

Planning Board Meeting Minutes  
Regular Meeting  
November 9, 2023

Upon due notice, a Regular Meeting of the Village of Minoa Planning Board, was held on Thursday, November 9 at 6:30 p.m. at the Municipal Building, 240 North Main Street, Minoa, New York.

Present: Chairman **Dan DeLucia**, Planning Board Members: **John Jarmacz** and **Dan Engelhardt**, Attorney Courtney Hills and Secretary Barbara Sturick.

Absent: **Sarah Coleman and Alan Archer**

Also Present: Chief Don Grevelding, Sharon and Bob Caron, Jim DeLaney, Tim Roberson, Stacey Brooks, Diana Kromis, Elwood Weerheim, Jeremiah Butchko and Larry Wood.

Chairman **Dan DeLucia** opened the **Public Hearing Meeting at 6:30** p.m., for the purpose of the meeting is to review the Site Plan Application submitted by Bob and Sharon Caron, for the development of Apartments to be located at 7235 N. Central Ave. The property is located within the Industrial District tax map parcel #054.-02-26.1.

Per section Village of Minoa Code section §127-14 a public hearing notice was published in the Post-Standard (ad order #1110770362-01 run date 10/19/2023). The public hearing notification was mailed on 10/18/2023 to the owners of adjacent properties within a 500' radius of the subject premises, using the Onondaga County GIS website. In addition the public hearing notification was posted on the Village of Minoa Website, and copies were posted on the following locations Bulletin Boards: Village Library, Village Hall, Post Office, Scotty's Automotive, and Trappers II.

**Chairman DeLucia stated the floor would be turned over to the Applicant to make their presentation and after the presentation the floor would be open to the public for any comment.**

Sharon and Bob Caron stated they are looking to build 48 apartments/living spaces similar to their other complex located on the corner of Ferndale and North Central in Minoa. Sharon submitted a picture of the parking lot view of one of the buildings presently located on North Central, a copy of which is attached hereto as Schedule "1". The proposed complex would have (5) five buildings with mostly 2 bedroom apartments. They presented the building locations on site plan submitted.

Sharon and Bob Caron stated they and their Engineer, Neal Zinsmeyer of Napierala Consulting, received the Village of Minoa Engineer, L.J.R Engineering, P.C., referral letter dated November 1, 2023, a copy of which is attached hereto as Schedule "2, and feel all requested additional items are all reasonable items to be addressed and the engineer is working to address same. The Board requested that the reply from Neal Zinsmeyer follow the same format as the referral letter from the Village Engineer.

Sharon and Bob Caron stated they received the Onondaga County Planning Board Resolution (Case #Z-23-286), a copy of which is attached hereto as Schedule "3". Chairman DeLucia reviewed each Advisory Note concerning: DOT, SWPPP, OCWA Easement, DEC Permits which need to be addressed.

The applicants are aware of permits required and what they need to obtain in order to proceed. The Planning Board members discussed the Detention and Retention ponds and the 4 bay DEC systematic spot of water into ponds, the method of holding and the release of water disbursement time and depth of each pond.

Chairman DeLucia asked Minoa Fire Department Chief Grevelding if he had any questions. Attached hereto

as Schedule "4" are Chief Grevelding questions and concerns addressed.

**Public Comments as follows:**

Resident Diana Kromis of 103 Winstead Circle:

- Diana request that the developer manage the water drainage swale issues and flooding in their backyards. Bob Caron stated that the design is to carry water away.
- She asked if there was going to be fencing around back of building to provide privacy. Bob Caron stated it is not part of the site plan to install a fence.
- She asked if they would be leaving the trees by the back of the property. Bob Caron state it is difficult to develop property without taking the trees down.
- Diana asked about the lighting on the back of the buildings. Bob Caron stated those are the details the Planning Board would be reviewing and they would be following the Village of Minoa Code.

Resident Jeremiah Butchko of 240 So. Main:

- Jeremiah asked how far the buildings would be from side line setbacks. Bob stated the distance varied by building between 25 ft. to 31 ft.
- He asked if they were going to have Geothermal Heating to align with any of the Villages Green Initiatives. Bob stated not at this point in time.

Resident Larry Wood of 213 Windebank and property owner of the Daycare at 610 N. Central:

- Stated he would like to see fencing around property to provide privacy to the daycare.

Resident Elwood Weerheim of 405 Fay Lane:

- Elwood asked who pays for the sewer and water lines. Bob Caron state it is part of development site plan and their responsibility as the developer.
- He asked if there were any plans to provide access to school property where there is a playground located on the property behind school bus garage so kids would not be walking up No. Central.

A Motion was made by Dan Engelhardt and seconded by Dan DeLucia to Continue the Public Hearing to Thursday December 14, 2023 at 7:27 pm pending Planning Board Quorum and completion of Bob and Sharon Caron submitting revised plans and permits. All in favor. Motion carried.

Respectfully submitted,



Secretary Barbara Sturick





Schedule "1"





## L.J.R ENGINEERING, P.C.

8394 ELTA DRIVE  
CICERO, NY 13039

November 1, 2023

Ms. Barbara Sturick  
Village of Minoa  
240 N. Main Street  
Minoa, NY 13116

Re: Site Plan Application Review  
Proposed 48-unit Apartment Project  
7235 N. Central Ave.  
File No. 331.015

Dear Barb:

At your request, I have reviewed the following documents related to the above referenced application:

- 1) Full Environmental Assessment Form, Part 1, as prepared by owner, dated 10/22/23
- 2) Site Plan Set (Sheets C-0 to C-10) as prepared by Napierala Consulting, dated 9/15/23
- 3) Topographic Survey Map as prepared by SeGuin Land Surveying, PLLC, dated 5/20/23
- 4) Stormwater Pollution Prevention Plan (SWPPP) as prepared by Napierala Consulting, dated September 2023

Upon review of these documents, I offer the following comments for Village consideration and/or response by the applicant:

### **Full Environmental Assessment Form (EAF)**

- 1) Page 2, Item B - identifies governmental approvals required for the project. The following should be listed:
  - Site Plan approval from the Village Planning Board is required.
  - Sewer extension approval from the Village Board is required (if the sewer extension is to be dedicated to the Village).
  - A NYSDEC SPDES Permit will be required for the project as it will result in disturbance greater than one acre. (As the Village is an MS4 under the State's SPDES program, the Village will be required to sign-off and accept the SWPPP).
  - N. Central Ave. is under the jurisdiction of OCDOT. Accordingly, permitting from OCDOT for the proposed site driveway and other work within the County highway r.o.w. will be required. (Because the proposed stormwater management discharge is directed to the roadside swale that extends along N. Central Ave., OCDOT will also review the SWPPP).
- 2) Page 5, Item D.2.c.i. - Anticipated daily water use should be calculated using the NYSDEC standard of 110 gallons per day per bedroom. If these units are all 2-bedroom units, the daily water use estimate would be 10,560 gpd.
- 3) Page 5, Item D.2.d.i. - Anticipated daily liquid waste generation should use the same calculation (110 gpd per bedroom).

Schedule "2"



- 4) Page 12, Item E.2.o. - Indicates the project site contains potential habitat for threatened or endangered species (the Indiana Bat). As such, any tree removal should occur during the bat's hibernation season (October to April).

## Site Plan Set

### General Comments

The Site Plan set is complete and thorough, and meets the Village's application requirements. Note that the plans are currently stamped "Preliminary/For Concept Review Only". Prior to approval, all sheets should be stamped and signed by a Licensed NYS Professional Engineer.

### Sheet C-0, Title Sheet

No comments.

### Sheet C-1, General Plan Notes

No comments.

### Sheet C-2, Site Preparation Plan

No comments.

### Sheet C-3, Layout Plan

- 1) The site layout meets or exceeds the Village's zoning requirements for setbacks and parking.
- 2) The proposed driveway location should be confirmed with OCDOT. I also recommend that the applicant coordinate with OCDOT in regard to any traffic considerations. A permit from OCDOT will be required.
- 3) The plan includes a note to extend a public sewer easement across the front of the adjacent parcel to the east. If an easement must be acquired from the adjacent landowner, I suggest that the applicant secure this easement as soon as possible since the proposed project is dependent upon it. I would also recommend that the applicant confirm the extent of any filed sewer easements on the adjacent property to ensure the ability to connect to the existing sewer.
- 4) The plan calls for a public sewer extension (to be dedicated to the Village) to serve the site. The sewer would connect to the existing sewer manhole located on the adjacent parcel and then extend west along North Central Ave. and then north into the subject site. After speaking with Tom Petterelli and Eric Cushing, I recommend that the public portion of the sewer extension be limited to the portion that extends along North Central Ave. The remainder of the sewer that is to extend into the subject site should be private (to be owned and maintained by the applicant).
- 5) The applicant should be advised that a public sewer extension will require the applicant to prepare a set of Contract Documents for review and approval by the Village Board, along with Village inspection during installation, the preparation of Record Drawings (by applicant), and dedication to the Village.
- 6) The plan notes a safety fence to be installed around the perimeter of the stormwater management facility proposed in the front of the site. A detail of this fence should be included on the plans. Gate location(s) should also be identified for maintenance access.
- 7) The plan notes a proposed extension of OCWA facilities to serve the site. The plan also shows the nearest fire hydrant located in front of the adjacent parcel to the east. The plan should also



identify any proposed hydrant locations (as required by building code) necessary to serve the site along with service routings to each building.

- 8) Adjacent parcels ownership should be labeled on the plan.
- 9) Add metes and bounds to property lines.

#### Sheet C-4, Grading & Utility Plan

- 1) This plan depicts the proposed site grading and stormwater management facilities. The development will disturb more than 1-acre of land, and therefore a NYSDEC SPDES Permit will be required for the project. The proposed stormwater management system includes a piped drainage system, overland swales, a bio-retention filter, and a pocket pond with pretreatment. These facilities have been designed in accordance with NYSDEC SPDES Permit requirements to mitigate the runoff from the development. The facilities provide adequate water quality treatment and runoff attenuation to mitigate the impacts of the development. These facilities are modeled and detailed further in the project SWPPP.
- 2) These facilities will be private and maintained by the owner. As such, a stormwater management maintenance agreement will need to be established between the owner and the Village in accordance with SPDES permit requirements.
- 3) According to the SWPPP, the design intent is to direct runoff from all new impervious surfaces to the stormwater management practices. Discharge from the pocket pond will be directed to the roadside swale that extends along the northern side of N. Central Ave. Discharge rates will be limited to rates less than existing conditions.
- 4) Because discharge is directed to the N. Central Ave roadside swale, OCDOT will also review the design and SWPPP.
- 5) Proposed lawn areas on the east, north, and west sides of the site will drain off-site without being directed to the stormwater management facilities. This is acceptable because the drainage areas have been reduced and do not include new impervious areas. As a result, the rate of runoff from these areas will be reduced.
- 6) Based on the grading currently shown, I am unclear how runoff from the rear roofs of the northern and eastern apartment buildings will be directed to the stormwater management facilities. It may be necessary to extend a piped drainage system behind these buildings to collect the roof downspouts (similar to the western building).
- 7) The pocket pond should be labeled along with its permanent pool elevation, 100-yr highwater elevation, detention volume, and water quality volume.

#### Sheet C-4.1, Erosion & Sediment Control Plan

No comments.

#### Sheet C-5, Landscaping Plan

- 1) The proposed landscaping should be reviewed with the applicant to the satisfaction of the Planning Board.
- 2) The project abuts single-family residential properties to the north. As such, the Planning Board and applicant may want to consider additional screening (additional plantings and/or privacy fence) along the northern flank of the site.

#### Sheet C-6, Lighting Plan

- 1) The proposed lighting plan consists of a series of pole mounted LED fixtures. Pole mounting heights are proposed at 22' above grade. A manufacturer's fixture cut sheet is included.



- 2) The lighting levels shown are reasonable and no off-site light spill is shown. (Although, the applicant may want to revisit lighting levels within the bio-retention area, as they appear to be unnecessarily high).

#### Sheet C-7, Site Details

- 1) Detail #6: The dumpster enclosure is proposed as a 7' high chain link fence. If the Planning Board desires better screening of the refuse collection area, I suggest this be reviewed with the applicant.
- 2) A detail of the proposed safety fence identified on Sheet C-3 should be included.

#### Sheet C-8, Site Details

- 1) Detail #5: The design of the proposed outlet structure may not work as shown. (For example, the top of the outlet pipe corrugations will be very close to the grate elevation and may not fit under the frame). The design engineer should revisit the outlet structure design and adjust stormwater analysis if needed.
- 2) Detail #6: I recommend that the emergency spillway be lined with rip-rap rather than #2 stone.

#### Sheet C-9, Site Details

- 1) Detail #3: I suggest the minimum top of berm width be 6 feet to allow for maintenance access.

#### Sheet C-10

No comments.

### **Topographic Survey Map**

The survey shows the existing sanitary sewer system that terminates on the adjacent parcel to the east. I suggest that any filed easements associated with this sewer system be added to the survey.

### **Stormwater Pollution Prevention Plan (SWPPP)**

The SWPPP has been prepared in accordance with NYSDEC SPDES Permit guidelines and I generally support its content. I do have some technical questions and comments to discuss with the design engineer. Following the initial public hearing, I suggest that I meet with the design engineer to review my comments and questions.

Again, the Village will be required to sign-off and accept the SWPPP before the applicant can file for SPDES Permit coverage.

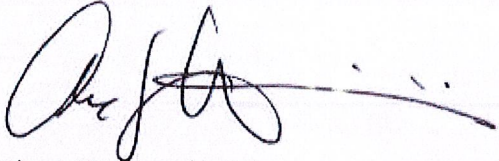
### **Architecture and Signage**

Please note that I did not review any architectural drawings or signage plans as part of my efforts. These documents should be reviewed with the applicant to the satisfaction of the Planning Board and to ensure compliance with Village regulations.



I hope this review letter is helpful as you consider this application. Should you have any questions, please feel free to reach out to me. Please also advise if you require additional assistance or review efforts in the event the applicant submits revised documents in response to these comments or comments from the Planning Board.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alex J. Wisniewski', with a long horizontal flourish extending to the right.

Alex J. Wisniewski, P.E.  
President  
LJR Engineering, PC





J.Ryan McMahon, II  
County Executive

# Onondaga County Planning Board

## RESOLUTION OF THE ONONDAGA COUNTY PLANNING BOARD

Meeting Date: November 01, 2023

OCPB Case # Z-23-286

- 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 Village of Minoa Planning Board at the request of Sharon Caron for the property located at 7235 North Central Avenue; 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 North Central Avenue (Route 245), a county highway, and the municipal boundary between the Village of Minoa and the Town of Manlius; and
- WHEREAS, the applicant is proposing to construct a 48-unit apartment complex on a 3.79-acre parcel in an Industrial zoning district; and
- WHEREAS, the Board previously took No Position on a zone change referral (Z-23-146) to change the parcel from Residential A-1 to Industrial to allow future construction of this proposed apartment building; and
- WHEREAS, the site is located east of the East Syracuse Minoa Central School District campus containing their Transportation building, Pine Grove Middle School, and Woodlawn Elementary, south of a single-family residential neighborhood, and across North Central Avenue from the extensive rail lines belonging to CSX Transportation; the site, recently acquired by the Village, is a large, wooded lot with frontage along North Central Avenue; and
- WHEREAS, per the Layout Plan dated 9/15/23, the applicant is proposing a 48-unit apartment complex composed of 5 buildings circulating around a central 82-space parking lot; a driveway enters the site from the western side of the lot's frontage on North Central Avenue, a county highway, leading to a loop-shaped parking lot, surrounding a central bioretention basin; parking areas on the northern and southern sides of the bioretention basin are noted as "future banked parking spaces";  
ADVISORY NOTE: The proposed driveway onto North Central Avenue requires highway access and work permits from the Onondaga County Department of Transportation; and
- WHEREAS, the proposed buildings appear to be constructed of 4-unit sections, arranged together to create larger buildings; the site will have two 12-unit buildings (each of three, 4-unit sections) along the western and eastern site boundaries; two 8-unit buildings will be constructed along the northern site boundary and one 8-unit building along the southern boundary, parallel to North Central Avenue; and
- WHEREAS, the Environmental Assessment Form (EAF) dated 4/1/23 submitted with the referral appears to be the EAF prepared for the proposed zone change and doesn't detail how many acres would be physically disturbed by the proposed project; the Stormwater Pollution Prevention Plan (SWPPP) submitted with the referral details 1.9 acres of the site would become impervious by the proposed complex; the

1100 Civic Center, 421 Montgomery Street, Syracuse, NY 13202 (315) 435-2611, Fax (315) 435-2439

E-mail Address: [countyplanning@ongov.net](mailto:countyplanning@ongov.net)

Schedule "3"



Grading and Utility Plan dated 9/15/23 shows stormwater infrastructure between the western building and the western parcel boundary and between the parking lot and the eastern building, connecting to a "Pocket Pond" to be constructed between the southern building and North Central Avenue; a bioretention basin will be constructed at the center of the parking lot with connection to the Pocket Pond; a rip rap area at the southeast corner of the Pocket Pond is labeled "Emergency Spillway";

ADVISORY NOTE: 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 Environmental Conservation prior to municipal approval; and

WHEREAS, per the Landscaping plan dated 9/15/23, trees will be planted along the boundaries of the site and along the driveway, shrubbery will be planted in front of buildings, next to the sidewalk, and an array of different plantings will be placed in the bioretention basin; and

WHEREAS, per the referral notice, the site is served by public drinking water provided by the Onondaga County Water Authority with a proposed increase in use;  
ADVISORY NOTE: The applicant is advised to contact OCWA's Engineering Department to determine the activities and structures permitted within OCWA easements/rights-of-way, water availability and service options, obtain hydrant flow test information, evaluate backflow prevention requirements, and/or request that the Authority conduct hydrant flow testing to assess fire flow availability; and

WHEREAS, per the referral notice, the site is served by public sewers and is located in the Village of Minoa Wastewater Treatment Facility service area; an increase in use is proposed; and

WHEREAS, the site is located over, or immediately adjoining, a principal aquifer (per EAF Mapper); and

WHEREAS, the site may contain the Indiana 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 Sketch Plan it appears that some significant wooded areas on site will be removed;  
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; and

WHEREAS, 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; 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 applicant is required to coordinate North Central Avenue access plans with the Onondaga County Department of Transportation. To further meet Department requirements, the applicant must submit a copy of the Stormwater Pollution Prevention Plan (SWPPP) and traffic data to the Department for review. 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.



Martin E. Voss, Chairman  
Onondaga County Planning Board



# GML 239 Report of Final Action

NYS GML § 239-m.6. and n.6. require the referring body to file a report of the final action it has taken on a referred matter with the county planning agency within 30 days after the final action (separate from the minutes taken at the meeting). A referring body which acts contrary to a County Planning Board recommendation of MODIFICATION or DISAPPROVAL of a referred matter shall also set forth the reasons for the contrary action in such report.

This section to be completed by the Syracuse-Onondaga County Planning Agency

**To:** Onondaga County Planning Board      **From:** Village of Minoa Planning Board

**Fax:** 435-2439      **Phone:** 435-2611

**Re: Applicant:** Sharon Caron  
**Address:** at 7235 North Central Avenue  
**Referral Type:** SITE PLAN  
**OCPB Date:** November 01, 2023  
**OCPB Action:** Modification  
**OCPB Case #:** Z-23-286

*The local board took the following action regarding the above referenced referral (Check one box. If checking Other, please specify the final action taken. Use the space at the bottom of the report to identify reasons if acting contrary to the OCPB recommendation.):*

- Approved the proposed action with regard to the OCPB's No Position or No Position with Comment.
- Approved the proposed action as modified by the OCPB.
- Approved the proposed action contrary to some of the modifications recommended by the OCPB.\*
- Approved the proposed action contrary to all of the modifications recommended by the OCPB.\*
- Approved the proposed action contrary to the disapproval recommended by the OCPB.\*
  
- Disapproved the proposed action with regard to the OCPB's no position or no position with comment.
- Disapproved the proposed action with regard to the recommended modification(s) by the OCPB.
- Disapproved the proposed action as recommended and for reasons set forth by the OCPB.
- Disapproved the proposed action as recommended but for reasons other than those set forth by the OCPB. (Please list reasons below for local disapproval.)
  
- Other \_\_\_\_\_

Local Board Date: \_\_\_\_\_

\*List reasons for acting contrary to the OCPB recommendation and include a copy of the local board resolution. Attach additional reasons on a separate sheet of paper as necessary.

---

---

---

---



November 09, 2023

Public Hearing

Sharon Caron Apartments  
7235 N. Central Ave  
Minoa, NY 13116

---

Open Forum

Questions posed by D. Grevelding Chief of Fire

\*The ponds nearest North Central Ave

How Far from the road (North Central Ave.) will they be

Answer: approximately 30'

How Deep will the ponds be

Answer: From 4'-8' depending on the water shed and weather.

Are any safety measures in place for the ponds that are on site?

Answer: Chain link fence will be installed around the retention ponds.

\*Parking Lot

Where will the Dumpster be located?

Answer: Inside parking lot loop nearest North Central Ave.

How much space will there be between the back of parking spaces.

Answer: 25'-30' between the back of each parking spaces. This gives ample space for fire apparatus turning radius.

\*Hydrant Location

Where will the hydrant be located for the complex?

Answer: An onsite Fire Hydrant will be installed where the Fire Department / AHJ (Authority Having Jurisdiction) instructs OCWA to install it.

\*The construction method of the buildings

Will the construction method be lightweight engineered construction or will you use dimensional lumber construction?

Answer: Dimensional Lumber will be used.

Schedule "4"





Dimensional Lumber Construction

Lightweight Construction – Notice the chipboard  
Engineered floor I-beams.

\*Fire Stops

Will the fire stops continue from the foundation up through to the roof decking?

Answer: Yes the fire stops between living units will continue through the attic space to the roof decking.

Respectfully Submitted by

Don Greveling

Chief of Fire

Village of Minoa Fire Department

11/13/23