

**Town of Marcellus Planning Board
24 East Main Street
Marcellus, New York 13108**

April 7, 2014

Present: Chairperson Jerry Wickett, Bob Ciota , Michelle Bingham, Chris Christensen,
Ron Schneider, Kathy Carroll
Absent: Robert Oliver
Town Counsel: James Gascon of Costello, Cooney, Fearon
Town Engineer: Jason Kantak of TDK Engineering
Codes Officer: John Houser

The Planning Board of the Town of Marcellus met in regular session in the Town Hall for the Town of Marcellus, located at 24 E. Main Street, Marcellus, New York, on April 7, 2014.

Nancy Seeley, New Seneca Turnpike and Highland Cemetery, New Seneca Turnpike -1 lot subdivision on each project

A public hearing was held for both subdivisions. The secretary, Karen Cotter, read the legal notices into the minutes and advised mailing receipts are on file for both subdivision. **Bob* McManus, Pleasant Valley Rd., president of the Highland Cemetery Board, stated that an opportunity to expand was being made available due to Nancy Seeley subdividing her lot. The existing cemetery is 50-60% full. The approved driveway location is indicted on the map for the proposed newly created lot. If the location is changed the new owner would need to contact OCDOT. The Chair, Jerry Wickett, asked if anyone would like to speak in favor or in opposition. Peter Hogan, 4241 New Seneca Turnpike, had a few questions and wanted to look at the map of the project. There was no one present in favor of/or in opposition to the project. OCPB resolution #S-14-25, dated April 2, 2014 (Nancy Seeley) and OCPB resolution #S-14-24, dated April 2, 2014 (Highland Cemetery) was read into the minutes. Chris Christensen made a motion to close the public testimony and public hearing for the Seeley subdivision. Bob Ciota seconded and the motion carried with the following vote:

Chris Christensen – aye	Michelle Bingham – aye
Bob Ciota– aye	Ron Schneider - aye
Michelle Bingham – aye	Kathy Carroll - aye

Chris Christensen made a motion to close the public testimony and public hearing for the Highland Cemetery subdivision. Kathy Carroll seconded and the motion carried with the following vote:

Chris Christensen – aye	Michelle Bingham – aye
Bob Ciota– aye	Ron Schneider - aye
Michelle Bingham – aye	Kathy Carroll - aye

Chris Christensen made a motion to approve the Seeley subdivision as presented contingent upon the Highland Cemetery subdivision approval. This will facilitate the natural progression of the cemetery for the citizens. A copy of the driveway approval was submitted from OCDOT on September 18, 2013 - #73-01-13. Bob Ciota seconded and the motion carried with the following vote:

Chris Christensen – aye
Bob Ciota– aye
Michelle Bingham – aye

Michelle Bingham – aye
Ron Schneider - aye
Kathy Carroll - aye

WHEREAS, an application for PRELIMINARY/FINAL PLAT APPROVAL has been duly filed by Nancy Seeley, on a one (1) lot subdivision located at New Seneca Turnpike in an R1 Zone and;

WHEREAS, the Planning Board duly called and held a public hearing thereon April 7, 2014, commencing at 7:00PM, local time, to consider said application at which time and place all persons desiring to be heard were duly heard; and

WHEREAS, the Planning Board, as lead agency, determined an unlisted negative SEQR declaration; and

WHEREAS, the Planning Board duly considered the application, maps, data and supporting documents submitted by the applicant as well as all comments and suggestions received at the public hearing; and

NOW THEREFORE BE IT RESOLVED that the Planning Board of the Town of Marcellus hereby grants preliminary/final plat approval on the subdivision know as ""Seeley Subdivision", such approval being based on a map made Lehr Land Surveyors, dated January 17, 2014 and revised on February 21, 2014.

BE IT FURTHER RESOLVED that such approval is contingent upon compliance with all regulations set forth in the Marcellus Subdivision Regulations adopted March 14, 1988 including, but not limited to:

1. Applicant complies with the Planning Board resolution of February 2, 1987 regarding runoff:
That in all developments in the Town of Marcellus, the peak runoff flow rate of the discharge from a proposed site after development shall not exceed the peak runoff flow rate that prevailed prior to development. In general, this requirement will necessitate the design and construction of detention/retention facilities of various types. The design frequency should be that of a twenty-five year storm with an overflow facility to handle a one hundred year storm with no erosion.
2. Monuments are in place, indicated on the map and inspected and approved by CEO.

3. Successful drainage plan approved by the Onondaga County Health Department.
4. Conditions set forth in the OCPB resolution dated April 2, 2014.
5. Further subdivisions are prohibited and should be noted on the linen map.
6. Submission of the final linen (2 copies) maps (final map-see subdivision regulations for specifications) which shows monuments, submitted within six (6) months after approval of the preliminary plat as outlined in Sec 303 A.
7. Timely filing of the approved map as outlined in Section 304, and submission of the receipt, or copy thereof, to the Town Clerk's office within sixty days of the Planning Board final approval.
8. Contingent upon Highland Cemetery approval
9. No building permits are to be issued until all contingencies are met.

Chris Christensen made a motion to approve the Highland Cemetery subdivision as presented contingent upon the Seeley subdivision approval. This will annex the east portion of the cemetery to the newly approved lot and fulfill a public need for cemetery spots. Ron Schneider seconded and the motion carried with the following vote:

Chris Christensen – aye
Bob Ciota– aye
Michelle Bingham – aye

Michelle Bingham – aye
Ron Schneider - aye
Kathy Carroll - aye

WHEREAS, an application for PRELIMINARY/FINAL PLAT APPROVAL has been duly filed by Highland Cemetery, on a one (1) lot subdivision located at New Seneca Turnpike in an R1 Zone and;

WHEREAS, the Planning Board duly called and held a public hearing thereon April 7, 2014, commencing at 7:00PM, local time, to consider said application at which time and place all persons desiring to be heard were duly heard; and

WHEREAS, the Planning Board, as lead agency, determined an unlisted negative SEQR declaration; and

WHEREAS, the Planning Board duly considered the application, maps, data and supporting documents submitted by the applicant as well as all comments and suggestions received at the public hearing; and

NOW THEREFORE BE IT RESOLVED that the Planning Board of the Town of Marcellus hereby grants preliminary/final plat approval on the subdivision know as ""Highland Cemetery Subdivision", such approval being based on a map made Lehr Land Surveyors, dated January 17, 2014 and revised on February 21, 2014.

BE IT FURTHER RESOLVED that such approval is contingent upon compliance with all regulations set forth in the Marcellus Subdivision Regulations adopted March 14, 1988 including, but not limited to:

1. Applicant complies with the Planning Board resolution of February 2, 1987 regarding runoff:
That in all developments in the Town of Marcellus, the peak runoff flow rate of the discharge from a proposed site after development shall not exceed the peak runoff flow rate that prevailed prior to development. In general, this requirement will necessitate the design and construction of detention/retention facilities of various types. The design frequency should be that of a twenty-five year storm with an overflow facility to handle a one hundred year storm with no erosion.
2. Monuments are in place, indicated on the map and inspected and approved by CEO.
3. Successful drainage plan approved by the Onondaga County Health Department.
4. Conditions set forth in the OCPB resolution dated April 2, 2014.
5. Further subdivisions are prohibited and should be noted on the linen map. Submission of the final linen (2 copies) maps (final map-see subdivision regulations for specifications) which shows monuments, submitted within six (6) months after approval of the preliminary plat as outlined in Sec 303 A.
7. Timely filing of the approved map as outlined in Section 304, and submission of the receipt, or copy thereof, to the Town Clerk's office within sixty days of the Planning Board final approval.
8. Contingent upon Seeley subdivision approval
9. No building permits are to be issued until all contingencies are met.

David Palmowski, 2588 and 2590 Pleasant Valley Road – 1 lot subdivision

A public hearing was held for a one (1) lot subdivision for David Palmowski. The secretary, Karen Cotter read the legal notice into the minutes and advised that the mailing receipts were on file. Mr. Palmowski owns two (2) separate lots and is combining them into one (1). The Chair, Jerry Wickett, asked if anyone would like to speak in favor or in opposition to the project and there were none. He then read the OCPB resolution #S-14-33, dated April 2, 2014 into the minutes. Chris Christensen advised that he had a meeting with Mr. Palmowski and advised that he would need to complete a site plan if a business is operated from that property. A motion was made by Bob Ciota to close the public testimony and public hearing and Chris Christensen seconded. The motion carried with the following vote:

Chris Christensen – aye
Bob Ciota– aye
Jerry Wickett – aye

Michelle Bingham – aye
Ron Schneider - aye
Kathy Carroll - aye

Chris Christensen made a motion to approve the subdivision as presented as a public hearing was held and there was no opposition, it is located in the Business zone, is a permitted use and it is consistent with the neighborhood. Kathy Carroll seconded and the motion carried with the following vote:

Chris Christensen – aye
Bob Ciota– aye
Michelle Bingham – aye

Michelle Bingham – aye
Ron Schneider - aye
Kathy Carroll - aye

WHEREAS, an application for PRELIMINARY/FINAL PLAT APPROVAL has been duly filed by David Palmowski, on a one (1) lot subdivision located at 3368 Pleasant Valley Road in an Business Zone and;

WHEREAS, the Planning Board duly called and held a public hearing thereon April 7, 2014, commencing at 7:00PM, local time, to consider said application at which time and place all persons desiring to be heard were duly heard; and

WHEREAS, the Planning Board, as lead agency, determined an unlisted negative SEQR declaration; and

WHEREAS, the Planning Board duly considered the application, maps, data and supporting documents submitted by the applicant as well as all comments and suggestions received at the public hearing; and

NOW THEREFORE BE IT RESOLVED that the Planning Board of the Town of Marcellus hereby grants preliminary/final plat approval on the subdivision know as "Palmowski Subdivision", such approval being based on a map CNY Land Surveying, dated February 19, 2014

BE IT FURTHER RESOLVED that such approval is contingent upon compliance with all regulations set forth in the Marcellus Subdivision Regulations adopted March 14, 1988 including, but not limited to:

1. Applicant complies with the Planning Board resolution of February 2, 1987 regarding runoff:

That in all developments in the Town of Marcellus, the peak runoff flow rate of the discharge from a proposed site after development shall not exceed the peak runoff flow rate that prevailed prior to development. In general, this requirement will necessitate the design and construction of detention/retention facilities of various types. The design frequency should be that of a twenty-five year storm with an overflow facility to handle a one hundred year storm with no erosion.

2. Monuments are in place, indicated on the map and inspected and approved by CEO.
3. Successful drainage plan approved by the Onondaga County Health Department.
4. Conditions set forth in the OCPB resolution dated April 2, 2014.
5. Further subdivisions are prohibited and should be noted on the linen map.
6. Submission of the final linen (2 copies) maps (final map-see subdivision regulations for specifications) which shows monuments, submitted within six (6) months after approval of the preliminary plat as outlined in Sec 303 A.
7. Timely filing of the approved map as outlined in Section 304, and submission of the receipt, or copy thereof, to the Town Clerk's office within sixty days of the Planning Board final approval.
8. No building permits are to be issued until all contingencies are met.

Bruce Ramsden , 3768 Slate Hill Road – subdivision

Mr. Ramsden would like to subdivide his property into two (2) separate lots. Upon reviewing the map he was advised that he does not have enough road frontage on Slate Hill Road and the Planning Board cannot create a non-conforming lot.

Discussion –

- **Ultimate Goal/Shea & White subdivision –**
 - Jim Gascon advised that he had received a signed road maintenance agreement and it is on file.
 - Jerry Wickett and Chris Christensen met with Paul Hood and discussed what needed to be on the final subdivision map.
 - It was agreed that all the requirements for the site plan map had been completed.
 - Trash location, signs and the bridge all needed to be dealt with prior to Ultimate Goal being allowed to use the newly proposed field.
 - Building dimension on the back corner will be indicated on the final map
 - Discussion regarding the time line of filing maintenance agreement and deeds – are they part of the abstract? Should they be filed prior to subdivision map? Should book/deed be indicated on final map? Jim Gascon will research and give us an answer.
 - Project will be extended an additional 30 days from May 7, 2014.
- Codes officer, John Houser, presented the following issues:
 - A. Osterman Subdivision – letter dated March 19, 2014 outlined several drainage issues that this project has encountered both past and present. There was discussion on whether a new subdivision map needs to be submitted with the corrected drainage. Chris Christensen is concerned on how the revised plan will affect the neighboring properties. Mr. Christensen feels the new plan changes the original maintenance agreement/covenants and the new information needs to be filed.

- B. Mr. Christensen would like us to get a letter from all parties in favor of the drainage change and feels we need the proper documentation on what is to be maintained. The maintenance is the responsibility of both property owners.
- C. Sage Meadows Subdivision – there was additional discussion regarding sidewalks. Chris Christensen stated that the base of the sidewalks will need to be completely redone. He asked Jason Kantak, TDK Engineering, what the cost would be to move the existing catch basins and widen the road to allow a legal walking area. There is an open question as to whether the base of the road will need to be redone prior to putting the top coat on. Also, he advised that the side road to lot 15 is not graded properly.

The minutes of the March meeting will stand as distributed.

The meeting was adjourned at 8:50 PM

Respectfully submitted,

Karen Cotter
Secretary

*Corrected at the May 5, 2014 Planning Board meeting