Chairman Malfitano called the Planning Board to order at 7:30 p.m.

**Old Towne Estates Subdivision**
Having received proof of publication dated July 5, 2020, of the notice of public hearing in the matter of Old Towne Estates, Chairman Malfitano opened the Public Hearing.

Alex Wisniewski of LJR Engineering and Tim Coyer of Ianuzzi and Romans appeared before the Planning Board presenting a proposed plan for the Old Towne Estates Subdivision. Mr. Coyer explained that the only change to the preliminary plan is the phasing which has been modified at the request of the Planning Board, the plan currently consists of 69 lots and no engineering has changed. He noted that they cannot begin the 3 mile review until preliminary plan approval is granted.

Chairman Malfitano clarified that the plan includes 5 sections to be developed over time. Mr. Coyer reviewed the various roads that will be developed. It was noted that the Kelsey Lane is a typo and should be Kelsey Drive. There were no further comments or questions regarding the application, however, Chairman Malfitano noted that the Public Hearing will remain open.

Referral was made to the County Planning Board and their response has been received which includes several comments. Chairman Malfitano reviewed the OCPB response including the comments as follows:

1. To more fully embrace the benefits of the proposed conservation easements, the Board encourages the Town and applicant to consider implementing principles of a cluster subdivision, which would include a conservation analysis to demonstrate available resources on the site and a subsequent layout plan based on demonstrated conservation value. This strategy would allow the applicant to set aside the site’s most valuable resources, such as steep and/or forested areas, for conservation, decrease lot sizes further in favor of increased open space, and minimize infrastructure needs including roads, sewer and water lines and stormwater management areas.

2. The Board encourages the Town to ensure that appropriate mechanisms are in place for future and sustained maintenance, enforcement, and care of the conservation lands. Suitable means of administering the conservation lands may include creating a separate parcel to allow for the land to be sold or donated to a qualifying conservation organization, or placing the lands under a restrictive covenant to be held by the Town and a qualifying conservation organization.
3. The Town and applicant are advised that compliance with Section 10 of the Onondaga County Right of Way Designation Law (Local Law # 5-1972) is required for any new streets/street names, and the subdivision map must be modified to reflect approved street names prior to subdivision filing. The applicant should contact Rachel Woods at the Syracuse-Onondaga County Planning Agency at rachelwoods@ongov.net for approval of street names and addresses prior to filing the subdivision.

4. The Board recommends that the Town ensure appropriate and sustained maintenance and funding mechanisms are in place for future ownership and care of any green space areas and stormwater management facilities to serve the subdivision. Potential strategies may include separating such areas onto nonresidential parcels, to be owned and maintained by a Homeowner's Association (HOA) or the Town, and establishing adequate easements to allow for access to such facilities.

5. The applicant is encouraged to also consider potential strategies for maintenance of the utility easements and archaeological area, which may also benefit from being separated onto non-residential parcels.

6. The Town and applicant are encouraged to consider opportunities to incorporate elements such as sidewalks, street trees, and shared green spaces to improve walkability and quality of life within the proposed community.

7. An alternate road layout and/or dedication of rights-of-way are encouraged, which would allow for future extension of the local road network to serve any future development to the south and potentially connect with Skyline Drive.

8. The Board advises the Town to consider any limitations of the regional transportation system, particularly intersections north of the site, which may be impacted by the proposed development.

Mr. Fuller asked for information about the archaeological area mentioned in the OCPB comments. Mr. Wisniewski noted that there was a study performed and because arrowheads were found in the area it has been deemed a do-not-disturb area requiring it to be fenced and have a 50 foot buffer around the area. Chairman Malfitano asked that the area be noted on the plan with the fence and buffer shown. Mr. Wisniewski stated it is shown on the grading plan and will be shown on the construction drawings. It was noted that the archaeological area is located within a utility easement. Chairman Malfitano indicated that the area should be noted on the grading plan and also shown on recorded plan so the owner of Lot 1 will clearly know that the area cannot be disturbed.

Ms. Campbell asked who is responsible for maintaining the area. Mr. Wisniewski responded that the land owner is responsible. The area is encompassed by a utility easement which will eventually be turned over to the Town. Mr. Wisniewski stated that the results of the study directed that the site should stay protected after construction has ended and measures should include the following: “Lay geo-textile fabric over the surface of the site, place a layer of pea sized gravel then topsoil over the geo-textile fabric and seed the area with grass. The protected site will be surrounded by a wood split rail fence. The protected area will be excluded from subdivision plans and the site area will remain as green space. Physical plans for the subdivision will include notation that this is an environmentally sensitive area do not disturb.”

Chairman Malfitano asked Mr. Perrine if the drainage report is supposed to be the SWPPP. Mr. Perrine indicated that there will be a SWPPP during the first phase of the contract drawings and it will be prepared for the entirety of the project so there will not be multiple SWPPPs for multiple phases. Chairman Malfitano stated that the Code states that the SWPPP has to be approved in conjunction with the approval process and the Town looks to the Planning Board to approve all the plans and road profiles. Mr. Wisniewski indicated that all required documents for subdivision approval will be prepared and once the preliminary approval is granted they will prepare contract drawings. Chairman Malfitano clarified that they are seeking preliminary plan approval for the overall plan at this time. Mr. Wisniewski confirmed agreement.
The Short Environmental Assessment Form dated February 25, 2020, was then reviewed and completed. A motion was made by Mr. Fuller and Seconded by Mr. Baker accepting the Short Environmental Assessment Form, declaring the matter an unlisted action and a negative declaration was issued. With all in favor the motion passed unanimously. This matter will be included on the July 27, 2020, Planning Board meeting agenda for preliminary plan approval.

**Kayla Smith, Comfort Windows for Doug Carter - 3196 Lords Hill Road**

Kayla Smith representing Comfort Windows appeared before the Planning Board regarding the property located at 3196 Lords Hill Road (Route 80). The property is a pre-existing non-conforming structure and the applicant is seeking a special permit to construct a porch that will be approximately 50 feet from the center line of the road instead of the required 65 feet from the property line. The applicant is seeking approval to construct an 8 foot porch. Ms. Smith indicated that there was a porch originally but it was torn down by the owner and now they are seeking to rebuild the porch as it was in the 1990’s.

Ms. Smith clarified that it will be an open porch with stairs off the right side towards the driveway. The stairs will have two treads and no handrail. It was noted that the porch would be approximately 17 or 18 feet from the right-of-way as presented. It was suggested that minimal relief could be recommended given the distance from the road to the structure.

Chairman then dictated a letter to the Zoning Board of Appeals with the Planning Board recommendation. A copy of the letter is attached hereto.

**YiWei Qi, Sean Zhai, Rebecca Yu, and Jianghong Yu (AccuGPS) - 5727 East Seneca Turnpike**

Chairman Malfitano explained that the applicant is seeking to convert the residential house at 5727 East Seneca Turnpike to a business. Business use of this property is permitted because it is a PCO Zoning. This requires a special permit for change of use because it has been historically used as a multi-family residence and they now seek to use the property as the corporate offices for AccuGPS. It was noted that the interior will be renovated to function as an office but there will not be significant alterations to the exterior. A site plan was provided for review and it was noted that a driveway permit was issued dated July 23, 2019.

Chairman then dictated a letter to the Zoning Board of Appeals with the Planning Board recommendation. A copy of the letter is attached hereto.

**Planning Board Minutes**

A motion was made by Mr. Mahaney, seconded by Ms. Campbell, that the Board approve and accept the meeting minutes of the May 11 2020, meeting. The motion passed with all in favor.

A motion was made by Mr. Fuller, seconded by Mr. Mr. Mahaney, that after minor changes, the Board approve and accept the meeting minutes of the June 8, 2020, meeting. The motion passed with all in favor

A motion was made by Mr. Baker, seconded by Mr. Fuller, that there being no further business to come before the Board the meeting be adjourned. The motion passed unanimously and the meeting was adjourned at approximately 8:30 p.m.

Respectfully submitted,

Melinda L. Mayer
Secretary
July 14, 2020

Mr. John B. Elleman, Chairman
Town of Onondaga Zoning Board of Appeals
5020 Ball Road
Syracuse, NY 1325

Re: Kayla Smith, Comfort Windows for Doug Carter
3196 Lords Hill Road

Dear Chairman Elleman:

Ms. Kayla Smith of Comfort Windows represented the applicant, Mr. Carter. We reviewed the proposal and have refined our interpretation of the otherwise applicable setback requirements. Based upon a measurement from the edge of the road, adding a normal 15 foot municipal right-of-way, the improvements would be approximately 17 or 18 feet from the right-of-way as proposed. We also believe that the Zoning Board should apply minimal amount of relief. This could be accomplished by a 4 foot porch or overhang which would still allow for improvement to the architectural appearance of the front of the house and safely permit ingress from the porch to the front entrance.

In addition, please specify that any steps should be constructed only from the side of any proposed structure so as not to increase the encroachment to the front.

We would again suggest that the Board request an as-built survey showing the improvements when and if built and measured in compliance with current survey requirements for the road and setback. All members of the Town Planning Board concur with this recommendation.

Very truly yours,

Marc A. Malfitano

Marc A. Malfitano, Chairman
Town Planning Board

cc: Cheryl Hammond
July 14, 2020

Mr. John B. Elleman, Chairman
Town of Onondaga Zoning Board of Appeals
5020 Ball Road
Syracuse, NY 1325

Re: AccuGPS - 5727 East Seneca Turnpike, Jamesville, NY 13078

Dear Chairman Elleman:

The Planning Board reviewed the Special Permit Application for the above listed matter. We do not have any objection to the change of use since the property is zoned PCO.

There needs to be evidence of the new DOT curb cut driveway permit. We believe that all of the parking required by the zoning code must be constructed and we do not believe that the code gives the applicant the ability to simply hold spaces in reserve.

There is no indication of the location of the main entrance on the building and there needs to be a review to determine whether a handicap accessible ramp is required. We recognize that the applicant will have to bring the structure up to date to meet the current proposed change in use including, but not limited to, handicap access, fire code, handicap accessible bathroom and similar requirements.

Finally, there is no indication of any proposed signage that has been submitted and that would require a separate signage permit. There is an additional accessory structure shown on the survey and the development plans and there is no indication of any plans for improvements or otherwise of that structure. The ZBA should confirm its proposed use and status.

Very truly yours,

Marc A. Malfitano

Marc A. Malfitano, Chairman
Town Planning Board

cc: Cheryl Hammond