



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

Planning Board Meeting Agenda

Wednesday, May 20, 2026, at 6:30 pm

Meeting in-person or by joining [Zoom Link](#)
Zoom Meeting ID 850 3499 8806, Passcode 922825

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 April 15, 2026

Old Business

Public Hearing

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)

New Business

Site Plan Approval Application 2026-0004

County Planning Board Referral: Exempt
Owners: Stewart Revocable Trust
Representative: Matthew DeVries
Property: 6075 Aspen Drive
Tax Map: 178.18-1-4.100
Zoned: LR (Lake Residential)

Other

Motion to Adjourn

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Present David Bowen
Daniel Crowley
Jason Inda
Cody Koch
Bruce Mackie
Frederick McIntyre
Paul Miller
Sam Seymour

Excused Michael McCabe

Guests Anthony Venezia, George Phelps, John Wiltse, Zach House

Call to Order

The meeting of the Town of South Bristol Planning Board has been called to order at 6:36 pm, delayed due to technical difficulties. All Board members were present except for Michael McCabe.

Reading of Vision Statement

Paul Miller read the Comprehensive Plan Vision Statement.

Meeting Etiquette

Meeting etiquette was not reviewed.

Meeting Minutes

Daniel Crowley made a motion to approve April 15, 2026, meeting minutes as written. Frederick McIntyre seconded the motion. The motion was unanimously adopted by all Board members present.

Old Business

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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)

Chairman Bowen: Who do we have here tonight?

Diane Graham: Do you want me to read the notice?

Chairman Bowen: I guess we can do that.

Diane Graham: Legal Notice of Public Hearing

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Please take notice that the Town of South Bristol Planning Board will hold a public hearing on the following application:

2026-0003 for property owned by Elizabeth Richmond Phelps NY Property Trust located at 5725 Seneca Point Road, tax map 168.20-1-25.000. The applicant/property owner is looking for site plan approval to construct six feet wide by 65-foot-long permanent dock to the south.

Said hearing will take place on the 20th day of May 2026 beginning at 6:30 pm at the South Bristol Town Hall, 6500 West Gannett Hill Road, Naples, NY 14512.

Application is located on the town website under important documents and notices / board meeting documents.

All interested parties may provide written comments, appear in person or by representatives.

Chairman Bowen: Will one of the board members keep an eye on whether she is connected or not?

Daniel Crowley: I am watching.

Chairman Bowen: She is not connected.

Daniel Crowley: We got most of the public notice recorded. I do not know if it is going to retain the recording.

Diane Graham: I have it here, but I use Zoom.

Daniel Crowley: You are not cheating with AI, are you?

Diane Graham: I use Zoom because if somebody is on Zoom, I cannot hear them on the recorder.

Daniel Crowley: Oh gotcha.

Diane Graham: I can hear them on Zoom recording. It is distorted. This is so annoying.

Daniel Crowley: Was anybody on Zoom?

Diane Graham: No.

Daniel Crowley: I do not think anybody was there, so we are covered.

Diane Graham: Yes. Recording wise we are covered.

Daniel Crowley: Okay.

Chairman Bowen: I will declare the public hearing open and who do we have representing on this matter tonight.

Anthony Venezia: Anthony Venezia representing the trust.

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Chairman Bowen: Also present is George Phelps. Anthony, can you describe the project and any changes that may have been made since the preliminary meeting in April.

Anthony Venezia: The project is a single section of dock that is projecting 65 feet out into the lake or just shy of 65 feet out on the lake. Nothing has changed since the previous meeting last month. It is the same exact dock you saw before. We did a depth survey to push out past the 60 so we could go out there and do that to make sure we had enough room to push it out past that 60-foot offset. That is why we came up with 65 feet. As for any changes, we are going with the original plan that was presented last month.

Chairman Bowen: Within the last couple of days there was some proposed changes to that, but it ran into offset issues because the angle of the dock was proposed to be changed slightly to the east. That would make the foot of the dock within the setback for the facility line so we couldn't have approved that. There may be some attempts to go for a variance on that later. We are not here to discuss that.

Anthony Venezia: We had conversations to see what the timeline would be looking like and go from there. In the time being we should get this one approved. If we can, we can start construction sooner to get a full season out of it.

Chairman Bowen: In your view does this proposed dock meet all the Docking and Mooring Law provisions?

Anthony Venezia: Yes. It does.

Chairman Bowen: Did we receive any written comments?

Diane Graham: Yes. John Wiltse email and attachments.

Chairman Bowen: Those are part of the record. Mr. Wiltse is present tonight, is that right?

John Wiltse: My name is John Wiltse representing Wiltse Family Trust. We own 5733 Seneca Point Road, the property immediately to the south. We support the application and are happy to see this work get done. We also would have been happy to support the application to move the dock slightly toward the property line and have a seven-foot offset rather than a ten-foot, but I know that is a question for another day.

Chairman Bowen: Okay. Thank you. Any questions from the Board? I would ask if anybody on Zoom is but the wheel is spinning. Last time we looked there was nobody on Zoom.

Diane Graham: Correct.

Chairman Bowen: So far nobody has signed on so we take that there are no questions or comments from anyone on Zoom. In that event I will declare the public hearing closed. For the record the application is exempt from County Planning Board referral recommendations and comments. There is no septic system review required here and no approval required. Also, no storm water or erosion control measures are required. There is no steep slope on this property, so no permit is required for a steep slopes permit. The NYS DEC Threatened and Endangered Species determination was required and we got a letter.

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Diane Graham: It says no.

Chairman Bowen: Oh, it is not required, correct?

Diane Graham: No, we do not need it.

Chairman Bowen: NYS Parks and Recreation and historical preservation archeological site determination was required, and we received a no impact letter dated April 28, 2026. There is no agricultural activity within 500 feet. No floodplain determination or floodplain development permit was required in this since it involves a dock.

I will make a motion declaring this to be a SEQR Type II action under paragraph 617.5 (c)(9) *“construction or expansion of a primary or accessory appurtenant non-residential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or use variance and consistent with local land use controls”* with no further review required and ask the board’s permission to answer SEQR questions 1-11 with no or small impact and sign on behalf of the board. Can I get a second? Jason Inda seconded the motion.

All in favor.

Ayes, 6 D. Bowen, D. Crowley, J. Inda, B. Mackie, F. McIntyre, S. Seymour
Nays, 0

Motion carried.

I will make the following findings:

1. The proposed project is consistent with the comprehensive plan of the Town of South Bristol.
2. The proposed project is consistent with the zoning district in which the project is located.
3. The proposed project will not have an adverse impact on the physical or environmental conditions of the district.
4. The proposed project will not adversely affect the character of the neighborhood.
5. The proposed project complies with the Docking and Mooring Law.

Can I have motion to approve findings 1-5?

Frederick McIntyre made a motion to approve. Sam Seymour seconded the motion.

All in favor.

Ayes, 6 D. Bowen, D. Crowley, J. Inda, B. Mackie, F. McIntyre, S. Seymour

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Nays, 0

Motion carried.

David Bowen: I will request a motion to approve the preliminary and final site plan approval application.

Jason Inda made a motion to approve. Sam Seymour seconded the motion.

Roll Call Vote

David Bowen – Aye

Daniel Crowley – Aye

Jason Inda – Aye

Bruce Mackie, Alt 1 – Aye

Frederick McIntyre – Aye

Sam Seymour – Aye

Motion carried.

Per town code you will need to obtain a building permit and start your project within six months of board approval.

If the project has not started within six months of approval, you must submit a written request for a one-time six-month extension to the board assistant Diane to attend the next available board meeting to receive approval for an extension.

If a year has passed since the date of approval, you will need to start the board application process over.

On a side note I am around tomorrow if you need to reach me on that other potential proposal. Scott is working tomorrow and is he going to be here most of the day Diane, do you know?

Diane Graham: Yes until 4:00 pm.

Chairman Bowen: Okay. You can reach Scott or myself probably better Scott and see where you want to go with that.

George Phelps: Who do we request the building permit from is that from Scott?

Chairman Bowen: That is from Scott.

George Phelps: Okay.

Anthony Venezia: The dock builder can do all that. Yeah. We are good.

George Bowen: Okay.

Anthony Venezia: Thank you.

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George Phelps: Thank you.

Chairman Bowen: Thank you. Thank you Mr. Wiltse for your cooperation.

New Business

Site Plan Approval Application 2026-0004

County Planning Board Referral: Exempt

Owners: Stewart Revocable Trust

Representative: Matthew DeVries

Property: 6075 Aspen Drive

Tax Map: 178.18-1-4.100

Zoned: LR (Lake Residential)

Chairman Bowen: Who do we have here instead of Mr. DeVries?

Zachary House: Zachary House representing Doug Stewart.

Chairman Bowen: Excuse me last name?

Zachary House: House.

Chairman Bowen: House.

Zachary House: Yup.

Diane Graham: He even gave me your middle name Trent.

Zachary House: Heard that was a big confusion.

Chairman Bowen: Alright Mr. House can you describe the project for the board?

Zachary House: It started out as just renovation of an existing building and it turned into, I guess more rot and more construction that needed to be done to make it safe and sound to the point now where the whole building, the whole existing structure is going to need to come down. It would be safer to come down and rebuild.

Chairman Bowen: So, renovation turned into rebuild?

Zachary House: Exactly. Yes.

Chairman Bowen: Can you describe the property to some degree for the board?

Zachary House: It is on Aspen Drive off of Bopple. The terrain is kind of steep. Nothing is flat there. Secluded wooded lot.

Chairman Bowen: How much ground is being disturbed from the construction?

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Zachary House: The original plans were for new footers and piers for part of the structure that already got passed. Those are all done already. As far as anything being disturbed now nothing is because they are going off of all the same old footers.

Chairman Bowen: So, under the original house there were existing concrete footers and there are new posts going on that that the house will rest on.

Zachary House: Exactly.

Chairman Bowen: Other than that, there is no disturbance which would require a steep slopes permit.

Zachary House: No.

Chairman Bowen: Can you tell us it is confusing from the elevations we have been provided do you know what the house height is?

Zachary House: I don't. The plans have them on it. It looks like the total height I do not have exact numbers here, but I would say it is going to be 20-25 feet to the peak.

Chairman Bowen: Under the 35-foot maximum in the town code.

Zachary House: Yes. That is what the drawings that I have look like.

Chairman Bowen: On the elevations there is a chimney and the chimney falls below the roof line. Can you explain that?

Zachary House: I am looking at that myself right now.

Chairman Bowen: That is an existing chimney, correct?

Zachary House: Yes. It is an existing chimney there.

Chairman Bowen: Is there anything attached to it or planned to be attached to it inside the house?

Zachary House: No. I guess Doug wants to try to save that chimney so my guess would be that we would be stoning the top of it to get it up above roof line. I am sure that picture is depicting the existing chimney that is obviously lower than what the new roof ridge is going to be.

Chairman Bowen: It was brought to my attention that there is a new structure down by the water. Shed or something.

Zachary House: Yes. I call it a boat house, but it is a wide-open structure. It is going to be screened in.

Chairman Bowen: Do you know what the square footage of that structure is?

Zachary House: Not off the top of my head no I don't. Don't quote me on this but I think it is about 200 square foot 200-225 square foot.

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Chairman Bowen: So, anything over 144 square feet requires a permit.

Zachary House: Was there not a permit pulled on it?

Chairman Bowen: There is no permit.

Diane Graham: Any site plan review.

Zachary House: I did not build it, so I do not know.

Chairman Bowen: Do you know who did?

Zachary House: LPS built it.

Chairman Bowen: Are they part of this project at all?

Zachary House: Yes.

Chairman Bowen: Can you provide documentation of the size of that specific dimension of that and I think we need to amend your application to include it as part of this one so that it can be approved and a building permit issued.

Daniel Crowley: I do not think there is an answer that can be provided tonight. It sounds like there is a number of things.

Zachary House: I can go back and get exact measurements on the building. It is the same exact footprint of the building that was there. This is the main cottage up on the hill. There was a structure down on the lake that was dilapidated and basically the same footprint that was there was just renovated. It is not like it was new construction build. There was a building there.

Chairman Bowen: Right but it was new construction essentially.

Zachary House: Kind of like the main house it needed renovating and to be safe and structurally sound.

Chairman Bowen: Okay. I am going to request that we be provided with one the elevation of the house, what the intention the chimney is going to be specifically and then the dimension of the structure on the beach and if it is over 144 square feet that it be added to this application. We can make that amendment we just need to know what the figure is.

Zachary House: Alright. Do those plans right there they don't tell the dimensions?

Chairman Bowen: No. It doesn't.

Diane Graham: Normally we get a breakdown of every structure and Bill did not do that.

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Chairman Bowen: Any changes being made to the septic system at all? Do you know the current size of the septic tank?

Zachary House: I do not know.

Sam Seymour: I believe it is a 1,000 tank.

Chairman Bowen: Is there a garbage disposal going in do you know?

Zachary House: I do not think so, no.

Chairman Bowen: If I understand this right there is no change in lot coverage at all from this project to what was there?

Sam Seymour: New deck.

Diane Graham: I think the gravel area was included.

Chairman Bowen: The new deck but that was already done.

Diane Graham: The gravel area that was done in between getting approval for the deck was added.

Chairman Bowen: Can you tell me what the storm water drainage system is for this structure. I do not know what was there. Do you know what was there before and what is going to be there?

Zachary House: There was some downspout drains is all that I have seen and found. Two drains, one to the north of the house and one to the south of the house that just daylighted. I would say maybe fifty feet below the house.

Chairman Bowen: Do you know what is proposed here?

Zachary House: I believe just two more drains, gutter and downspout drains perforated pipe daylighting the same.

Chairman Bowen: There is light blue lines here on the site plan.

Zachary House: It looks like it.

Chairman Bowen: Can you describe what these are and where they go and how this operates?

Zachary House: I am guessing that is just the perforated drainage tile that is going to be underground. Probably in stone and daylighting below the house. It kind of looks like exactly where the existing one is right now to be honest.

Daniel Crowley: Proposed 24-inch-deep curtain drain and downspout discharge line ending in a proposed 2 by 3 by 12-inch rip rap rock outlet protection on both ends.

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Zachary House: I do not have the plans. I am basically standing in for somebody right now. If that is what it says then that is what it is going to be.

Chairman Bowen: Any questions from the Board?

Sam Seymour: I have an easy one. Right now there are three walls and floors existing with the chimney. Is that all going to be torn down and then rebuilt from the ground up. Oh, it will be torn down.

Zachary House: Yes. It is my understanding that is what they have as a demolition permit already approved for.

Sam Seymour: Okay.

Zachary House: They are just waiting to do that to get this to pass. They do not want to demo the whole thing down and not have a new build.

Sam Seymour: I know the attempt was to try to find something to build off of but that was a long time ago. You uncover things you do not realize.

Zachary House: Yes.

Chairman Bowen: Diane, do you remember were there any issues with the SEQR?

Diane Graham: That is Bruce's territory. I was hoping he would look at it. I was told by Matt and Scott it does change anything building on the same footprint using the same posts that it doesn't change the square footage of area to be worked on. I know we had done a SEQR for the deck which was just the posts for the deck in the back facing the lake. That 320 square foot deck is staying there or is it gone?

Zachary House: That is going to be reconstructed the one to the north. That one is still there but totally needs to be reconstructed.

Diane Graham: It will be the same?

Zachary House: Yes.

Chairman Bowen: Everyone on the Board satisfied with the site plan as is or does anybody need any additions or additional information?

Daniel Crowley: Are we going to condition approval based on satisfactory responses to the elevation, the chimney?

Chairman Bowen: Yes.

Cody Koch: Do the architectural plans need to be stamped by the architect? I noticed they are unstamped. Is this the final plan?

Diane Graham: No. Not that I am aware of.

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Daniel Crowley: They are stamped.

Cody Koch: They are?

Daniel Crowley: Yes.

Cody Koch: On the architecture?

Jason Inda: It doesn't matter. We just do site plan approval. That is Scott. We need to make sure it is the right height.

Daniel Crowley: On the actual blueprint you are saying? Are they in here. I didn't see them.

Diane Graham: They are in there.

Cody Koch: I just noticed that everything was unstamped, so I didn't know if there are major changes coming.

Daniel Crowley: Who is the architect?

Cody Koch: Shanna Williams in Naples.

Chairman Bowen: Every time I open a page, I am off again.

Diane Graham: I think elevations should be stamped.

Daniel Crowley: They should be the whole thing should be stamped.

Cody Koch: None of the architectural drawings are stamped. Definitely, the site plan is.

Diane Graham: I think they should be.

Jason Inda: You will need them for the permit.

Diane Graham: Right.

Jason Inda: We only do site plan approval.

Diane Graham: Site plan requires elevations.

Chairman Bowen: Half the time we do not get elevations.

Jason Inda: We do not get elevations.

Diane Graham: Yes, we do. It is in our review.

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Jason Inda: I agree to disagree.

Chairman Bowen: We do not always get them.

Sam Seymour: We need to know the maximum height.

Zachary House: What is the max height?

Sam Seymour: It is 35 feet. You are probably within that you just need to show it. Get Shanna to show from the mean grade level to the peak of the roof is a dimension for that. It's 24 feet or something like that. It is well within the code, but it is something we check against the code.

Zachary House: You just need that definite.

Sam Seymour: Yes.

Daniel Crowley: We could calculate it. We have a height from the top plate with a six tall pitch over width.

Sam Seymour: It comes from the mean grade.

Jason Inda: You measure the average from the front to the back.

Sam Seymour: Yes.

Chairman Bowen: Anybody see anything else they want or need?

Bruce Mackie: I have a couple clarifications for the record. On the short environmental assessment form question number two is does the approved action require permit approval or funding from a governed agency. Applicant checked yes. The following question is if check yes. The follow up question is if yes please list agency and name. I am assuming that is the Town of South Bristol only.

Diane Graham: This is two?

Bruce Mackie: Question two on the short environmental assessment form. Also question 13 b. The applicant checked yes. Does any portion of the site of the proposed action or lands adjoining to the proposed action contain wetlands or other waterbodies regulated by federal, state or local agency? The follow-up question is would the proposed action physically alter, or encroach into, any existing wetland or waterbody? I believe the applicant should have checked no. They left it blank.

Chairman Bowen: We can look at that and make appropriate amendments if needed. Anything else from anybody? In that case I will note that the application is not complete but will tentatively schedule the application for final review and public hearing on June 17, 2026, pending receipt of board requested items by June 1, 2026, or the application will automatically be deferred to the July 15, 2026, meeting.

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Those items are the house elevation to mean grade, plan for the chimney, dimensions of the structure built by the lake without site plan review. We can make the changes with respect to the SEQR short form. You all good on that Mr. House?

Zachary House: I am.

Chairman Bowen: Okay then we are all set. You or Matt can get that information into Diane.

Zachary House: Application finished filled out.

Diane Graham: Matt can come in and make the change.

Daniel Crowley: Probably what we would recommend is Matt just because Diane will transcribe all these notes, so that has it. Get them in one fell swoop.

Chairman Bowen: By June 1st.

Zachary House: By June 1st.

Chairman Bowen: Yes.

Zachary House: Okay.

Chairman Bowen: Okay. Thanks for coming in.

Zachary House: Thanks for having me.

Being no further business, Daniel Crowley moved to adjourn the meeting. Frederick McIntyre seconded the motion. The motion was unanimously adopted, and the meeting was adjourned at 7:14 pm.

Respectfully submitted,



Diane Scholtz Graham
Board Assistant

May 6, 2026, neighbor email comments attached

Scott Martin

From: John Wiltse <jtwiltse@gmail.com>
Sent: Wednesday, May 6, 2026 1:46 PM
To: Scott Martin
Subject: Phelps and Wiltse docks on Seneca Point
Attachments: Wiltse water rights line at N property line.pdf

Hi Scott,

Good talking to you today.

I've attached the survey map from our files. I think this water rights line angles slightly more easterly than the one on the Phelps map due to the fact that they have chosen a mean high water mark on our south property border with the Sands that is 8-10' further up the beach than the water normally reaches.

I've printed out both documents in about the same scale and superimposing them, it looks like our water rights line map would require them to move the end of their proposed dock about 5-6' toward their property. Not a huge deal, but worth correcting if our map is accurate.

I'll go over this with George Phelps when I meet him down at the lake on Friday but I just wanted you to be in the loop and ask that you please share our concern on this with the chair of the zoning board just so he knows we will be bringing it up at the May 20 meeting.

Also, as we discussed we will need to rebuild a log crib permanent dock (5'6"x15' long) that is on our property border with the Phelps. Our interpretation of the DEC and town codes is that replacing this dock with a new one in the same footprint is allowable without any review requirements but please let me know if that's incorrect.

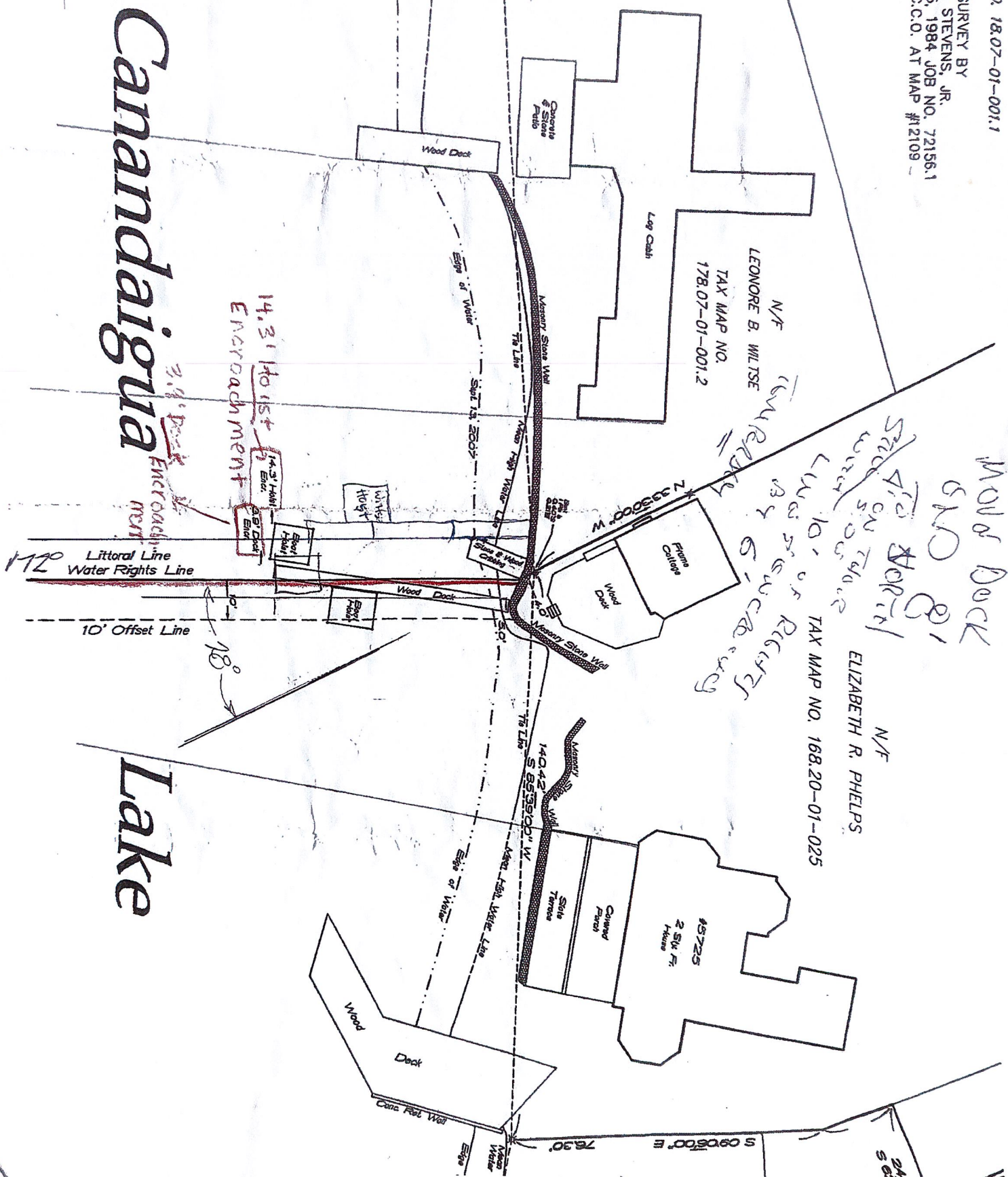
We also discussed the location of this dock as being within the 10' water rights line offset. Please let me know if replacing the dock in the current location is allowable or if we will be required to move it outside the 10' offset area.

Thanks for your help, Scott.

Best,
John Wiltse

SEE SURVEY BY
S. SCOTT STEVENS, JR.
ED DECEMBER 5, 1984 JOB NO. 72156.1
ILED IN THE O.C.C.O. AT MAP #12109 -

Lake





Approximated
Facility Line