



Town of South Bristol
6500 West Gannett Hill Road
Naples, NY 14512-9216
585.374.6341

Planning Board Meeting Agenda

Wednesday, April 15, 2026, at 6:30 pm

Meeting in-person or by joining Zoom

[Zoom Meeting Link](#)

Zoom Meeting ID 834 6994 4191, Passcode 191342

Call to Order

Pledge of Allegiance

Reading of Vision Statement

As stewards of both the land and the lake, we will preserve and protect our safe, clean, naturally beautiful, rural, and scenic environment with thoughtfully planned residential, agricultural, recreational, and commercial development.

Meeting Etiquette

Minutes

Approval of Planning Board meeting minutes for March 18, 2026

New Business

Site Plan Approval Application 2026-0003

County Planning Board Referral: Exempt

Owners: Elizabeth Richmond Phelps New York Property Trust

Representative: Anthony Venezia

Property: 5725 Seneca Point Road

Tax Map: 168.20-1-25.000

Zoned: LR (Lake Residential)

Other

Motion to Adjourn

Town of South Bristol Planning Board Meeting Minutes APPROVED
Wednesday, April 15, 2026

Present David Bowen
 Daniel Crowley
 Jason Inda
 Bruce Mackie
 Frederick McIntyre
 Sam Seymour
 Michael McCabe

Excused Paul Miller
Absent Cody Koch

Guests Jeremy & Cathy Fields, George Phelps

Call to Order

The meeting of the Town of South Bristol Planning Board has been called to order at 6:41 pm. All Board members were present except for Paul Miller and Cody Koch.

Reading of Vision Statement

Michael McCabe read the Comprehensive Plan Vision Statement.

Meeting Etiquette

Chairman Bowen dispensed with meeting etiquette other than everybody be civil.

Meeting Minutes

Daniel Crowley made a motion to approve March 18, 2026, meeting minutes as written. Frederick McIntyre seconded the motion. The motion was unanimously adopted by all Board members present.

New Business

Site Plan Approval Application 2026-0003

County Planning Board Referral: Exempt
Owners: Elizabeth Richmond Phelps New York Property Trust
Representative: Anthony Venezia
Property: 5725 Seneca Point Road
Tax Map: 168.20-1-25.000
Zoned: LR (Lake Residential)

Diane Graham: We are waiting for George Phelps to arrive.

Chairman Bowen: Is he physically coming?

Diane Graham: I was told he is coming.

Jeremy Fields: I think he is. I am texting him now.

Diane Graham: We cannot start without him.

Chairman Bowen: You can't because you are not authorized.

Town of South Bristol Planning Board Meeting Minutes APPROVED
Wednesday, April 15, 2026

Jeremy Fields: Say that again.

Chairman Bowen: We do not have documentation of you being authorized to speak. He can authorize you once he gets here.

Diane Graham: The person who authorized George I do not know if George can authorize.

Chairman Bowen: I am going to let George authorize him even though he technically does not own it.

Diane Graham: It is my understanding that Anthony will be at the final review meeting. Letting you know that it is 6:30 pm.

Chairman Bowen: I know it is 6:30 pm but George is not here yet.

Diane Graham: Something is going on with Zoom.

Daniel Crowley: Something is going on with the internet.

Diane Graham: Yes.

Jeremy Fields: He thought the meeting started at 7:00 pm. He had the wrong time. Do you want me to get him on the phone and he can authorize me.

Chairman Bowen: Sure.

Diane Graham: Tell him to send an email.

Chairman Bowen: Put him on speaker.

Jeremy Fields: This should be straight forward.

Chairman Bowen: You always say that.

Jeremy Fields: Yeah. You are on speaker here with the Board. If you just authorize me to present for you and then follow up with an email.

George Phelps: That would be great. I am only ten minutes away. I thought the start time was 7:00 pm.

Diane Graham: No. The agenda is 6:30 pm.

Jeremy Fields: It is okay. We can get through this.

Chairman Bowen: George.

George Phelps: Yes.

Town of South Bristol Planning Board Meeting Minutes APPROVED
Wednesday, April 15, 2026

Jeremy Fields: Who are you?

George Phelps: George Phelps and I give Jeremy to represent me.

Diane Graham: Jeremy Fields.

George Phelps: Correct.

Chairman Bowen: George, you are ten minutes away do you want us to wait.

Diane Graham: You are the only application.

George Phelps: I am only ten minutes away. Yes. If you do not mind. I will be there in ten.

Chairman Bowen: It is the only item on our agenda.

George Phelps: I thought it was 7:00 pm, I apologize.

Jeremy Fields: We will wait for you.

George Phelps: Okay. I will be right there.

Jeremy Fields: Sounds good. Bye.

Diane Graham: Hi George, please sign in and then have a seat.

Chairman Bowen: Hi George.

George Phelps: I apologize.

Chairman Bowen: It's okay.

Diane Graham: It is 6:41 pm.

Chairman Bowen: Representative is Anthony Venezia although tonight we have George Phelps and he has also authorized Mr. Jeremy Fields to represent him as well. Mr. Fields, you want to move up. I think you are going to be talking, maybe. Mr. Phelps, can you identify yourself and describe the project for the board.

George Phelps: Yes. My name is George Phelps. I grew up at 5725 Seneca Point. We would like to take what we have as a temporary dock and make that a permanent dock. That is ultimately the goal.

Chairman Bowen: How long was the temporary dock?

George Phelps: Sixty feet.

Chairman Bowen: Was that a portable dock?

Town of South Bristol Planning Board Meeting Minutes APPROVED
Wednesday, April 15, 2026

George Phelps: Temporary yes. So, we could take it in and out at the end of the year.

Chairman Bowen: The contractor for the work?

George Phelps: Jeremy Fields.

Chairman Bowen: Any board members have any questions or comments?

Daniel Crowley: In reading Scott Martin's email.

Diane Graham: It is from David.

Daniel Crowley: It said documentation of the angle. Is that a question because it is too close to the adjoining property, adjacent property there?

Chairman Bowen: I reviewed this a few weeks ago with Code Enforcement Officer, Scott Martin. I was somewhat concerned on behalf of the owners to the south even though I do not represent them, obviously. As Mr. Fields knows they had a boat house put on their south border which severely impacts their view and this dock would extend out in front of their house on the north side. I wanted to make sure that the angle which establishes the facility line was actually accurate. So, we had asked Anthony to provide a little more documentation as to how he achieved that angle, the tie lines and facility lines. I am gathering that this aerial photograph that he just sent over explains that. Mr. Fields, maybe you can address it.

Jeremy Fields: Sure. The water rights survey you are looking at, the green line would actually be the facility line. That line is established by a bisection rule. What you do in a water rights survey, and I sit on the commission that helps create and write these rules and regulations. You find the highwater mark on either side of the property you extend your boundary, property survey – the measurement survey and you extend that to the mean high point. That is what you will see. Then there is a green line that is a dotted line that Diane is following right now. That line is your point to point from your property line. You will do that for three adjacent parcels – adjacent neighbors. From that you will draw a line 90 degrees out of each property and then you bisect that line. That is how you establish that green facility line. That would be their mean high – we would call tie line. That is the highest point from 689.4 north and south of the property. Then you do it again on George's property. Then you will do it again on Hamlin's property and then you bisect those lines. You come 90 off everybody's line then they then intersect each other. At that point you bisect those lines. That is how we establish all that. All the surveyors use the same exact methodology. Then you have the ten-foot offset which is the black line and that establishes your building area for a permanent dock or any type of dock. This applies to seasonal docks too. It is just not enforced. A seasonal dock would need to meet these same regulations.

Diane Graham: It is 1.5 feet from offset.

Jeremy Fields: Yes. You could actually slide that a foot and a half closer if you really wanted to by law. We always try to keep them at least a foot off because every surveyor has a different if you ask them. You leave yourself a little buffer.

Daniel Crowley: Do you own this little house or is that the whole house there?

Town of South Bristol Planning Board Meeting Minutes APPROVED
Wednesday, April 15, 2026

George Phelps: No. It used to be a garage and then it was converted into a house.

Daniel Crowley: You own that?

George Phelps: Correct.

Daniel Crowley: Oh okay.

George Phelps: Actually, the neighbors and I we get along fine. We have been there since 1934. The new dock would actually be further north than what we normally put our dock out on. We will put the docks parallel to each other. Similar to use they have a temporary dock that they put out there as well. We basically run them parallel. Now we are actually establishing a dock that is further off than what we traditionally will normally place our dock. It has never been a problem.

Daniel Crowley: My concern was that was their house, so I was misreading.

George Phelps: No. That is ours. Their house is further to the south. All their activities are south focused around the dock. They have a dock, hoist, and boat. At one point we tried to share a dock and there was nothing wrong with that. We tried to put a hoist over on the Hamlin's side and then certain family members thought that it disturbed the swimming area. At one point we were actually sharing one dock. I thought it made more sense but I had some objections internal so we ended up having to move it back to keep all the family members happy.

Chairman Bowen: These docks are worse than fences.

Diane Graham: Jeremy, these blue lines which one is it 683.1 or 683.6?

Jeremy Fields: The blue line would represent mean low. It is currently three feet. We are changing the laws right now to three and a half feet. That blue line is survey points to give you the water depth at mean low. How Dock and Mooring reads is you are allowed to go sixty feet unless you do not achieve three feet at mean low. That is what the representation is. We typically wouldn't show that. It is shallow water on this survey so we needed to get out to at least meet three feet mean low. That is why you are seeing that.

Diane Graham: I see two and didn't know which one was right.

Jeremy Fields: They take multiple shots. It a boat or in waders and shooting the lake bottom.

Sam Seymour: That is NAVD and NGVD 29 and 88, was the other one. What do the initials stand for?

Jeremy Fields: Those are actually standards that the Army Corp of Engineers developed. Some surveyors run off one and some surveyors run off another. There is a discrepancy of five tenths, so six inches. It gets a lot of people in trouble. They are standardizing that. The new laws will be referencing one.

Sam Seymour: The blue line is a survey that wasn't done by Venezia then.

Jeremy Fields: No, he did it. He surveyed the bottom of the lake.

Town of South Bristol Planning Board Meeting Minutes APPROVED
Wednesday, April 15, 2026

Sam Seymour: He did. Okay.

Jeremy Fields: That is what those points are. They are data points. Those little blue dots.

George Phelps: There was an additional charge for him to put waiters on to get that.

Jeremy Fields: Oh, it was. Okay.

Chairman Bowen: That section in Docking and Mooring which allows you to build beyond sixty feet. It's a rather complicated thing.

Jeremy Fields: Sure.

Chairman Bowen: To read and digest at least it was for me. Not sure I figured it out, but isn't what we really need to know is what the depth is at sixty feet the way that section reads?

Jeremy Fields: It doesn't matter. If it is deeper there is no problem. If it is shallower, that is the only time we would survey that.

Chairman Bowen: Say you've got a certain depth at 60 feet, and you got the same depth that you have at the end of the dock. It is lake level. The bottom of the lake is level. The 60-foot mark you are more than three feet from mean low. Then you don't get the five feet.

Jeremy Fields: That's correct.

Chairman Bowen: Don't we need to know what it is at the end of the 60 feet as opposed to?

Jeremy Fields: Well no. You just know you cannot achieve it. The lake does not get deeper closer to the shore. We always survey what point it is which is that blue line. You could push a dock right to the blue line. I have them 140 feet out on the north end of the lake because it is so shallow for so far. We do not care what it is at 60. We stop when we get to three feet, mean-low. Why would we care about that? Some people may decide they only want to go 90 and I can go 110 you know what I mean. We do not care. We just care where mean-low is. Then we can make it shorter.

George Phelps: I know every fall this past summer was unusual. The boats got stuck in the hoist and we had to hire someone to help pull the boats out. Every year we end up having to push the hoists out past the end of the dock because it is just not deep enough. I think a lot of it has to do with the creek that is in between Rob's house and the Wiltse. That is where I was tonight cleaning up all the debris that comes out of a major wash out the glens. Because of the current in the lake, we get all of the shale. It makes it shallower. Now we have more beach front than we have ever had. The other dock when that was put in 1973 we could actually put a whaler along that north side. The angled part didn't exist in 73' but we were able to put a whaler on the south side and park a 13-foot whaler there. It is not even close. It has basically made that dock so you can't put a boat there.

Chairman Bowen: You can't dive off it either.

Town of South Bristol Planning Board Meeting Minutes APPROVED
Wednesday, April 15, 2026

George Phelps: No. I warn people about that. Some people try. There are zebra mussels and you do not want to do that. Usually by that time of year someone comes to visit you can't even put it on the south side on the extension part because it is that shallow. All the shale kind of builds up in front of our house.

Chairman Bowen: You probably got a little bit more with the ice.

George Phelps: We were very lucky that it all built on Katy and Chris Guiders. I measured about 12 feet of ice which was impressive.

Chairman Bowen: Code enforcement through Diane to me going back to that ice event there were a lot of docks damaged on the lake during that episode a month or so ago. At least according to Alan Pearce. I do not need to pat you on the back Jeremy.

Jeremy Fields: I do not know what is coming.

Chairman Bowen: None of your docks were damaged.

Jeremy Fields: None of them were. No.

Chairman Bowen: Or Worden Hills were damaged.

Chairman Bowen: Some pilings are filled with concrete, and some are not. Do you have a plan for this one?

Jeremy Fields: We will not fill them with concrete.

Chairman Bowen: Why is that?

Jeremy Fields: Actually, there is a great reason behind it. There is zero structural integrity in a cylindrical column without any wire mesh or rebar within it. If you take a case and fill it with concrete. First of all, you cannot get a good mix in there. You cannot get a pumper and pre-mix concrete. What guys end up doing is they put dry sakrete in. That is the only way to do it and you have to get the water out. It never really bonds or chemically reacts to its fullest extent. Worse than that when they do bend and they will all bend someday just a big enough piece of ice is going to bend them. We cannot bend them back. Because once they are bent with the concrete in them, they are stuck. Also, it pushes the concrete out of the top of them. When it breaks, the concrete then moves and it will push the top plate off. In our docks we use an automotive industry which is a crumpled zone standard. We want shear points. Like a car on impact wants to take shock in certain areas. A lot of times Rob being a great example has a series of pilings across the front of it that are sacrificial pilings. We can lose the entire front of his dock every single one of them and the boathouse won't move. You will never lose all of them. They are all sacrificial and those pilings have ice breakers on them which is a cutting edge so when the ice comes in it will actually break the ice and send it in two directions. We actually recommend no concrete ever because we cannot fix your piling then. We have to extract it and costs you five times as much money. Typically, in that case we then take the entire top of the dock off. We do all of our own steel work and we put them back. Without that concrete we can actually bend them back in place and reweld them all from under the docks. That's a great question. That is why we don't do concrete. There is zero structural integrity. The casing is what is giving you the strength. It is all vertical load.

Town of South Bristol Planning Board Meeting Minutes APPROVED
Wednesday, April 15, 2026

Chairman Bowen: Anybody else, questions or comments? We are still waiting for the archeological site letter.

George Phelps: I did call Pat at Anthony's office. She said she had a contact at the state. They did send an email. I didn't think I needed to bring it today but that it had been cleared verbally in regards to the archeological portion of it. There is one other aspect of it that we are waiting for and I emphasize that nothing can happen that would be required by the second meeting in May.

Chairman Bowen: I can't in good conscience give you a conditional if we do not have it because predominantly because I do not know what their concern is, if they even have one. They may have one if I do not know what it is and we give you a conditional then the docks built and then all of sudden we get this letter and we have a big problem.

George Phelps: I think the artifact portion of it, which seems like that is the most important aspect, but obviously you have to go with what you are comfortable with is that we are not disturbing any Indian land and stuff like that. They did ask for what seemed to be an unusual request in that they wanted pictures of the front and back of the cottages maybe to see if it had some historic significance. The guest house doesn't that was built in 1983. The main house was built in 1919. The dock is in front of that. I am a little confused why. Maybe they are busy. Pat said she would reach out to them to see. It is with the state right now.

Chairman Bowen: Hopefully we get it in by then. I do not have any other requirements in terms of the site plan now that we got this. With SEQR I guess we are all set. We will go ahead and schedule it for the May meeting and hope that we get that letter in.

George Phelps: I will keep after them and that meeting will be at 6:30 pm.

Chairman Bowen: It will be. Yes.

Diane Graham: No tentative?

Chairman Bowen: We will make it tentative because we got to get that letter.

George Phelps: Okay. What is the date of this?

Diane Graham: The next meeting is May 20th, but I need that letter by April 29th to schedule it for May. That is two weeks.

George Phelps: I do not know what to say about that.

Diane Graham: Usually, you get them in a week.

George Phelps: It has been over a week already.

Chairman Bowen: It has been over a month, I think. It is weird.

Town of South Bristol Planning Board Meeting Minutes APPROVED
Wednesday, April 15, 2026

George Phelps: I can give Pat a call tomorrow to see if she had any luck with her contact there at the state.

Chairman Bowen: Okay.

George Phelps: Thank you.

Chairman Bowen: Hopefully, it comes through. Very good. Thanks, guys, for coming in.

George Phelps: Thank you.

Other

- Chairman Bowen thanked members Sam Seymour and Daniel Crowley for serving as acting chairs in his absence.
- Dark sky lighting regulations were discussed as potential addition to town code; Town of Geneva and Town of Seneca already have such ordinances in place.
 - Implementation challenges for dark sky regulations include handling pre-existing non-conforming lighting and determining exemptions.
 - Board to consider whether to recommend dark sky lighting ordinance to town board.
- Comprehensive plan review discussion highlighted that the current plan is survey-based and relatively brief, with questions raised about whether it should be more comprehensive.
 - Current plan appears to reflect community desire to maintain rural environment and open space.
 - Increased community engagement suggests good timing for potential survey or input gathering.
 - Daniel Crowley to provide corrections list for comprehensive plan to board chair.
 - No formal action taken; awaiting town board direction on whether they want planning board recommendations and updates.

Being no further business, Daniel Crowley moved to adjourn the meeting. Sam Seymour seconded the motion. The motion was unanimously adopted, and the meeting was adjourned at 7:33 pm.

Respectfully submitted,



Diane Scholtz Graham
Board Assistant