.

Greg Keyser advised that the applicant is proposing to construct a 569 square foot second floor addition on the rear of the residence. The current building is a non-conforming structure and the ZBA granted an area variance to the rear yard setback on June 6, 2023. The Planning Board should move to classify the project as a Type 2 Action before acting on the application.

John Scheene, representing the applicant presented the plans for the proposed addition. There will not be a change to the footprint. The existing house is 1600 s.f. and the addition will be approximately 600 s.f. The second story porch is not visible from the front of the house as it is cut out of the wall. The existing siding will be repaired and new Hardie siding installed on the addition to match the existing color. Four composite windows and two single-hung windows are proposed.

Greg Cappelli asked if noise from the balcony will be a problem for neighbors? Mr. Scheene said the porch is off the bedroom and there should not be a noise problem.

**MOTION:** Moved by Damon Newpher to classify the proposed project involving the expansion of a single-family home less than 4,000 square feet as a Type 2 Action under SEQR. Seconded by Chad Neal. Vote 3-0. Carried.

**MOTION:** Moved by Greg Cappelli to approve the proposed 596 square foot addition as reviewed under the Architectural Design Guidelines at 38 Monroe Street as per plans presented on June 13, 2023 and materials submitted in VZP-2023-139 by Nigel Hall. Seconded by Chad Neal. Vote 3-0. Carried.

**DISCUSSION:** Nancy Rogan presented VZP-2023-192/193, 10-12 McKinley Drive, John Read, Site Plan and Architectural Design Review of a new 2 unit Townhouse.

Greg Keyser advised that the project site is on two parcels of land in the Village Gate Subdivision, which was approved by the Planning Board on June 29, 1992. The proposed use is permitted, involving a two-unit townhouse with each on its own lot and sharing a common wall. Adjacent land uses include vacant land on the south side of the road and two-unit townhomes on the north side.

The parking area for each unit is partially located in the right-of-way, which is common in the Village Gates Subdivision. The proposed driveway slope is approximately 7% at 10 McKinley Drive and 8% at 12 McKinley Drive. The Town Engineer recommends a maximum slope of no more than 4%.

The smaller casement windows are proposed on each side of the house and architectural standards stipulate that the preferred window style is a double-hung window. The Planning Board may approve other window styles on the side and rear of structures where visibility from the street is minimal.

The Planning Board should move to classify the project as a Type 2 Action before acting on the application. If the Board feels the application is complete a public hearing can be set for the July meeting.

Caleb Henning representing the applicant presented the site plan and elevation drawings. He noted that Village Engineer has agreed to parking pads with a slope no greater than 5%. Steps will provide access to the units. The building will extend into the hillside with trees and shrubs so they will not be visible from the street. He can change the windows to double hung if preferred. His client feels the double hung will be better in the architectural design of the building.

Nancy Rogan noted that the windows should be more like the existing homes which have casement windows.

**MOTION:** Moved by Chad Neal to set a public hearing for VZP-2023-192/193, 10-12 McKinley Drive, John Read, Site Plan and Architectural Design Review of proposed two-unit townhouse for July 11, 2023 at 5:30 p.m. Seconded by Greg Cappelli. Vote 3-0. Carried.

**DISCUSSION:** Nancy Rogan recognized Sandy Reed who advised that on June 6, 2023 the ZBA granted a area variance to the front yard setback at 7 Mechanic Street to allow the construction of a new porch to extend the width of the existing house. At that time she was instructed to attend the Planning Board meeting for Architectural Design Review. .

Nancy Rogan noted that Architectural Design Review of the proposed front porch is not on the agenda. Ms. Reed-Cook will need to submit plans for Architectural Design Review to be on the July meeting agenda.

Sandy Reed stated that she will submit an application.

**DISCUSSION:** Nancy Rogan presented VZP-2023-182, 6642 NYS Route 242, North Park EllicottvilleLLC, pre-application conference for a Master Planned Development.

Bill and Lori Northrup, Applicants presented the Site Plan for the full plan for rental housing units (short to long term) with an expanded commercial facility for their business. A 20,000 square foot addition to the existing commercial structure, 48 townhouse units and 8 live/work units are proposed. 80% of the site is in the Town and 20% is in the Village. The project will be constructed in 4 phases.

The business designs and manufactures equipment and curriculum for the vocation training technical trades including air conditioning, heating, refrigeration, electrical, green energy, sources from solar, wind and hydro, information technology and cybersecurity. We currently have 27 employees and will have 70 upon completion of the project.

The plan is to create an integrated live/work environment on approximately 12 acres. Features such as front porches, walking paths, shared green spaces, landscaping, and connections to the village sidewalks, arboretum, walking trail and the dog park should make this a pleasant, walkable and vibrant community that is affordable to local employees, full-time retired and working residents, and seasonal visitors.

Bill Northrup stated this will be an environmentally green project; via on-site solar Photovoltaics, ground-source heat pumps for heating and cooling, thermal envelope optimization, energy storage, and additional technologies that will create adequate energy for the entire development. All utilities will be underground and we will hook up to the Town water and sewer system. The structures will be on a concrete pad with concrete walls. They are hoping to use Mudbot 3-D printing concept to build the units.

Ms. Northrup noted that they will offer housing to employees first. The units will be 1000 square feet and will rent for \$2000.00 a month including utilities.

Lori Nortrhup said they had hoped the Village would grant authority to the Town to handle the approval process for the whole project.

Mr. Keyser advised that the project will have to be reviewed by both Town and Village Planning Boards.

Damon Newpher asked how long before you are ready for Phase 3?

Lori Nortrhup said the plan is for 10 year phasing.

Nancy Rogan noted that this will be an asset to the Village.

**DISCUSSION:** Greg Keyser noted that the next work session will be on Wednesday July 5, 2023 at 4:30 p.m. because of the holiday.

Mr. Keyser referred to the 39 Martha Street project noting that the process did not play out correctly. The ZBA reviewed the project and granted an area variance. However, the Planning Board should have reviewed the project for Site Plan and Architectural Design Review first. He will make sure the process is followed in the future.

Nancy Rogan noted that we need to look at the setback requirements and make a change to the language in the zoning code.

**MOTION:** Moved by Damon Newpher to adjourn at 7:15 p.m. Seconded by Chad Neal. Vote 4-0. Carried.

Submitted by: Donna Baldwin, Secretary