



# Onondaga County Planning Board

J. Ryan McMahon, II  
COUNTY EXECUTIVE

## MEETING MINUTES

January 07, 2026

### I. ATTENDANCE

The meeting was held in the conference room of the Onondaga County Department of Planning, 335 Montgomery Street, Syracuse, NY 13202.

#### MEMBERS PRESENT

Marty Voss  
Mike LaFlair  
Kevin Casserino  
Craig Dennis  
Marty Masterpole

#### STAFF PRESENT

Troy Waffner  
Megan Costa  
Rachel Woods  
Robin Coon

#### GUESTS PRESENT

### II. CALL TO ORDER

The meeting was called to order at 11:02 AM on January 07, 2026.

### III. APPROVAL OF MINUTES

Minutes from November 25, 2025 were submitted for approval. Marty Masterpole made a motion to accept the minutes. Mike LaFlair seconded the motion. The votes were recorded as follows: Marty Voss - yes; Mike LaFlair - yes; Kevin Casserino - yes; Craig Dennis - yes; Marty Masterpole - yes.

### IV. OTHER BUSINESS

None

### V. ACTIONS ON GML SECTION 239 REFERRALS TO THE COUNTY PLANNING BOARD

Board members reviewed and voted on the municipal referral cases attached.

#### **Summary**

Z-26-1	TVanTB	<i>No Position With Comment</i>
Z-26-2	CSyrZA	<i>No Position</i>
Z-26-4	TDewPB	<i>Modification</i>
Z-26-5	TDewPB	<i>No Position With Comment</i>
Z-26-6	TManTB	<i>No Position With Comment</i>
Z-26-8	TElbTB	<i>No Position</i>

### VI. ADMINISTRATIVE & INFORMAL REVIEWS

Staff notified the Board that the following administrative reviews were completed.

#### **Summary**

Z-26-3	TDewPB	<i>No Position With Comment</i>
Z-26-7	TSalTB	<i>No Position</i>

## VII. ADJOURNMENT

The meeting adjourned at 11:30am.

DRAFT

## OCPB Case # Z-26-1

WHEREAS, the Onondaga County Planning Board, pursuant to General Municipal Law, Section 239 l, m and n, has considered and reviewed the referral for a LOCAL LAW from the Town of Van Buren Town Board at the request of Town of Van Buren for the property located (townwide); and

WHEREAS, General Municipal Law Section 239-m allows the County Planning Board to review the adoption or amendment of a zoning ordinance or local law, and

WHEREAS, the applicant is proposing Local Law No. F-2025 to amend the zoning map of the Town of Van Buren and change the zoning designation for certain property from being Residence District 40 (R-40) to Planned Unit Development District (PUD), and

WHEREAS, the proposed action is further summarized in the attached staff report and may be subject to additional county, state, and/or federal regulations, which may be cited in the staff report; the municipality and applicant are advised to contact the appropriate agencies to ensure these regulations are met, as applicable, prior to, or as a condition of, municipal approval of the project; this is not an exhaustive list of permit requirements by the agencies, but is intended to represent some of the most common regulations; and

NOW THEREFORE BE IT RESOLVED, that the Onondaga County Planning Board has determined that said referral will have no significant adverse inter-community or county-wide implications. The Board has offered the following COMMENT(S) in regards to the above referral:

The Board encourages the applicant to continue to explore options for cluster development and preserve tree cover wherever possible to enhance buffering and benefit habitants and stormwater management.

**The motion was made by Marty Masterpole and seconded by Kevin Casserino. The votes were recorded as follows: Marty Voss - yes; Mike LaFlair - yes; Kevin Casserino - yes; Craig Dennis - yes; Marty Masterpole - yes.**

**Case Number:** Z-26-1  
**Type of Action:** LOCAL LAW  
**Applicant:** Town of Van Buren  
**Date Received:** 12/15/2025  
**30-Day Deadline:** 1/14/2026

**Related Cases:**  
**Referring Board:** Town of Van Buren Town Board

**Located:** (townwide)  
**Tax Map Id:** 036.-03-21

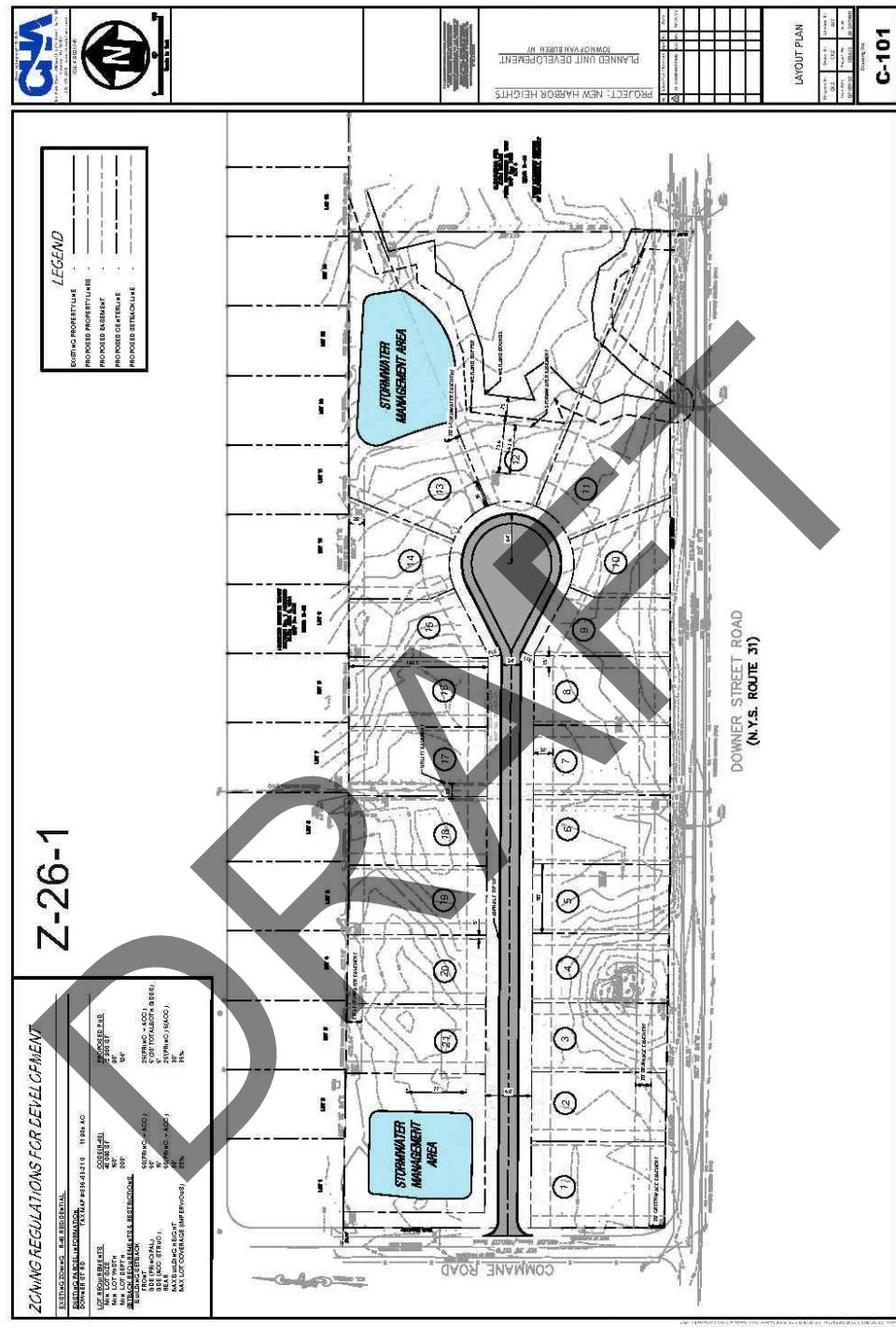
### JURISDICTION:

General Municipal Law Section 239-m allows the County Planning Board to review the adoption or amendment of a zoning ordinance or local law

### Summary:

the applicant is proposing Local Law No. F-2025 to amend the zoning map of the Town of Van Buren and change the zoning designation for certain property from being Residence District 40 (R-40) to Planned Unit Development District (PUD)





**STAFF REVIEW:**

<b>Past Board Reviews:</b>	The Board held No Position on a previous zone change referral (Z-25-11) to change the subject parcel from R-40 to a Residence District 15 (R-15) zoning designation. The Town subsequently disapproved the proposed zone change.
<b>Location:</b>	The site is located in a transitional area west of NYS Route 690 with medium density residential located north of the site, large wooded and agricultural parcels to the west and south, and a mix of low density residential and commercial along Downer Street Road.
<b>Existing Site Layout:</b>	The 11.90-acre site is a large wooded parcel located at the intersection of Downer Street Road (NYS Route 31) and Commane Road, a local road. Per GIS mapping, the site has approximately 1300' of frontage on Downer Street Road and 400' of frontage on Commane Road.
<b>Current Zoning:</b>	Per the Town of Van Buren Zoning Districts Map from 1/2014, adjacent parcels along Downer Street Road are zoned R-40, with parcels to the east, near NYS Route 690, in a Local Business District (LB). Parcels within the residential neighborhood to the rear of the site are in a Residence District 10 (R-10).
<b>Proposed Site Layout:</b>	Per the Layout Plan dated 7/9/25, the PUD will be comprised of 21 residential lots around an internal road terminating in a cul-de-sac. Proposed lot sizes are not detailed, but the proposed PUD will have a 12,900 sf (0.30 acres) minimum lot size similar to those occurring within the Harbor Heights neighborhood to the north.
<b>Access:</b>	Proposed access will come from Commane Road, a local road.
<b>Project Detail:</b>	A zoning regulation chart on the Layout Plan depicts bulk requirements for the proposed PUD in contrast to existing R-40 zoning. The PUD will have a minimum lot size of 12,900 sf (40,000 sf for R-40) and a maximum lot coverage of 35% (20% for R-40).  Per the Project Narrative letter to the Town Planning Board from CHA dated 11/25/25, the applicant is proposing to pay a fee in lieu of provision of community space within the PUD.
<b>Stormwater:</b>	Per the Environmental Assessment Form (EAF) dated 8/29/25, 11 acres of the site will be disturbed by the proposed project and "stormwater will be discharged to the existing drainage-way on the east side of the property that conveys the water runoff from Commane Road and the subject property through the existing subdivision drainage system."  The Layout Plan depicts two stormwater management basins, one located in the northwest corner of the lot, adjacent to Commane Road, and the other in the northeast corner of the site, occurring primarily on proposed Lot 13 and partially on proposed Lot 12. Per the EAF, the stormwater management basins will be 0.8 acre in size.  ADVISORY NOTE: Per the NYS Department of Conservation (NYSDEC), any project that cumulatively disturbs one acre or more of land must be covered under the NYS SPDES Permit. The municipality is advised to ensure that the applicant

has obtained the appropriate permits from the NYS Department of Environment: Conservation prior to municipal approval.

ADVISORY NOTE: Per the NYS Department of Transportation, additional stormwater runoff into the state's drainage system is prohibited.

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**Easements:** The Layout Plan depicts multiple easements on site including a stormwater easement, occurring on the rear of proposed lots 11, 12, and 13. A 20'-wide-stormwater easement occurs along the northern boundary of the site, connecting the proposed northwestern stormwater management area to the northeastern stormwater management area and stormwater easement on the eastern side of site. A 20'-wide stormwater easement along the southern lot line of proposed lot will connect the end of the proposed cul-de-sac to the northeast stormwater basin. A 20'-wide drainage easement and 20'-wide greenspace easement are proposed along the southern site boundary.

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**Waterbodies:** The Layout Plan shows a wetland (unknown jurisdiction) on the eastern side of the site, present on proposed lots 11 and 12 with the wetland buffer present on proposed lots 11, 12, and 13. Wetland delineation information was not provided. GIS mapping does not depict a wetland on site.

A Housing Development Freshwater Wetlands General Permit, revised draft authorized 11/19/25, is included with the referral.

ADVISORY NOTE: Wetland regulations require the municipality to ensure that delineated wetlands and/or the 100-foot state wetland buffer have been confirmed by the NYS Department of Environmental Conservation and all confirmed wetlands should be shown on the plans for the site prior to municipal approval of the proposed project.

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**Drinking Water:** A new connection to public drinking water is proposed to serve the development. Per GIS mapping, the site has nearby access to public water. Per the Project Narrative Letter to the Town Planning Board from CHA dated 11/25/25, the applicant has provided the Town with a letter from OCWA stating water service is available.

ADVISORY NOTE: OCWA's Engineering Department requires the applicant to contact them to determine water availability and service options, obtain hydrant test information, evaluate backflow prevention requirements, and/or request that the Authority conduct hydrant flow testing to assess fire flow availability.

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**Wastewater:** A new connection to public sewers is proposed to serve the development. Per GIS mapping, the site has access to public sewers. The site is located in the Baldwinsville-Seneca Knolls Wastewater Treatment Plant service area. Per the Project Narrative, capacity assurance has been requested from the Onondaga County Department of Water Environment Protection (OCDWEP).

ADVISORY NOTE: The Onondaga County Department of Water Environment Protection (OCDWEP) requires capacity assurance due to an anticipated increase in use. Additionally, unless it can be demonstrated that anticipated sanitary flows will not exceed previous flows in excess of one sewer unit over prior uses, the applicant must develop a 1 gallon to 1 gallon sanitary flow offset plan/project in coordination with the municipal engineer. The Capacity Assurance Form and approval process can now be found online: <http://ongov.net/wep/connections.htm>

**Plants/Animals:** The site may contain the Bald eagle, or its associated habitat, which has been listed by the state or federal government as a threatened or endangered animal species (per EAF Mapper).

ADVISORY NOTE: Per the NYS Department of Environmental Conservation (DEC) if the site contains a threatened or endangered species and/or associated habitat and the project requires review under the State Environmental Quality Review Act (SEQRA), a request for a project screening should be submitted to the New York Natural Heritage Program or to the regional DEC Division of Environmental Permits office.

*For agency contacts and additional information about advisory notes, please visit:  
<http://ongov.net/planning/ocpb.html>*

DRAFT

**OCPB Case # Z-26-2**

WHEREAS, the Onondaga County Planning Board, pursuant to General Municipal Law, Section 239 l, m and n, has considered and reviewed the referral for a SITE PLAN from the City of Syracuse Zoning Administration at the request of Rixabe Bowering / Syracuse Fire Credit Union for the property located at 211 Wilkinson Street; and

WHEREAS, General Municipal Law Section 239-m allows the County Planning Board to review approval of site plans and the site is located within 500 feet of West Street, a state arterial, and

WHEREAS, the applicant is proposing to expand an existing "Financial Institution" land use with a proposed 3,506 sf addition to the existing credit union building and other site improvements on a 0.88-acre parcel in a Mixed-Use Transition (MX-3) zoning district, and

WHEREAS, the proposed action is further summarized in the attached staff report and may be subject to additional county, state, and/or federal regulations, which may be cited in the staff report; the municipality and applicant are advised to contact the appropriate agencies to ensure these regulations are met, as applicable, prior to, or as a condition of, municipal approval of the project; this is not an exhaustive list of permit requirements by the agencies, but is intended to represent some of the most common regulations; and

NOW THEREFORE BE IT RESOLVED, that the Onondaga County Planning Board has determined that said referral will have no significant adverse inter-community or county-wide implications and may consequently be acted on solely by the referring board.

**The motion was made by Mike LaFlair and seconded by Craig Dennis. The votes were recorded as follows: Marty Voss - yes; Mike LaFlair - yes; Kevin Casserino - yes; Craig Dennis - yes; Marty Masterpole - yes.**

**Case Number:** Z-26-2

**Related Cases:**

**Type of Action:** SITE PLAN

**Referring Board:** City of Syracuse Zoning  
Administration

**Date Received:** 12/18/2025

**Located:** at 211 Wilkinson Street

**30-Day Deadline:** 1/17/2026

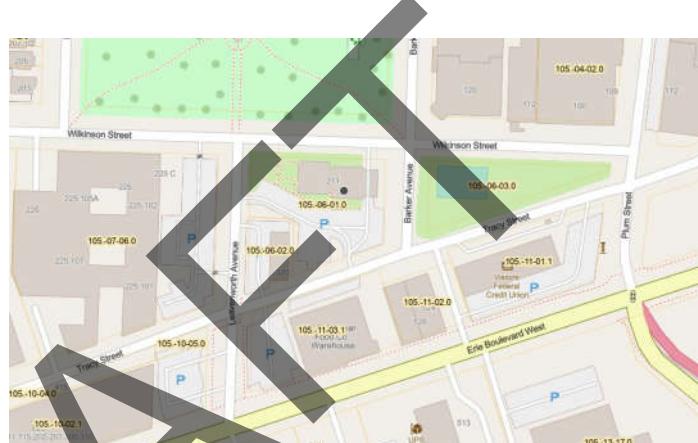
**Tax Map Id:** 105.-06-01.0

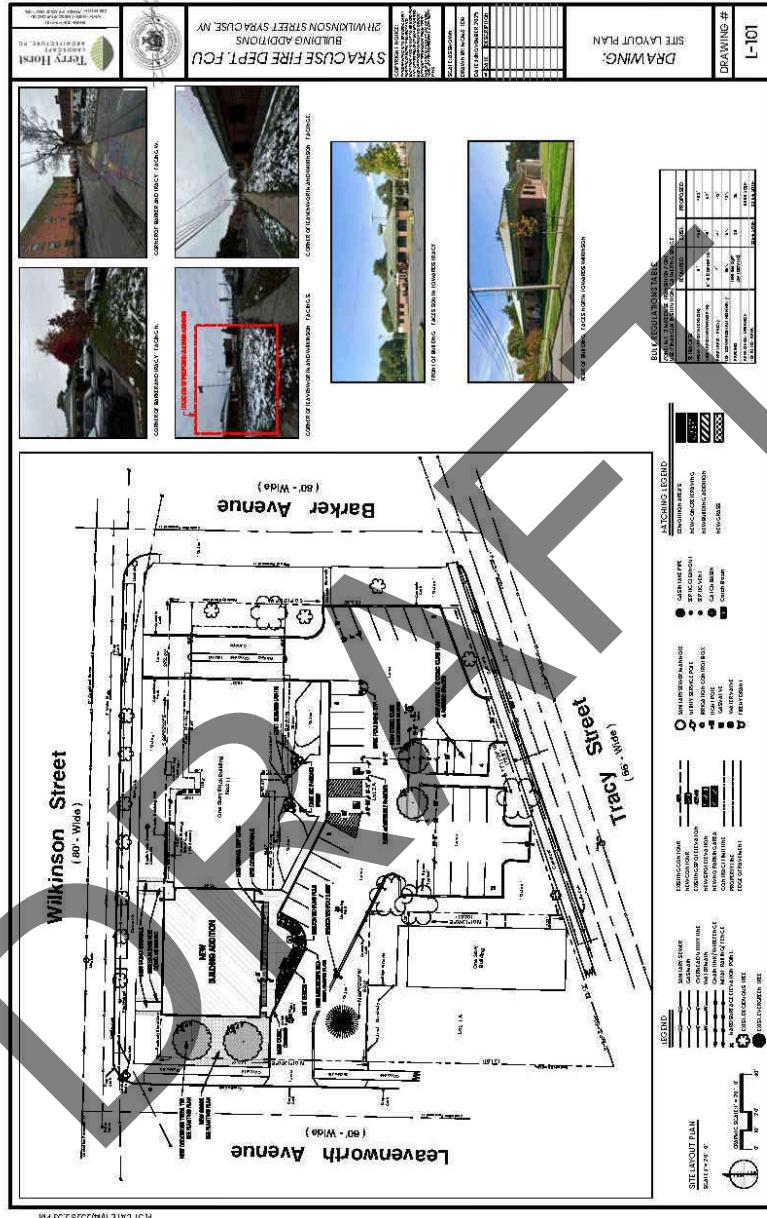
## JURISDICTION:

General Municipal Law Section 239-m allows the County Planning Board to review approval of site plans and the site is located within 500 feet of West Street, a state arterial

## Summary:

the applicant is proposing to expand an existing "Financial Institution" land use with a proposed 3,506 sf addition to the existing credit union building and other site improvements on a 0.88-acre parcel in a Mixed-Use Transition (MX-3) zoning district





Z-26-2

**STAFF REVIEW:**

<b>Nearby Uses/Setting:</b>	The site is located in the area around Leavenworth Park on the west side of the City of Syracuse. The area is characterized by a mix of residential, commercial, and industrial uses including nearby Middle Ages Brewery, the Park Avenue neighborhood, Cooper Electric, and former factories that have been converted to multi-tenant mixed-use buildings.
<b>Existing Site Layout:</b>	The site contains an existing credit union building with a drive-thru teller/ATM, fronting on Wilkinson Street, a local road. A small green space with a flagpole and landscaping is located between the building and the corner of Leavenworth Avenue and Wilkinson Street. The existing 39-space parking lot is located to the rear of the building.
<b>Access:</b>	The site has full access driveways from Leavenworth Avenue and Tracy Street, and an egress-only curb cut from the drive-thru to Wilkinson Street.
<b>Project Detail:</b>	Per the referral materials, the applicant is proposing construction of a 3,506 sf addition to the western side of the building to provide a 100-seat meeting room for members, restrooms, storage, and a board room. Per the Site Layout Plan dated 11/14/25, the existing green space will be partially removed to allow the addition. Seven parking spaces will be removed to accommodate the relocated flag pole, bench, and landscaping. Four spaces will be added adjacent to the Tracy Avenue driveway. Trees will be added along the western side of the addition and in a planting island in the parking lot.
<b>Stormwater:</b>	Per the Environmental Assessment Form (EAF) dated 11/18/25, 0.15 acres of the site will be disturbed by the proposed project. Catch basins are depicted in the parking lot.
<b>Drinking Water:</b>	The site is served by public drinking water provided by the City of Syracuse and no changes to the existing infrastructure are proposed. The addition may result in an increase in demand.
<b>Wastewater:</b>	The site is served by public sewers and is located in the Metropolitan Wastewater Treatment Plant service area and no changes to the current infrastructure are proposed. The addition may result in an increase in wastewater flow.  ADVISORY NOTE: The Onondaga County Department of Water Environment Protection (OCDWEP) may require capacity assurance due to a possible increase in use. Additionally, unless it can be demonstrated that anticipated sanitary flows will not exceed previous flows in excess of one sewer unit over prior uses, the applicant must develop a 1 gallon to 1 gallon sanitary flow offset plan/project in coordination with the municipal engineer. The Capacity Assurance Form and approval process can now be found online: <a href="http://ongov.net/wep/connections.htm">http://ongov.net/wep/connections.htm</a>
<b>Historic Resources:</b>	The site is located near the C.G. Meaker Food Company Warehouse, R.E. Diet Building, General Ice Cream Company which are listed on, or have been nominated by the NYS Board of Historic Preservation for inclusion on, the State or National Register of Historic Places.
<b>Other:</b>	The project is within 2,000 feet of multiple sites (IDs: 734060, 734022, C734157)

the NYS Department of Environmental Conservation Environmental Site  
Remediation database (per EAF Mapper).

*For agency contacts and additional information about advisory notes, please visit:  
<http://ongov.net/planning/ocpb.html>*

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**OCPB Case # Z-26-4**

WHEREAS, the Onondaga County Planning Board, pursuant to General Municipal Law, Section 239 l, m and n, has considered and reviewed the referral for a SITE PLAN from the Town of DeWitt Planning Board at the request of Jeffrey Vogt (The Irrigation Guys LLC) for the property located 6200 Thompson Rd; and

WHEREAS, General Municipal Law Section 239-m allows the County Planning Board to review approval of site plans and the site is located within 500 feet of Thompson Road (Route 635), a state highway, and Exeter Street (Route 181), a county highway, and

WHEREAS, the applicant is proposing renovation of an existing commercial site for operation of a landscape irrigation business. Proposed improvements include installing wooden fences, new wall lighting, landscaping, and reducing driveway widths on a 0.35-acre parcel in a Business (B) zoning district., and

WHEREAS, the proposed action is further summarized in the attached staff report and may be subject to additional county, state, and/or federal regulations, which may be cited in the staff report; the municipality and applicant are advised to contact the appropriate agencies to ensure these regulations are met, as applicable, prior to, or as a condition of, municipal approval of the project; this is not an exhaustive list of permit requirements by the agencies, but is intended to represent some of the most common regulations; and

NOW THEREFORE BE IT RESOLVED, that the Onondaga County Planning Board recommends the following MODIFICATION(S) to the proposed action prior to local board approval of the proposed action:

The New York State Department of Transportation advises work within the state right-of-way (ROW) will require a Highway Work Permit. Additionally, private use, including storage of or installation of hardscape, materials, or structures, within the State ROW is prohibited. The applicant must coordinate with NYSDOT. The municipality must ensure any mitigation as may be determined by the Department is reflected on the project plans prior to, or as a condition of, municipal approval.

The Board notes that this small, highly paved site is served by an individual septic system, and is located in a developed area with public sewer availability along Thompson Road. Per the Onondaga County Health Department of Public Health Engineering, should the existing septic system fall into disrepair or fail to function, the site will be required to connect to public sewers. As such, the Department strongly encourages the applicant and Town to consider transitioning to public sewer service as part of the proposed site improvements.

**The motion was made by Mike LaFlair and seconded by Craig Dennis. The votes were recorded as follows: Marty Voss - yes; Mike LaFlair - yes; Kevin Casserino - yes; Craig Dennis - yes; Marty Masterpole - yes.**

**Case Number:** Z-26-4

**Related Cases:**

**Type of Action:** SITE PLAN

**Referring Board:** Town of DeWitt Planning Board

**Date Received:** 12/22/2025

**Located:** 6200 Thompson Rd

**30-Day Deadline:** 1/21/2026

**Tax Map Id:** 033.-06-14.0

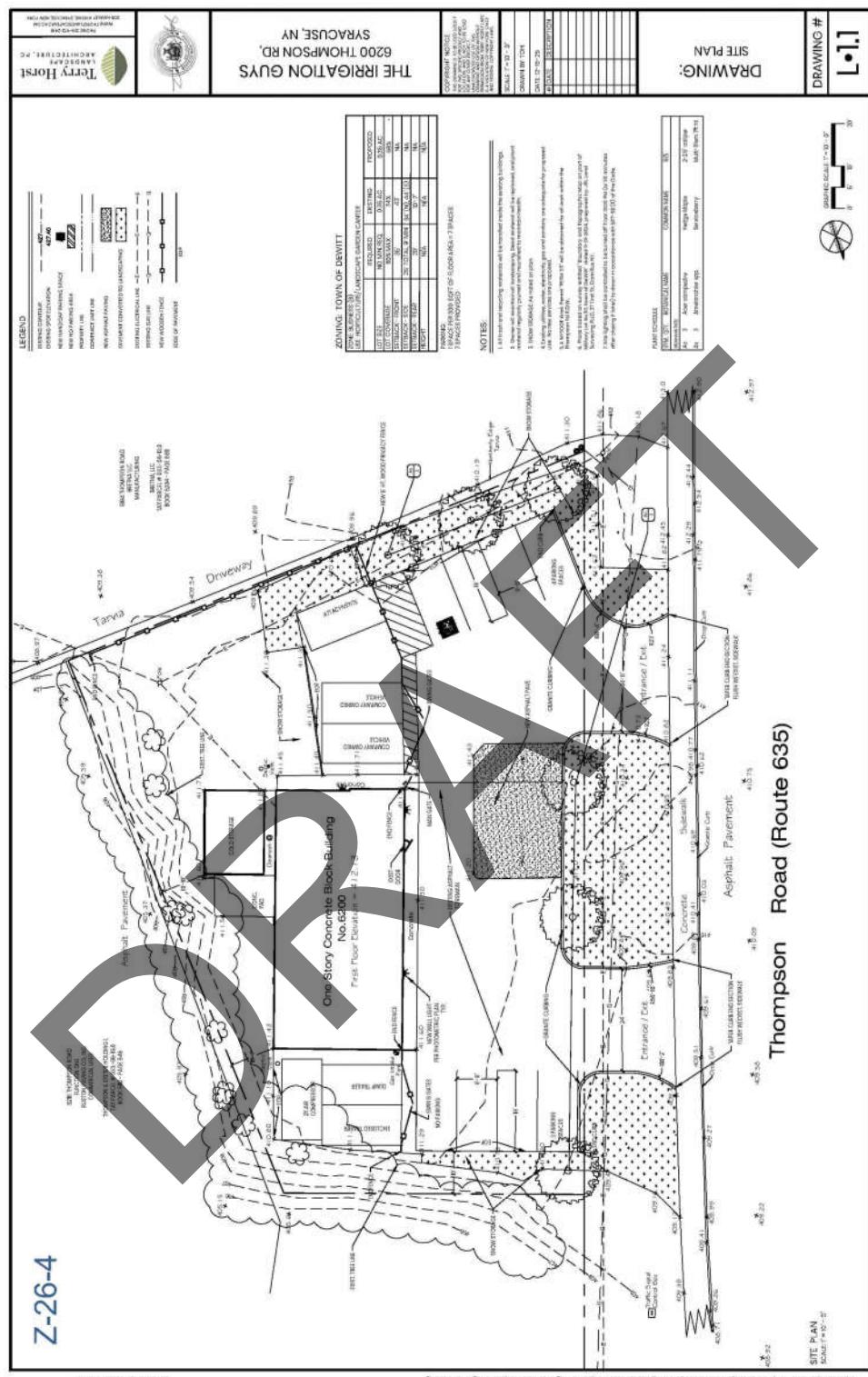
## JURISDICTION:

General Municipal Law Section 239-m allows the County Planning Board to review approval of site plans and the site is located within 500 feet of Thompson Road (Route 635), a state highway, and Exeter Street (Route 181), a county highway

## Summary:

the applicant is proposing renovation of an existing commercial site for operation of a landscape irrigation business. Proposed improvements include installing wooden fences, new wall lighting, landscaping, and reducing driveway widths on a 0.35-acre parcel in a Business (B) zoning district.





**STAFF REVIEW:**

<b>Past Board Reviews:</b>	The Board recommended Modification of a previous site plan referral (Z-24-340) advising that per the NYS Department of Transportation, work within the state right-of-way will require a Highway Work Permit. The Board also commended the applicant and Town for reducing impermeable surfaces.
<b>Location:</b>	The site is located in the commercial corridor of Thompson Road between Jame Street and Carrier Circle. Surrounding uses include an urgent care facility, gas station and convenience store, and a property restoration company. Ley Creek is located east of the site.
<b>Existing Site Layout:</b>	The site is a former auto service and sales building with expansive asphalt coverage most of the site with two driveways to Thompson Road, a state route. The site contains an approximately 1,800 sf building along the rear of the site. Minimal landscaping is located around the perimeter. Sidewalks exist on both sides of Thompson Road in this area.
<b>Project Detail:</b>	The applicant is proposing to utilize the site to operate a landscape irrigation business. Per the referral notice and Site Plan dated 12/16/25, proposed changes include new wall lighting, installing landscaping with street trees along Thompson Road and the southern parcel boundary, and installing a fence along the rear portion of the southern parcel boundary to screen the business' rear equipment storage area. No changes are proposed to the building.
<b>Access:</b>	The site has two existing driveways to Thompson Road. The proposal includes reducing the driveways to 24'-wide and 24.5'-wide.  ADVISORY NOTE: Per the NYS Department of Transportation, all existing or proposed driveways on Thompson Road must meet Department requirements. ADVISORY NOTE: Work within the state right-of-way is subject to a Highway Work Permit from the NYS Department of Transportation.
<b>Parking:</b>	The existing parking area will be restriped to have 7 spaces.
<b>Stormwater:</b>	Per the Environmental Assessment Form (EAF) dated 11/6/25, 0.2 acres of the site will be disturbed by the proposed project.
<b>Drinking Water:</b>	The site is served by public drinking water and no changes to the existing infrastructure are proposed.
<b>Wastewater:</b>	The site is served by an individual septic system and no changes are proposed.
<b>Watersheds:</b>	The site is located in an Onondaga County Drainage District for Bear Trap and Ley Creek, which is maintained by the Department of Water Environment Protection for this area.
<b>Other:</b>	The project is within 2,000 feet of multiple sites (IDs: 734064, C734138) in the New York State Department of Environmental Conservation Environmental Site Remediation database (per EAF Mapper).

ONONDAGA COUNTY PLANNING BOARD  
Actions on GML Section 239 Referrals

January 07, 2026

*For agency contacts and additional information about advisory notes, please visit:  
<http://ongov.net/planning/ocpb.html>*

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**OCPB Case # Z-26-5**

WHEREAS, the Onondaga County Planning Board, pursuant to General Municipal Law, Section 239 l, m and n, has considered and reviewed the referral for a SITE PLAN from the Town of DeWitt Planning Board at the request of Adam Richardson for the property located 3350 Erie Blvd East; and

WHEREAS, General Municipal Law Section 239-m allows the County Planning Board to review approval of site plans and the site is located within 500 feet of Erie Boulevard East (Route 5), a state highway, and

WHEREAS, the applicant is proposing renovations and a change of use of an existing retail tenant space to operate a deli and grocery store, on a 0.41-acre parcel in a Business zoning district., and

WHEREAS, the proposed action is further summarized in the attached staff report and may be subject to additional county, state, and/or federal regulations, which may be cited in the staff report; the municipality and applicant are advised to contact the appropriate agencies to ensure these regulations are met, as applicable, prior to, or as a condition of, municipal approval of the project; this is not an exhaustive list of permit requirements by the agencies, but is intended to represent some of the most common regulations; and

NOW THEREFORE BE IT RESOLVED, that the Onondaga County Planning Board has determined that said referral will have no significant adverse inter-community or county-wide implications. The Board has offered the following COMMENT(S) in regards to the above referral:

1. Per the New York State Department of Transportation (NYSDOT), closure of the Erie Boulevard East driveway is recommended, but not required. The municipality and applicant are advised to ensure any work within the state right-of-way is coordinated with NYSDOT and parking along the Erie Boulevard East frontage must not result in vehicles reversing into the state right-of-way.
2. Given the location of this site within a sidewalk priority zone as identified by SMTA, and in order to promote walkability and pedestrian safety, the Board encourages the Town and applicant to consider the installation of sidewalks along the Sutton Place frontage.

**The motion was made by Marty Masterpole and seconded by Kevin Casserino. The votes were recorded as follows: Marty Voss - yes; Mike LaFlair - yes; Kevin Casserino - yes; Craig Dennis - yes; Marty Masterpole - yes.**

**Case Number:** Z-26-5  
**Type of Action:** SITE PLAN  
**Applicant:** Adam Richardson  
**Date Received:** 12/23/2025  
**30-Day Deadline:** 1/22/2026

**Related Cases:**

**Referring Board:** Town of DeWitt Planning Board

**Located:** 3350 Erie Blvd East

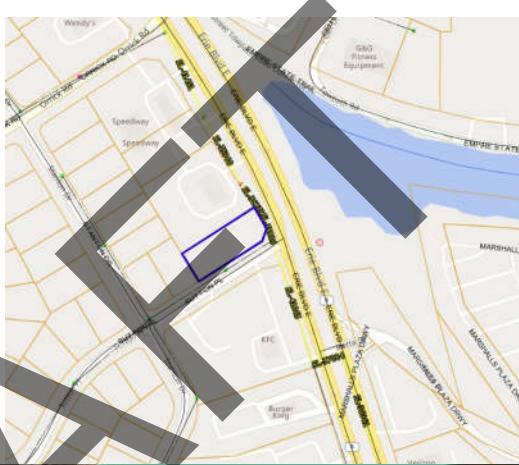
**Tax Map Id:** 048.-03-04.1

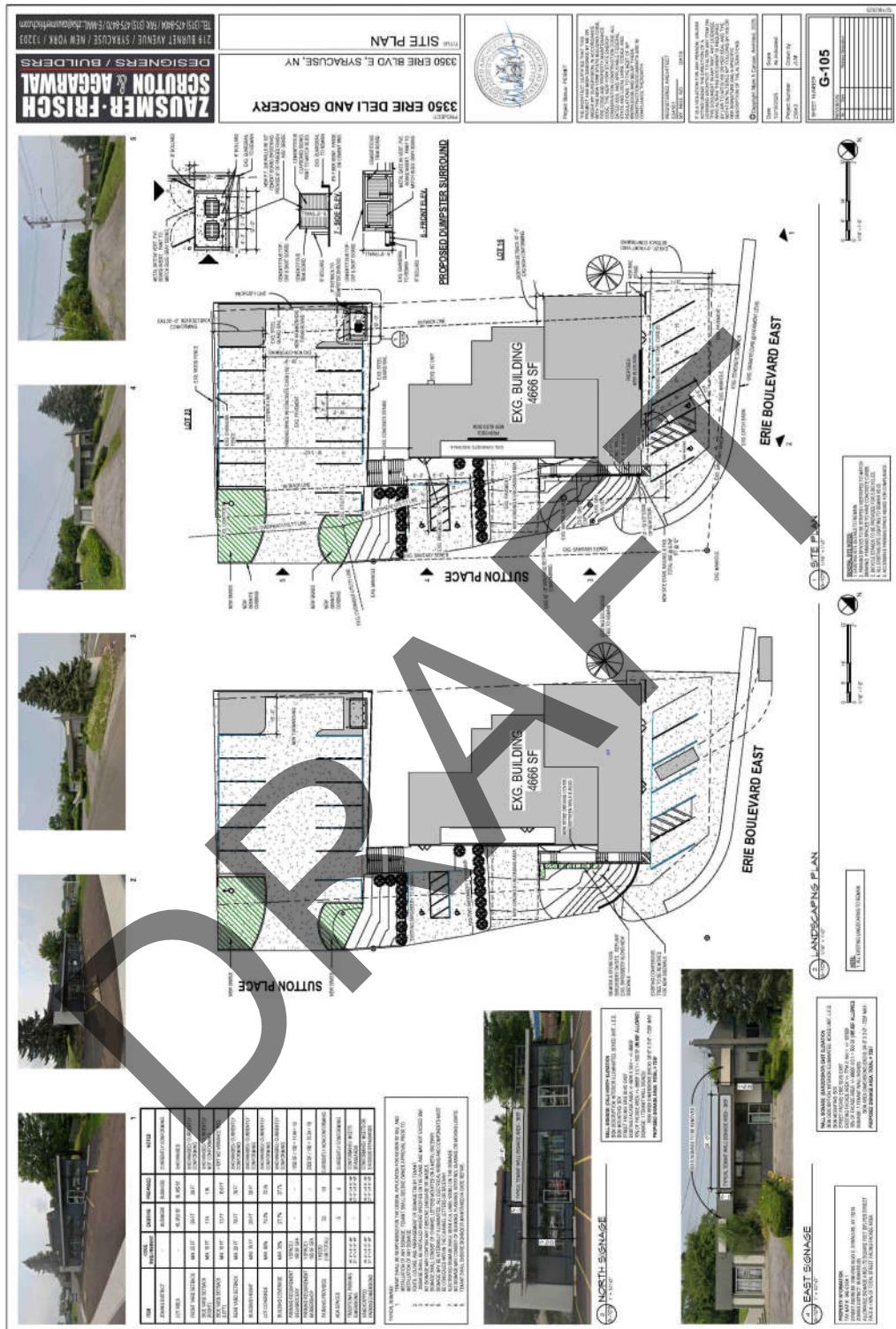
**JURISDICTION:**

General Municipal Law Section 239-m allows the County Planning Board to review approval of site plans and the site is located within 500 feet of Erie Boulevard East (Route 5), a state highway

**Summary:**

the applicant is proposing renovations and a change of use of an existing retail tenant space to operate a deli and grocery store, on a 0.41-acre parcel in a Business zoning district.





**STAFF REVIEW:**

<b>Nearby Uses/Setting:</b>	The site is located at the corner of Erie Boulevard East (NYS Route 5) and Sutton Place, a local road. Nearby commercial uses include a motel, a fueling station a car wash, multiple fast food restaurants, and multiple retail plazas. The site abut residential uses to the rear.
<b>Existing Site Layout:</b>	The site contains a multi-tenant building with retail entrances on both Erie Boulevard East and Sutton Place and a parking lot at the rear of the site.
<b>Access:</b>	The site has a driveway to Erie Boulevard East and three full-access points to Sutton Place. The width of the driveway to Erie Boulevard East is not indicated in the plans, but is wider than typical driveways in this area.
	<p>In 2022, NYS Department of Transportation conducted construction on Erie Boulevard East including updates to the right-of-way and sidewalk installation.</p> <p><b>ADVISORY NOTE:</b> Per the NYS Department of Transportation, all existing or proposed driveways on Erie Boulevard East must meet Department requirements.</p>
<b>Project Detail:</b>	The applicant is requesting a change of use to operate a deli/grocery and barbecue shop on site. Proposed exterior improvements include installing a new walkway the side of the building (facing Sutton Place), installing granite curbing and landscaping at the entrance to the rear parking lot, and adding a dumpster enclosure at the rear of the building.
<b>Parking:</b>	<p>Per the Site Plan dated 12/10/25, the parking area along the Erie Boulevard East frontage will be restriped to contain 5 angled parking spaces.</p> <p>The side of the building (fronting Sutton Place) has two asphalt areas between the building and roadway, one labeled as a “new loading/unloading area” and the other containing two ADA spaces.</p> <p>The rear parking lot will have the entrance narrowed with new curbing and will contain 12 spaces.</p> <p><b>ADVISORY NOTE:</b> Per the NYS Department of Transportation, no parking, loading or servicing of vehicles in the right-of-way, or backing of vehicles into the right-of-way, is permitted.</p>
<b>Bike/Ped/Transit:</b>	<p>The Syracuse Metropolitan Transportation Council (SMTTC) has created a Sustainable Streets Guide, which includes the identification of priority sidewalk zones where the installation of sidewalks would be most beneficial; this site is located within a priority zone.</p> <p>Sidewalks occur on the Erie Boulevard East frontage, but not along Sutton Place.</p>
<b>Stormwater:</b>	Per the Environmental Assessment Form (EAF) dated 9/4/25, zero acres of the 0.41-acre site will be disturbed by the proposed project.
<b>Drinking Water:</b>	The site is served by public drinking water and no changes to the existing infrastructure are proposed.

**Wastewater:** The site is served by public sewers and is located in the Metropolitan Wastewater Treatment Plant service area. No change to the existing infrastructure are proposed, but the proposed uses are anticipated to generate an increase in flow.

ADVISORY NOTE: The Onondaga County Department of Water Environment Protection (OCDWEP) may require capacity assurance due to a possible increase in use. Additionally, unless it can be demonstrated that anticipated sanitary flows will not exceed previous flows in excess of one sewer unit over prior uses, the applicant must develop a 1 gallon to 1 gallon sanitary flow offset plan/project in coordination with the municipal engineer. The Capacity Assurance Form and approval process can now be found online: <http://ongov.net/wep/connections.htm>

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**Plants/Animals:** The site may contain the Northern Long-eared bat, or its associated habitat, which has been listed by the state or federal government as a threatened or endangered animal species (per EAF Mapper). Impacts to bat species are often associated with tree clearing and from the plans it appears that no trees will be removed as part of the proposed project.

*For agency contacts and additional information about advisory notes, please visit:  
<http://ongov.net/planning/ocpb.html>*

**DRAFT**

**OCPB Case # Z-26-6**

WHEREAS, the Onondaga County Planning Board, pursuant to General Municipal Law, Section 239 l, m and n, has considered and reviewed the referral for a ZONE CHANGE from the Town of Manlius Town Board at the request of Michael Jeffries for the property located at 4555 Pompey Center Road; and

WHEREAS, General Municipal Law Section 239-m allows the County Planning Board to review the adoption or amendment of a zoning ordinance or local law and the site is located within 500 feet of Pompey Center Road (Route 10) and Broadfield Road (Route 250), both county highways, and the municipal boundary between the Town of Manlius and the Town of Pompey, and

WHEREAS, the applicant is proposing a zone change on an 11.84-acre parcel from Residential (R-5) to Restricted Agricultural (R-A) for a proposed future 3-lot residential subdivision., and

WHEREAS, the proposed action is further summarized in the attached staff report and may be subject to additional county, state, and/or federal regulations, which may be cited in the staff report; the municipality and applicant are advised to contact the appropriate agencies to ensure these regulations are met, as applicable, prior to, or as a condition of, municipal approval of the project; this is not an exhaustive list of permit requirements by the agencies, but is intended to represent some of the most common regulations; and

NOW THEREFORE BE IT RESOLVED, that the Onondaga County Planning Board has determined that said referral will have no significant adverse inter-community or county-wide implications. The Board has offered the following COMMENT(S) in regards to the above referral:

1. Development in floodplain, floodway, wetland and steeply sloped areas, and in close proximity to Limestone Creek is generally discouraged as it may have a negative impact to the waterway and its associated habitats, drainage patterns, and regulated and practical buffer areas may impact the viability of buildable lots. Public infrastructure extension may also be necessary to serve proposed lots. The Town is encouraged to define the developable envelopes of proposed New Lots 2A, 2B and 2C, and ensure that each of the proposed lots can reasonably accommodate development as envisioned, without significant negative impacts, prior to approval of the proposed zone change.

The Board further encourages that a conveyance of land or a conservation easement to be held by the Town or a land trust, be considered for lands along Limestone Creek, to protect the remaining, sensitive lands on the site in perpetuity.

2. The Onondaga County Department of Transportation requires the applicant to coordinate Pompey Center Road access plans with them. The municipality must ensure any mitigation as may be determined by the Department is reflected on the project plans prior to, or as a condition of, municipal approval.

**The motion was made by Marty Masterpole and seconded by Kevin Casserino. The votes**

were recorded as follows: Marty Voss - yes; Mike LaFlair - yes; Kevin Casserino - yes; Craig Dennis - yes; Marty Masterpole - yes.

DRAFT

**Case Number:** Z-26-6  
**Type of Action:** ZONE CHANGE  
**Applicant:** Michael Jeffries

**Date Received:** 12/23/2025  
**30-Day Deadline:** 1/22/2026

**Related Cases:**

**Referring Board:** Town of Manlius Town Board

**Located:** at 4555 Pompey Center Road

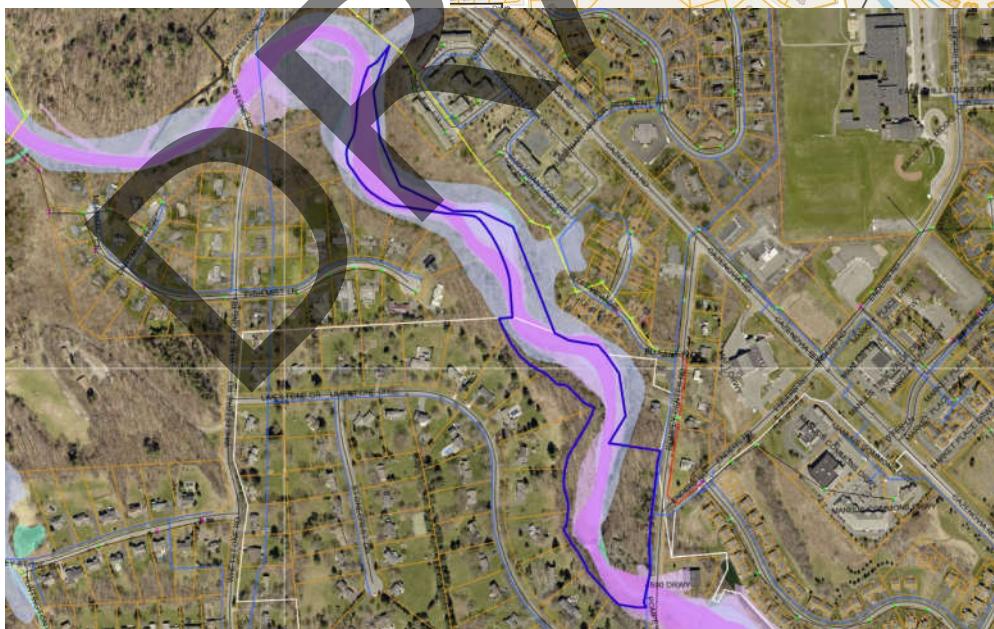
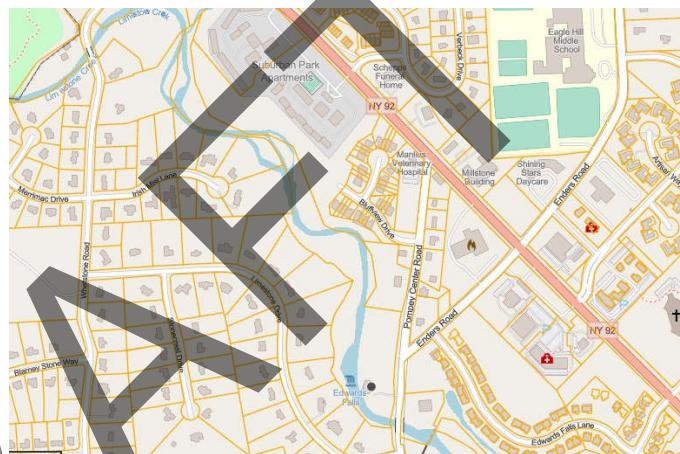
**Tax Map Id:** 113.-02-17.1

### JURISDICTION:

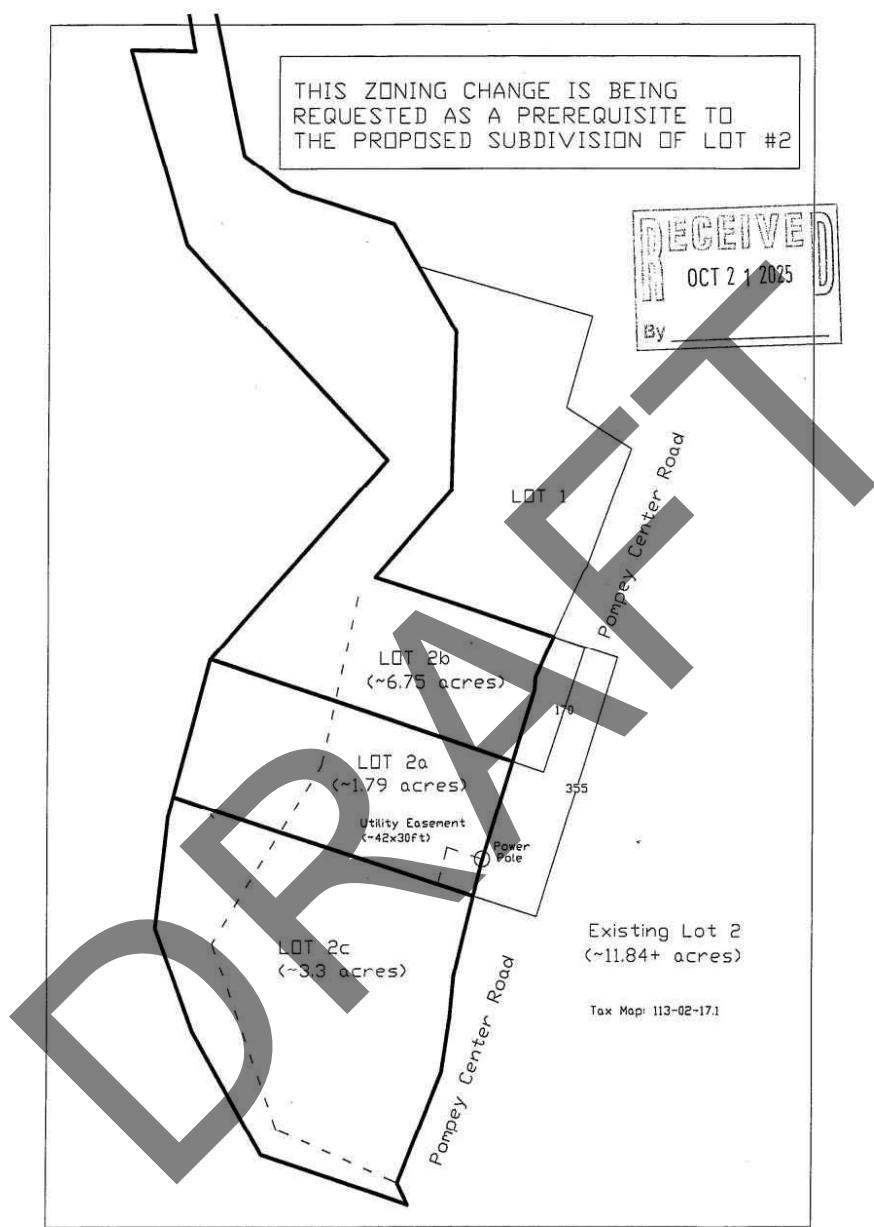
General Municipal Law Section 239-m allows the County Planning Board to review the adoption or amendment of a zoning ordinance or local law and the site is located within 500 feet of Pompey Center Road (Route 10) and Broadfield Road (Route 250), both county highways, and the municipal boundary between the Town of Manlius and the Town of Pompey

### Summary:

the applicant is proposing a zone change on an 11.84-acre parcel from Residential (R-5) to Restricted Agricultural (R-A) for a proposed future 3-lot residential subdivision.



Z-26-6



**STAFF REVIEW:**

<b>Nearby Uses/Setting:</b>	<p>The 11.8-acre parcel is located east of the Village of Manlius and contains the Edwards Falls waterfall and a portion of Limestone Creek which in this location is predominantly north to south, between residential neighborhoods to the west and east. The site contains a single-family home near the southern end of the parcel.</p> <p>Limestone Creek is located at a lower elevation and the site contains steep slopes on both sides of the Creek with grade changes of 50 to 60 feet.</p>
<b>Access:</b>	<p>The site has frontage on Pompey Center Road. Per aerial imagery, the existing home has a driveway to Pompey Center Road, north of Limestone Creek.</p> <p><b>ADVISORY NOTE:</b> Per the Onondaga County Department of Transportation, all existing or proposed driveways on Pompey Center Road must meet Department requirements.</p>
<b>Proposed Zoning:</b>	<p>The applicant is requesting a zone change from R-5 to RA to allow a future 3-lot residential subdivision.</p> <p>Per the Town Code, R-A allows uses permitted in Residential Districts R-1 and R-2 "according to the same restrictions, or a two-family dwelling". Bulk requirements dictated by the lot's access to sanitary sewer, requiring a minimum of 150' frontage and a minimum lot size of 40,000 sf (0.92 acres). The proposed lots appear to not meet these requirements.</p>
<b>Proposed Site Layout:</b>	<p>A diagram included with the referral materials indicates the proposed zoning change is "being requested as a prerequisite to the proposed subdivision of Lot 2c" and showing the subject parcel (11.84 acres) is to be split into Lots 2c (3.3 acres), 2a (1.79 acres), and 2b (6.75 acres). Per the diagram, it appears the existing home will be located on the southernmost lot, proposed Lot 2c. All lots contain significant portions of Limestone Creek and its associated floodplain, floodway, and state and federal wetlands.</p>
<b>Floodplain/Floodway:</b>	<p>Current FEMA Flood Insurance Rate Maps (FIRM) indicate the presence of the year floodplain and floodway associated with Limestone Creek, which may require avoidance or elevation of structures and other mitigation. Boundaries of the floodway and floodplain are not indicated on the referral materials.</p> <p><b>ADVISORY NOTE:</b> The Onondaga County Hazard Mitigation Plan has identified flooding as a natural hazard of local concern, with the potential to cause extensive threat to property and safety. Buildings within the floodplain can negatively affect the free flow of nearby waterways and drainage, and building within a floodplain is therefore discouraged.</p>
<b>Wetlands:</b>	<p>GIS mapping shows the site contains Limestone Creek, a federally protected riverine waterbody, and associated state wetlands. Delineated federal and state wetland boundaries are not indicated on the referral materials.</p> <p><b>ADVISORY NOTE:</b> Wetland regulations require the applicant to contact the U.S. Army Corps of Engineers and/or NYS Department of Environmental Conservation to confirm the presence of federal and/or state wetlands and/or the 100-foot state wetland buffer on the site. All confirmed wetlands should be shown on the plans for the site and any necessary permits should be obtained for any proposed</p>

development or placement of fill in a wetland, or drainage of any confirmed wetlands and buffers.

**Drinking Water:** A new connection to public drinking water will be required for future development of the proposed residential lots. The existing house is served by public drinking wa

ADVISORY NOTE: OCWA's Engineering Department requires the applicant to contact them to determine water availability and service options, obtain hydrant test information, evaluate backflow prevention requirements, and/or request that Authority conduct hydrant flow testing to assess fire flow availability.

**Wastewater:** A new connection to the public sewers will likely be needed for the future development of the proposed residential lots. The existing house is served by public sewers and is located in the Meadowbrook-Limestone Wastewater Treatment Plant service area. Per GIS Mapping, sewer infrastructure is located across Pompey Center Road from the site.

ADVISORY NOTE: The Onondaga County Department of Water Environment Protection (OCDWEP) requires capacity assurance due to an anticipated increase in use. Additionally, unless it can be demonstrated that anticipated sanitary flow will not exceed previous flows in excess of one sewer unit over prior uses, the applicant must develop a 2 gallon to 1 gallon sanitary flow offset plan/project in coordination with the municipal engineer. The Capacity Assurance Form and approval process can now be found online: <http://ongov.net/wep/connections.htm>

**Plants/Animals:** The site may contain the Northern Long-eared bat, or its associated habitat, which has been listed by the state or federal government as a threatened or endangered animal species (per EAF Mapper). Impact to bat species are often associated with tree clearing and from aerial imagery that some trees will be removed as part of proposed development of the site.

ADVISORY NOTE: Per the NYS Department of Environmental Conservation (DEC), if the site contains a threatened or endangered species and/or associated habitat, and the project requires review under the State Environmental Quality Review Act (SEQRA), a request for a project screening should be submitted to the New York Natural Heritage Program or to the regional DEC Division of Environmental Permits office.

*For agency contacts and additional information about advisory notes, please visit:  
<http://ongov.net/planning/ocpb.html>*

**OCPB Case # Z-26-8**

WHEREAS, the Onondaga County Planning Board, pursuant to General Municipal Law, Section 239 l, m and n, has considered and reviewed the referral for a LOCAL LAW from the Town of Elbridge Town Board at the request of Town of Elbridge for the property located (townwide); and

WHEREAS, General Municipal Law Section 239-m allows the County Planning Board to review the adoption or amendment of a zoning ordinance or local law and, and

WHEREAS, the applicant is proposing a local law to amend Chapter 265 of the Town Code related to site plan review in Business (B-1) districts, and

WHEREAS, the proposed action is further summarized in the attached staff report and may be subject to additional county, state, and/or federal regulations, which may be cited in the staff report; the municipality and applicant are advised to contact the appropriate agencies to ensure these regulations are met, as applicable, prior to, or as a condition of, municipal approval of the project; this is not an exhaustive list of permit requirements by the agencies, but is intended to represent some of the most common regulations; and

NOW THEREFORE BE IT RESOLVED, that the Onondaga County Planning Board has determined that said referral will have no significant adverse inter-community or county-wide implications and may consequently be acted on solely by the referring board.

**The motion was made by Mike LaFlair and seconded by Craig Dennis. The votes were recorded as follows: Marty Voss - yes; Mike LaFlair - yes; Kevin Casserino - yes; Craig Dennis - yes; Marty Masterpole - yes.**

**Case Number:** Z-26-8

**Related Cases:**

**Type of Action:** LOCAL LAW

**Applicant:** Town of Elbridge

**Referring Board:** Town of Elbridge Town Board

**Date Received:** 12/29/2025

**Located:** (townwide)

**30-Day Deadline:** 1/28/2026

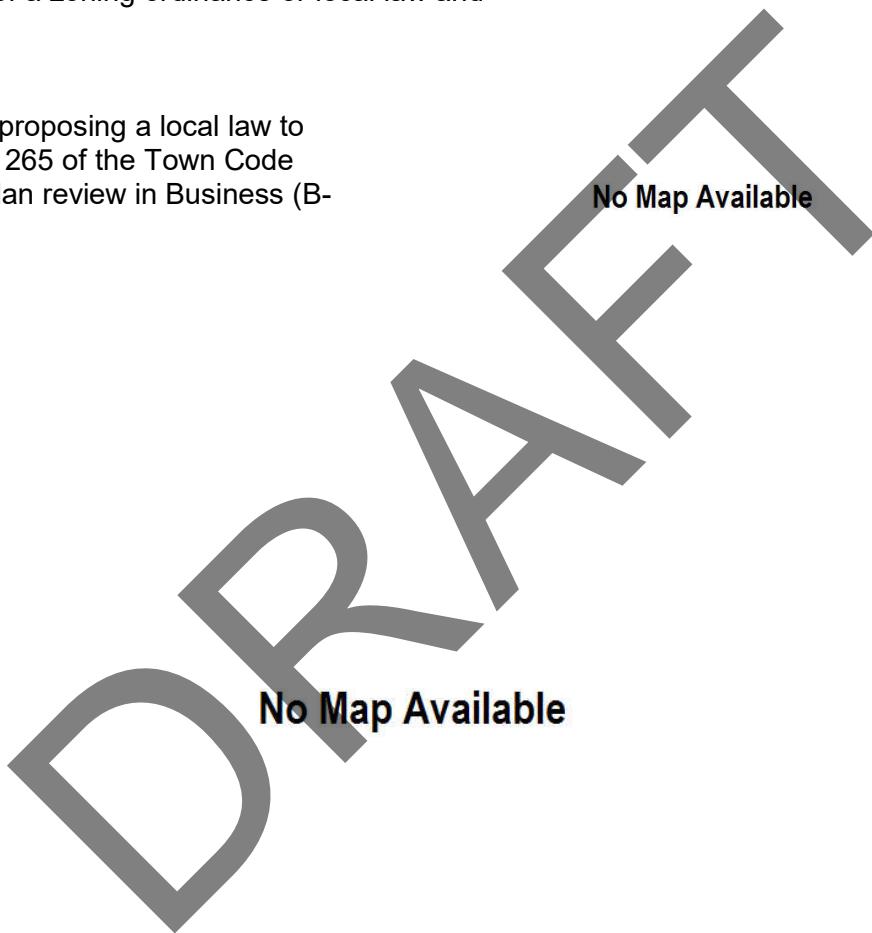
**Tax Map Id:**

**JURISDICTION:**

General Municipal Law Section 239-m allows the County Planning Board to review the adoption or amendment of a zoning ordinance or local law and

**Summary:**

the applicant is proposing a local law to amend Chapter 265 of the Town Code related to site plan review in Business (B-1) districts



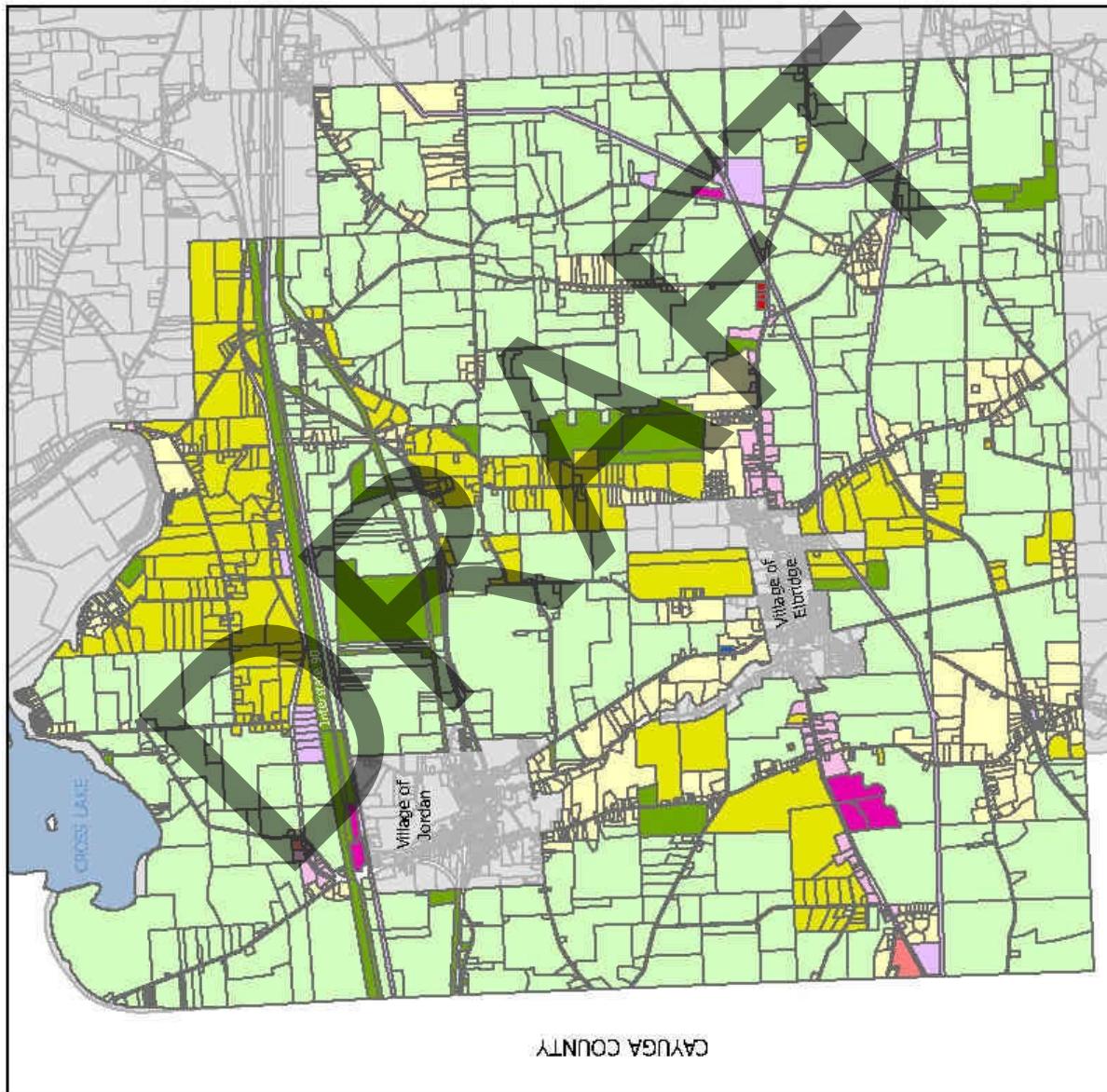
# Town of Elbridge Zoning Map



1.5 Miles  
0 0.38 0.75

Zoning
AGR-Agricultural
B1-Business 1
B2-Business 2
B3-Business 3
IND-Industrial
MUN-Municipal
PD-Planned District
R1-Residential 1
RR-Rural Residential
S-Service

SYRACUSE  
COMMUNITY  
GEOGRAPHY  
Created 3/1/2023  
Last updated 01/19/2021



**STAFF REVIEW:**

**Proposed Text:** The Town is proposing to amend procedures within B-1 districts to add "Notwithstanding anything contained herein this Code to the contrary, site plan approval shall not be required where a residential or ancillary structure is being proposed within the Business (B-1) District on a parcel that (i) contains a primary residence, and (ii) is solely being used for residential purposes."

No other changes to the rules and procedures of B-1 are proposed.

**ADVISORY NOTE:** Per GML § 239-*nn*, the legislative body or other authorized body having jurisdiction in a municipality shall give notice to an adjacent municipality when a hearing is held by such body relating to a subdivision, site plan, special use permit, or a use variance on property that is within five hundred feet of an adjacent municipality. Such notice shall be given by mail or electronic transmission to the clerk of the adjacent municipality at least ten days prior to or on the day of such hearing.

*For agency contacts and additional information about advisory notes, please visit:  
<http://ongov.net/planning/ocpb.html>*

**DRAFT**



# ONONDAGA COUNTY DEPARTMENT OF PLANNING

J. Ryan McMahon, II  
COUNTY EXECUTIVE

Troy Waffner  
DIRECTOR OF PLANNING

**TO:** Members of the Town of DeWitt Planning Board  
**FROM:** Troy Waffner, Director Of Planning  
**DATE:** Wednesday, December 31, 2025  
**RE:** GML Administrative Review - at 6485 Collamer Road  
**RECOMMENDATION:** No Position With Comment

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Per General Municipal Law, §§239-m and –n, and the Onondaga County Planning Board Rules of Procedure and Referral Policy, the Board may delegate review and recommendation on certain referral actions to the Director of the Onondaga County Department of Planning.

These actions, determined as being generally routine in nature with minimal and/or well-understood intercommunity or countywide concerns, are listed within the Rules of Procedure, and at this website: <http://www.ongov.net/planning/ocppreferableactions.html>. Please contact Onondaga County Department of Planning staff at (315) 435-2611 or [countyplanning@ongov.net](mailto:countyplanning@ongov.net) with any questions.

**CASE NUMBER:** Z-26-3  
**REFERRING BOARD:** Town of DeWitt Planning Board  
**DATE RECEIVED:** 12/19/2025  
**TYPE OF ACTION:** SITE PLAN  
**APPLICANT:** Tuff Shed  
**LOCATION:** at 6485 Collamer Road  
**WITHIN 500' OF:** General Municipal Law Section 239-m allows the County Planning Board to review approval of site plans and the site is located within 500 feet of Collamer Road (Route 298), a state highway  
**TAX ID(s):** 018.-03-01.0  
**PROPOSAL:** The applicant is proposing a change of use for an existing one-story building to a sales office, as well as re-paving and re-striping the associated parking area on a portion of a 4.65-acre parcel in a Business Transitional zoning district. The applicant, Tuff Shed, is proposing renovation of the southeast corner of the subject parcel which is located at the corner of Collamer Road (NYS Route 298) and Schuyler Road. The subject area has a full-access driveway to Collamer Road and two full-access driveways to Schuyler Road. The existing single-story building has an asphalt area extending south to Collamer Road and east to Schuyler Road. The remainder of the subject area is covered by existing gravel.

The applicant is proposing renovation of the building into a Tuff Shed sales office along with repaving/striping the 10-space lot for employee and customer use. The gravel area will be utilized for a shed display area.

For agency contacts and additional information about advisory notes, please visit: <http://ongov.net/planning/ocpresources.html>

The subject area comprises a small portion of a 4.65-acre lot which per aerial imagery, contains multiple businesses and uses. GT Automotive is also located along the Collamer Road frontage, west of the subject area, and extends to the rear with its own full-access driveways to both Collamer and Schuyler Roads. A single-family residence is located between the subject area and the rear portion of GT Auto and has its own full-access driveway to Schuyler Road. JD&K companies occupies the rear of the parcel and has two full-access points to Schuyler Road. Per the referral notice, the Town Planning Board intends to review the entire parcel and not just the leased area.

**ADVISORY NOTE:** Per the NYS Department of Transportation, all existing or proposed driveways on Collamer Road must meet Department requirements.

**Recommendations:** No Position With Comment

**Comment(s):** Every municipal review provides the opportunity to improve community appearance and the applicant and the municipality are encouraged to require physical delineation between separate on-site uses and businesses and incorporate elements such as shared parking with neighboring businesses and landscaping along the road frontage and around the parking lots.

For agency contacts and additional information about advisory notes, please visit: <http://ongov.net/planning/ocpbresources.html>



# ONONDAGA COUNTY DEPARTMENT OF PLANNING

J. Ryan McMahon, II  
COUNTY EXECUTIVE

Troy Waffner  
DIRECTOR OF PLANNING

**TO:** Members of the Town of Salina Town Board  
**FROM:** Troy Waffner, Director Of Planning  
**DATE:** Wednesday, December 31, 2025  
**RE:** GML Administrative Review -  
**RECOMMENDATION:** No Position

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Per General Municipal Law, §§239-m and –n, and the Onondaga County Planning Board Rules of Procedure and Referral Policy, the Board may delegate review and recommendation on certain referral actions to the Director of the Onondaga County Department of Planning.

These actions, determined as being generally routine in nature with minimal and/or well-understood intercommunity or countywide concerns, are listed within the Rules of Procedure, and at this website: <http://www.ongov.net/planning/ocppreferableactions.html>. Please contact Onondaga County Department of Planning staff at (315) 435-2611 or [countyplanning@ongov.net](mailto:countyplanning@ongov.net) with any questions.

**CASE NUMBER:** Z-26-7  
**REFERRING BOARD:** Town of Salina Town Board  
**DATE RECEIVED:** 12/23/2025  
**TYPE OF ACTION:** LOCAL LAW  
**APPLICANT:** Town of Salina  
**LOCATION:**  
**WITHIN 500' OF:** General Municipal Law Section 239-m allows the County Planning Board to review the adoption or amendment of a zoning ordinance or local law and  
**TAX ID(s):**  
**PROPOSAL:** The Town of Salina is proposing a Town-wide twelve-month moratorium on the “siting, establishment, placement, installation, construction, erection, modification and/or enlargement of battery energy storage systems within the Town of Salina.” Per the proposed law, the moratorium will allow the Town time to consider and enact zoning measures “to specifically address the matters of community concern.”

The proposed law defines terms including “battery”, “battery energy storage system”, and “battery energy storage management system” along with Tier 1 and Tier 2 Battery Energy Storage Systems (BESS). Tier 1 BESS are defined as systems that “have an aggregate energy capacity less than or equal to 600kWh and, if in an enclosed area, consist of only a single energy storage system technology”. Tier 2 BESS are defined as systems that “have an aggregate capacity greater than 600kWh or are comprised of more than one stage battery

For agency contacts and additional information about advisory notes, please visit: <http://ongov.net/planning/ocpresources.html>

technology in a room or enclosed area" noting "Such systems shall include so-called 'independent' or 'stand-alone' systems or systems which are incidental to another primary use, including but not limited to any wind energy or solar energy systems."

The Town Board reviews any application for relief from the moratorium. The application and a \$250 fee are to be submitted to the Town Code Enforcement Officer.

**ADVISORY NOTE:** Per GML § 239-*nn*, the legislative body or other authorized body having jurisdiction in a municipality shall give notice to an adjacent municipality when a hearing is held by such body relating to a subdivision, site plan, special use permit, or a use variance on property that is within five hundred feet of an adjacent municipality. Such notice shall be given by mail or electronic transmission to the clerk of the adjacent municipality at least ten days prior to any such hearing.

**Recommendations:** No Position

DRAFT

For agency contacts and additional information about advisory notes, please visit: <http://ongov.net/planning/ocpbresources.html>