

Planning Board
5 Route 31, P.O. Box 568
Jordan, NY 13080



Town of Elbridge
County of Onondaga
State of New York

Town of Elbridge Planning Board
January 13, 2026
Minutes

Members Present: Chairman Marc Macro, Co-Chairman John Stevenson
Members: Steve Walburger, Tim Sullivan, Wendie Smith, and
Sec/Alt Member Holly Austin

Members Absent:

Others Present: Joe Frateschi, Esq., Howard Tanner, Shannon Reeves, Mary Jo Davis,
Paul Shenniman, Dominic Giacona, Esq.

Motion made by John Stevenson to retain Harris Beech for the 2026 year per the proposal submitted to the chair, seconded by Steve Walburger, all voted in favor.

New Business:

Site Plan Approval

Applicant: Shannon Reeves
Address: 201 Route 5
Tax Id: 040.06-05.0

Applicant wants to take an old building and make it look nicer. It's in the B2 district. It's two separate parcels and the applicant is just looking at the garage parcel. It's auto repair, and he wants to do auto detailing and selling vehicles from a very small inventory.

The repair and detailing are fine and are allowed in that B2 district. The selling vehicles is not allowed in the Town.

The Planning Board asked if auto sales are not allowed, is it a deal breaker for the applicant? Applicant said no although he does not like the idea of needing two parcels.

It doesn't appear that the survey shows the DOT setback. The ROW may make it a very small lot as well, which would limit applicant's ability to put vehicles on the lot of repairs/detailing.

For the Planning Board to make a decision, we need a survey that shows the ROW, building dimensions, and property line dimensions. The owner of the property requested that the Planning Board chair write down what is needed so the owner can get it from the surveyor.

Applicant would need to go to the ZBA to see if they can get permission to sell cars. Howard has already made a determination that the use is not allowed so they can appeal that to the ZBA.

The Planning Board inquired whether it has public water or wells, and the owner answered that it will have public water and the wells will be abandoned. Accordingly, the Planning Board does not need the locations of the wells marked on the survey.

Minor Subdivision:

Applicant: Margaret Pawlyk
Address: 5387 Hamilton Road
Tax Id: 040.-04-27.1

Dominic Giacona, Esq. appeared for the applicant. It's a simple subdivision. Applicant is looking to parcel off the home and the acreage associated with it – both are for sale. It is one lot currently, 14.74 acres. It will be divided into two parcels. The structures will be on one parcel. The rest of the acreage will be separate.

The Planning Board noted there is plenty of land and frontage.

This needs to be noticed for public hearing for February 10 at the next planning board meeting. John Stevenson moved to notice it for public hearing, Wendie Smith seconded, and all voted in favor.

Site Plan Approval

Applicant: Timothy Fey
Address: Route 5 E
Tax Id.: 041.-03-40.1

Paul Shenniman appeared on behalf of the applicant. The project involves filling of a lot on Route 5. This fall the Town asked the applicant to submit a plan for what the property is now and what the plan is for the future.

There's an embankment that leads down to the farm lot. Applicant intends to keep filling to the contours shown on the application and the hope is to find a buyer for the property.

There's a 35' easement along the cemetery side of the property, and the applicant intends to stay out of that easement.

They ran some infiltration tests on the property and it infiltrates extremely quickly, according to the applicant.

Most of the material being applied to the property is from sidewalk demolition in the City of Syracuse.

The Planning Board is going to send this to the Town Engineer for review. Applicant was warned not to put anything else on the property until the review is completed and a decision is made by the Planning Board. It's currently roped off, so it should be protected from trespassers. An escrow account needs to be set up in the amount of \$2500 with the Town to cover the engineer's review. Paul will get documents to Ed Reid for his review. Comments from Ed will be returned to Howard and the Planning Board chair.

Note: Marc Macro will sign the TDK minutes tonight.

Minutes from December 9, 2025: John Stevenson noted that the Norbut Solar extension was the third extension, and Holly made that change to the meeting minutes. Wendie Smith made a motion to approve the minutes with that change, John Stevenson seconded, and all voted in favor.

Wendie Smith made a motion to reappoint Ed Reid as the engineer for the Planning Board for 2026, John Stevenson seconded, and all voted in favor.

Wendie Smith made a motion to close the meeting, Steve Walburger seconded, and all voted in favor. The meeting concluded at 7:39 pm.