



Planning Board
Zoom Hybrid Meeting
Draft Meeting Minutes
June 16, 2026
Approved: _____

Board Members Present: Chair Karl Klankowski, Linda Liddle, Jeff McDonald, Mo Klein
Quorum Present
Applicants Present: Roger and Sherry Koskinen, Carrie Pollock, Jack Litzenberger
Applicants Present on Zoom: None
Public Present: Bill Overbaugh
Public Present on Zoom: Hayden Brainard, Brandon Ebel
Town Staff Present: Lori Asperschlager
Town Board Member Present: None

Proceedings

Chair Karl Klankowski called the meeting to order at 7:00 PM at Town Hall.

Approval of Agenda

Motion: Klein motioned to approve the agenda; Liddle seconded.
Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.
Motion Carried.

Board Member Reports

No Board Members in attendance

Approval of Past Minutes

Motion: McDonald motioned to approve May 19, 2026 minutes; Klein seconded.
Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.
Motion Carried.

Privilege of the Floor

No members of the public were in attendance for privilege of the floor.
Motion: Liddle motioned to close privilege of the floor; McDonald seconded.
Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.
Motion Carried.

Old Business Items

MNSUB2601-01: Koskinen 2 Lot Subdivision, Final Plat Review & Public Hearing

The applicant and property owner, Roger Koskinen, applied for a minor subdivision for the subject site to subdivide the approximately 26.50 acre lot into two lots, Parcel 1 approximately 1.20 acres and Parcel 2 approximately 25.29 acres.

Motion: Klein motioned to open the public hearing; Liddle seconded.
Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.
Motion Carried.

No public comments

Motion: McDonald motioned to close the public hearing; Liddle seconded.

Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.

Motion Carried.

Motion: Klankowski moved draft resolution 2026-012 for discussion; Liddle seconded.

Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.

Klein asked if there will be a change to Development District 6. Klankowski stated that there is no change to DD6. There will now be three owners instead of two owners within one development district. Brief discussion of what happens if the development district could be dissolved, however, the auto repair business will continue.

Motion: Liddle motioned to approved [Planning Board Resolution No. 2026-012 Resolution of SEQR Determination for the Koskinen Two Lot Minor Subdivision Located at 6237 Podunk Road, Town of Ulysses, Tax Parcel 22.-5-4](#); McDonald seconded.

Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.

Motion Carried.

Motion: Klankowski moved draft resolution 2026-013 for discussion; McDonald seconded.

Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.

No further discussion.

Motion: Klein motioned to approved [Planning Board Resolution No. 2026-013 A Resolution of Final Subdivision Approval of the Koskinen Two Lot Minor Subdivision Located at 6237 Podunk Road, Town of Ulysses, Tax Parcel 22.-5-4](#); McDonald seconded.

Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.

Motion Carried.

SPR2405-01: Kennedy New Detached Dwelling Unit/Garage, Sketch Plan Review Continued

The applicant, Jack Litzenberger, on behalf of the owners, Sean and Jeanine Kennedy, proposes to construct a new detached dwelling unit with a 1,837 square-foot(sf) footprint and a detached garage with a 1,456 sf footprint, with associated grading and removal of some existing vegetation.

The applicant gave an update from a year ago when they came to the Planning Board with the project. They have been working with an engineer about freshwater wetlands concerns. The garage would be built first knowing the house would take longer to get the setbacks sorted out and the septic system planned. The homeowner is under contract with the contractor to build the garage which would take about a year to build.

Engineer Brandon Ebel spoke about the project and the variances needed due to the proximity to the lake and buffer setbacks. The house plans have changed so there won't be a need for a variance due to the height.

McDonald spoke about the board not having the finished floor elevation for the house so the board cannot review the limits of grading on the site plan. Recommends that the house and garage should be submitted as one project so the board has the full information to review the grading plan and limits of construction.

Ebel asked if they did go about it as one project and homeowner needs to delay the construction of the house (possibility spring of 2028) could there be extensions on the building permits. Yes, if nothing changes with the plans, there can be extensions on a yearly basis for the building permit.

Klein asked what the elevation for the garage is. Ebel said that it is noted on the submitted set, at 31' including the cupola.

Brief discussion on the landscaping, runoff, and erosion control plan that the board needs. Ebel stated they are working on the placement of the structures first before providing that information.

Ebel stated that the disturbance of land will be under an acre and knows the SEQR needs to be updated to note that change.

Brief discussion on the steep slope. They are not removing any trees on the slope toward the lake.

Klein asked about utilities in the garage. Litzenberger stated there is a plan for bathroom in the future.

Klankowski recommended they return for the second meeting in July or first meeting in August with the materials needed. Ebel asked if a BZA variance was needed for the house, would the planning board wait to approve the project until the BZA approved the variance. Yes, they would wait, and no construction could start on the garage until the variance was approved.

Asked that the plans include a designation of the trees that will be removed. There are 2 or 3 that exceed 12" diameter need to come out for the home construction. Most other trees are smaller than 12" in diameter.

Klankowski asked if the driveway will need to be modified to allow for trusses to come in. Litzenberger does not think that will be necessary as some of the trusses will be hand-built.

McDonald asked where the 75' buffer is from, top of bank? Klankowski stated that Tygesen has said that there is nothing specific in the zoning, but NYS defines it at the point where the upslope drops off from a 45 degree angle. Just above the cottage it is approximately 50'. There needs to be a reference point on the drawing the applicant provides. Ebel stated that they need clarification on this.

The other dwelling is staying on the property, as a non-conforming accessory structure.

Board Member Reports

Liddle asked about getting access to online parcel maps and they are unavailable. Klankowski said he has talked to Kim Moore at the county who works with the GIS group and they are updating their system and to update them they need to be offline. No known time for when this will be finished.

Motion: Klein motioned to adjourn; Liddle seconded.

Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.

Motion Carried.

ADJOURNED at 7:50 PM

Respectfully submitted by Lori Asperschlager, Planning Board Secretary

June 24, 2026