

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



Town of Elbridge  
County of Onondaga  
State of New York

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**Town of Elbridge Planning Board  
September 19, 2025  
Minutes**

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

**Members Absent:**

**Others Present:** Doug Blumer, Joe Frateschi, Esq., Howard Tanner, Ed Reid, Mike, Pat,  
and Bob Carberry

**Special Meeting on site at Munro House property, 11:00 am**

**Applicant:** **Munro House**  
Property Address: Route 5  
Tax Id. 039.-02-12.1

It was first noted that the life safety items had been addressed: the sidewalk was freshly poured, temporary lighting was being installed, and it was noted that the temporary lighting must be in place for each event.

The Board noted that it was considering allowing the temporary certificate of occupancy to extend to November 8, and it will automatically be repealed on November 9, 2025.

A new plan was received from Ed Reid, and it was a markup of the survey.

The board noted that *everything* on the plans has to be completed to reopen in the spring:

- Catch basin must be vegetated
- Lighting must be fixed because the photometrics were inadequate. All of the lot needs to be lit with the new lighting plan.
- New site plan must be received by the Planning Board for review at its October 14<sup>th</sup> meeting
- They must comply 100% with the new Site Plan to get a permanent COO
- Blacktop must go from the dumpster pad to the entrance because that was what was originally approved
- Drainage work needs to be addressed.

The Planning Board noted that earth works can start now because there is an open SPDES permit and it's grass growing season now.

A motion was made by Marc Macro to extend the temporary certificate of occupancy to November 8<sup>th</sup> and have it lapse on November 9<sup>th</sup> with the following conditions:

1. The temporary lighting must be utilized at each event that is held there, and
2. The full site plan must be received by the Planning Board for its review at the October 14<sup>th</sup> meeting

The Board was polled and voted as follows:

Steve Walburger: No

Marc Macro: Yes

John Stevenson: Yes

Wendie Smith: Yes

Tim Sullivan: Yes

The plans were reviewed with Ed Reid and the following were noted:

- The septic location was moved from the approved plans, and the DOH did sign off on the field
- Not all drainage is making its way to the holding area/swale
- The yard inlet drainage was installed in a low spot and can connect to the existing drain line with just leaf removal as the maintenance
- There are no gutters on the west side of the building
- The roof leaders on the east side route to the existing pond, and the west side gutters will go to the same pond.
- The site has palmyra gravel which infiltrates quickly, so the applicant will create a swale on the south side of the building and driveway circle
- There are spots in the parking area with rilling, and erosion in ditches that need silt removed and final shaping.
- Inlets are silted in and need silt removed and final shaping
- Basins are the same – they are shallow because of sediment that needs to be removed because of the construction
- The final basins will be mowable
- The silt that is removed from the ditches and inlets and basins cannot be used for grading the basins
- The bottom basin is wet because the outlet structure with a low flow orifice was proposed but is missing. It needs to be put in
- The driveway was supposed to be sloped one way but is flat, so it discharges to Route 5. They have proposed a speed bump size ridge to divert to the lower basin
- The swale was cut and will be cut further to the pond
- Now silt fence is needed at the bottom during construction
- All needs to be heavily seeded and mulched and once germinated the silt fence can come down.