



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

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## **Planning Board Meeting Agenda**

**Wednesday, January 19, 2022**

**Short-term rentals will start at 6:30 pm with the regular meeting immediately following**

Meeting in-person or by joining Zoom

<https://us02web.zoom.us/j/84462908379?pwd=TDVDUIB1YzNyQVFvekZNUGlncTJrUT09>

Meeting ID: 844 6290 8379, Passcode: 700405

Planning Board Member Ralph Endres will be participating via Zoom from  
24800 Perdido Beach Blvd, Orange Beach, AL 36561

### **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 December 15, 2021 Planning Board Meeting Minutes

### **Short-Term Rental New Business**

#### **Short-Term Rental Application 2022-0001 (Preliminary)**

Owner: Gordon W. Ellis, Cassandra Elizabeth Haff & Sarah Anne Haff  
Local Contact Name: Emily Thompson  
Property: 6517 Longs Point Drive  
Tax Map #: 185.17-2-3.000  
Zoned: LR (Lake Residential)  
Sleeping Occupancy: 10

**Regular New Business**

Short Term Rental Law Review and Discussion

Event Venue Discussion

**Other**

**Motion to Adjourn**

## **Town of South Bristol Planning Board Meeting Minutes Wednesday, January 19, 2022**

**Present:** Ralph Endres (Zoom)  
Jill Gordon  
Jason Inda  
Michael McCabe  
Sam Seymour  
Matthew Sousa  
Kevin Stahl

**Guests:** Cassandra Haff (Zoom)  
John Manser (Zoom)  
Dan Marshall (Zoom)  
Scott Martin

### **Call to Order**

The meeting of the Town of South Bristol Planning Board was called to order at 6:30 pm. All Board members were present.

### **Reading of Vision Statement**

Jill Gordon read the Comprehensive Plan Vision Statement.

### **Minutes**

The December 15, 2021 meeting minute approval was deferred to the next meeting.

### **Short-Term Rental New Business**

#### Short-Term Rental Application 2022-0001 (Preliminary)

Owner: Gordon W. Ellis, Cassandra Elizabeth Haff & Sarah Anne Haff  
Local Contact Name: Emily Thompson  
Property: 6517 Longs Point Drive  
Tax Map #: 185.17-2-3.000  
Zoned: LR (Lake Residential)  
Sleeping Occupancy: 10

Chairman Sousa: Cassandra you are on Zoom representing this application. Please unmute yourself. Could you introduce yourself and your application to the board please?

Cassandra Haff: Hi everyone. My name is Cassandra Haff. My family along with my sister Sarah and our great uncle Gordon own this property. It has been in our family for four generations since the point was established. It is obviously a treasured place. We rent it out mainly in the summers to help us pay for our expenses. We are hoping to be able to continue that rental process.

Chairman Sousa: Can you give us some details on the property like how many bedrooms. Is it a year-round rental?

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Cassandra Haff: We offer year-round rentals. We do not always get that. Before two years ago we did not really have any rentals. It was available if someone wanted to rent it, but we did not have any rentals except for July and August. That was pretty much our only rentals. Since COVID we have rented it more often than in the past. It is four-five bedrooms. It is four bedrooms. We converted the downstairs office to a day bed and office. With that sleeps ten people. It is a three bath. What other information would you like to know?

Diane Graham: Are you saying there are five bedrooms or four?

Cassandra Haff: I guess technically now it is five. I do not know if there are rules of what constitutes a bedroom, but there is a bed in it so people can stay there.

Chairman Sousa: Your local contact I think is listed on your application as Emily Thompson. Is she local?

Cassandra Haff: Yes. She lives in Rochester.

Chairman Sousa: She is the contact 24/7 in the event there was any sort of complaint or noise issue she would be able to be on site in a timely manner?

Cassandra Haff: Yes, if that was necessary.

Chairman Sousa: She is the primary point of contact should any issues arise?

Cassandra Haff: I would always be contacted if any there is any issues. Like I said she is listed because she is local and able to be on site, if necessary. I would be the point of contact unless I needed to be there.

Chairman Sousa: Do you have much experience with short-term rentals?

Cassandra Haff: No. Not really. I have been handling the rentals for about five years. Before that we had a neighbor who was handling that for us.

Chairman Sousa: Are there any other questions from the board? Any questions from anyone on Zoom, Ralph?

Ralph Endres: No.

Chairman Sousa: If there are no further questions.

Chairman Sousa moved that the Planning Board accept the short-term rental permit application 2022-0001 as complete and the set the application for final review/public hearing on February 16, 2022. Ralph Endres seconded the motion.

All in favor.

Ayes: 7, R. Endres, J. Gordon, J. Inda, M. McCabe, S. Seymour, M. Sousa, K. Stahl

Nays: 0

Motion carried.

**Regular New Business**

Short-Term Rental Law Review and Discussion

The Board discussed our town law and other town laws on short-term rentals, town zoning districts, penalties, violations and enforcement and New York State laws. It was decided to gather some more information to review before the next meeting. Chairman Sousa will provide:

- NYS Department of State clarification
- Questions for town attorney
- Language and resources

Diane Graham will provide to the board members a copy of the Local Law Amending Criminal Penalties of the Code filed with the NYS Department of State on June 24, 2021. The local law will eventually be posted to the South Bristol Town Code ecode360.

Event Venue Discussion

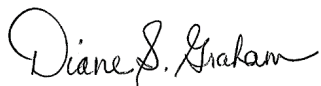
The Board discussed adding event venues to the town code by special use permit, defining definition and zoning districts. It was decided to gather some information to review before the next meeting. Chairman Sousa will provide:

- Definitions

**Motion to Adjourn**

Being no further business, Jason Inda moved to adjourn the meeting. Sam Seymour seconded the motion. The motion was unanimously adopted and the meeting was adjourned at 7:45 pm.

Respectfully submitted,



Diane Scholtz Graham  
Board Assistant