

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

**September 8, 2022**

**Present:** Chairperson Jerry Wickett, Chris Christensen, Ron Schneider,  
Mark Taylor, Kathy Carroll, Scott Stearns  
**Absent:** Holly Tufenkjian  
**Town Counsel:** Rich Adino of Costello, Cooney, and Fearon  
**Town Engineer:** Joe Durand of TDK Engineering (absent)  
**Codes Officer:** John Houser

The Planning Board of the Town of Marcellus met in regular session in the Marcellus Town Hall for the Town of Marcellus, located at 22 East Main St. Marcellus, New York, on September 8, 2022.

**SITE PLAN-**

**Valley Inn, Courtney Horrigan/Kayla Evans, 2574 Cherry Valley Turnpike**

Architect Rich Krenzer, Courtney Horrigan, and Kayla Evans were present representing this project. The following was discussed:

- Updated maps were submitted
- The rear underground entry location for the utility lines were added
- septic approval from the Onondaga County health Department was submitted
- there will be 6-foot-high gates around the dumpster
- snow will be moved to the rear of the property and not pushed into Nine Mile Creek
- there will be a silt fence around the parking area while under construction
- they will use the existing sign with the name change
- the erosion plan is part of the submitted drawing

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Chris Christensen moved that the site plan dated July 15, 2022 and revised August 22, 2022 be approved with the following comments, conditions, and stipulations:

1. By discussion with the Codes Officer. at our meetings and by feedback from the Town Engineer it has been determined that a special permit is not necessary for the planned work within and adjacent to the critical environmental zone on this property. Silt fence and erosion runoff protection must be established to the satisfaction of the Codes Officer. and maintained until in his opinion it can be removed. (As an example – not necessarily when the grass is established)
2. it is understood that the plans are to utilize some or all of the current septic system, subject to requirements by the Onondaga County Health Department. When those plans are finalized a copy of the approved system information shall be supplied to Marcellus Planning Board for inclusion as part of the site plan. Since construction may take place near the building in the access area to the parking lot, suitable erosion/runoff protection should be coordinated with the codes Ofc. for this work.
3. Black top pavement from the road to the end of the current pavement should be maintained/repared as required to ensure a suitable runoff distance for stones from the gravel parking lot so is gravel is not carried onto Route 20 from the site.
4. Modifications to the front and back access of the building shall be in accordance with requirements for access from the front and rear handicapped parking spaces.
5. No sign location change or signage change has been provided at this time and it has been indicated it is the intent not to move or add to signage at this time. They will be changing the name on the existing sign. This would be coordinated as a follow-up with either the Codes Officer through suitable application or with the Planning Board with an amendment to site plan.
6. It is understood that currently only the entry points for underground water and underground gas are known and are indicated on the plan. Since underground work is anticipated to be necessary and when the underground pipes are located, before digging, the documentation of the locations on the property shall be provided to the Planning Board for inclusion with the site plan documents.

7. The lights on the building and on the property shall be both night sky compliance and also not provide off-site glare that could impact the neighbors or impact drivers in either direction on Route 20.
8. Initial hours of operation had been presented as breakfast and evolving into breakfast and lunch. Dinner may be considered at a later date. No outdoor music or bands have been requested and are not allowed under this site plan.
9. No parking is allowed on the shoulder of Route 20.
10. Some outdoor seating may be included in the plan at the Southeast corner of the building
11. There has been no request for any outdoor activities on the southern end of the lot nor has any been allowed as part of the site plan. Scott Stearns second and the motion carried with the following votes:

Jerry Wickett - aye  
Ron Schneider – aye  
Holly Tuffenkjian - absent  
Scott Stearns - aye  
Mark Taylor -aye  
Chris Christensen – aye

WHEREAS, an application has been duly filed requesting FINAL SITE PLAN REVIEW AND APPROVAL for “The Milkhouse”, on premises located at 2574 Cherry Valley Turnpike, Marcellus, New York in an Agricultural Zone and a Highway Overlay Zone

WHEREAS, all Planning Board members had due notice of said meeting, and that pursuant to Section 94 of the Public Officers Law, said meeting was open to the general public and due and proper notice of the time and place thereof was duly given as required by law; and

WHEREAS, the Planning Board, is required to issue an advisory recommendation to the ZBA pursuant to Section 22 of the Marcellus Zoning Ordinance; and

NOW, THEREFORE BE IT RESOLVED that the Planning Board of the Town of Marcellus hereby makes the following findings and recommendations to the Zoning Board of Appeals:

1. By discussion with the Codes Officer at our meetings and by feedback from the Town Engineer it has been determined that a special permit is not necessary for the planned work within and adjacent to the critical environmental zone on this property. Silt fence and erosion runoff protection must be established to the satisfaction of the Codes Officer and maintained until in his opinion it can be removed. (As an example – not necessarily when the grass is established bracket)
2. it is understood that the plans are to utilize some or all of the current septic system subject to requirements by the Onondaga County health Department. When those plans are finalized a copy of the approved system information shall be supplied to Marcellus Planning Board for inclusion as part of the site plan. Since construction may take place near the building in the access area to the parking lot, suitable erosion/runoff protection should be coordinated with the codes Ofc. for this work.
3. Black top pavement from the road to the end of the current pavement should be maintained/repared as required to ensure a suitable runoff distance for stones from the gravel parking lot so is gravel is not carried onto Route 20 from the site.
4. Modifications to the front and back excess of the building shall be in accordance with requirements for access from the front and rear handicapped parking spaces.
5. No sign location change or signage change has been provided this time and it has been indicated it is the intent not to move or add to signage at this time. They will be changing the name on the existing sign. This would be coordinated as a follow-up with either the Codes Officer through suitable application or with the planning board with an amendment to site plan.
6. It is understood that currently only the entry points for underground water and underground gas are known and are indicated on the plan. Since underground work is anticipated to be necessary and when the underground pipes are located, before digging, the documentation of the locations on the property shall be provided to the Planning Board for inclusion with the site plan documents.
- 7 .The lights on the building and on the property shall be both night sky compliance and also not provide off-site glare that could impact the neighbors or impact drivers in either direction on Route 20.

7. Initial hours of operation had been presented as breakfast and evolving into breakfast and lunch. Dinner may be considered at a later date. No outdoor music or bands have been requested and are not allowed under this site plan.
- 8 No parking is allowed on the shoulder of Route 20.
- 9 Some outdoor seating may be included in the plan at the Southeast corner of the building
11. There has been no request for any outdoor activities on the southern end of the lot nor has any been allowed as part of the site plan.
12. An as built with details needs to be submitted to our office.
13. An erosion protection plan must be submitted to the Codes Officer.
14. Any building permits must be obtained through the codes department.

### **SUBDIVISION MODIFICATION -**

#### **Patchwork Plus, Tom West, 2532 Cherry Valley Turnpike – one lot**

Mr. West was present to discuss his one lot subdivision that was approved on March 7, 2022. Part of the resolution stated that Mr. West must submit new maps that indicated a small parcel, in the rear of the newly created lot, be attached. This would require Mr. West to have a piece of property resurveyed with new maps created. Chris Christensen spoke to Mr. West's attorney, Mary Dailey, and she advised that Mr. West obtained this small piece of property at the closing on the original property where Patchwork Plus is now located. After much review and discussion between Mr. Christensen and Mrs. Dailey, it was decided that that parcel is on a separate deed and does not need to be attached to the newly created lot as there is no impact on this project. Chris Christensen made a motion to amend the original resolution dated March 7, 2022, and advised that Mr. West does not have to attach that separate piece to the newly created lot. Kathy Carroll second and the motion carried with the following votes:

Jerry Wickett - aye  
Ron Schneider – aye  
Holly Tuffenkjian - absent  
Scott Stearns - aye  
Mark Taylor -aye  
Chris Christensen – aye

**MINUTES –**

Jerry Wickett made a motion to waive the reading of the August minutes and accept as distributed. Chris Christensen seconded and the motion carried with the following vote:

Jerry Wickett – aye  
Ron Schneider – aye  
Holly Tuffenkjian - absent  
Scott Stearns - aye  
Chris Christensen – aye  
Mark Taylor – aye  
Kathy Carroll – aye

Jerry Wickett made a motion to adjourn the Planning Board meeting and Scott Stearns seconded. The motion carried with the following vote:

Jerry Wickett – aye  
Ron Schneider – aye  
Holly Tuffenkjian - absent  
Scott Stearns - aye  
Chris Christensen – aye  
Mark Taylor – aye

The meeting was adjourned 8:00PM

Respectfully submitted,

Karen Cotter  
Secretary