

**Town of Throop  
Planning Board Meeting  
Monday December 18 2023**

Attendees:

Chairman:

Board Members:

Steve Helzer

Ashley Scoville

Joe Czekalski

Joan Peters

Others Present

Jay Moose

Craig Lounsbury

Rebekah Hunter

Chairman Helzer called meeting to order at 6:02pm.

Meeting minutes from November 27 2023 meeting were reviewed for omissions or errors. Chairman Scoville made motion to approve minutes as written. Member Peters seconded motion. Approved unanimously.

Chairman Helzer spoke regarding Special Use Permits and appropriate fees. Shared that he found some towns determine the fee by square footage of the project. After discussing this option, board members collectively agreed to determine fee based on items such as complexity of the proposed project.

Member Scoville made motion to adopt following fee schedule, if approved by town of Throop board members.

Tier 1: \$25.00

Tier 2: \$75.00

Tier 3: \$150.00

Member Peters seconded motion.

Chairman Helzer: Yes

Ashley Scoville: Yes

Joan Peters: Yes

Joe Szakalski: Yes

Member Scoville to submit proposed tiers along with proposed fees to Eric Ridley, Town Supervisor, to add to agenda for next town board meeting for discussion.

Codes Officer, Jay Moose, raised applicant Craig Lounsbury by speaker phone and Member Peters aided in adding co-applicant, Rebekah Hunter, to conversation via speaker phone. Due to work commitments the applicants were not able to be in physical attendance for meeting.

Member Peters confirmed with Mr Lounsbury and Ms Hunter that the proposed project includes an addition of an upper floor and additional living space for a family member.

**Member Scoville:** Any drainage plans in place?

**Mr Lounsbury:** Not at this time

**Member Scoville:** Shared this step is required with towns new zoning laws

**Mr Lounsbury:** Contractor to address with architect

**Chairman Helzer:** Is lot adequate size for proposed project

**Mr Lounsbury:** Contractor to address with architect

**Codes Officer Moose:** Building code with cover and address those issues. Additionally, the application has been provided to the towns Zoning Board of Appeals to allow members to familiarize themselves with proposed project. ZBA will address variance request(s) once they have received recommendation from the Planning Board.

**Member Scoville:** Do you have plans to purchase open lot to West?

**Ms Hunter:** Yes, we already have an approved contract and mortgage. If requested can provided copy of contract.

**Member Scoville:** We would appreciate if you could share copy with board.

**Mr Lounsbury:** At this time we do not have plans to merge properties

**Codes Officer Moose:** Reminded applicants they will still need variance for side setback

**Ms Hunter:** Purpose of purchasing land was to eliminate possibility of subdivision being located there in future.

**Member Peters:** When do you intend to break ground?

**Ms Hunter:** Hoping for Spring 2024

Chairman Helzer determined request SEQR Type II, no further action required.

Chairman Helzer informed Mr Lounsbury and Ms Hunter that their request will be submitted to Cayuga County 239 for review. The Town of Throop Planning Board will proceed accordingly once County's decision is received.

Next meeting will be held Monday, January 22 2024 at 6:00pm.

With no further business at hand Chairman Helzer adjourned meeting at 7:02pm.

Respectfully Submitted

Meghan Wilson  
Recording Secretary

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