

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  
November 18, 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:** Joe Frateschi, Esq., Howard Tanner, Doug Blumer, Ed Reid, Anthony  
Natale, Mike DiPaola, Joe Durand, Barry Kennedy, Patti Cooper, Mary Jo  
Davis, Bob and Pat Carberry, Ted Peck

**Old Business:**

Site Plan  
Applicant: Belden Properties  
Address: 1134 Route 5  
Tax Id: 041.-03-39.0

Joe Durand presented for the applicant. An updated topographic survey was done, which resulted in their updating their SWPPP. The Town Engineer's comments were integrated as well, and they filed an NOI with the DEC for the SWPPP, and obtained their coverage number. The photometrics were prepared but were not submitted to the engineer, but will be right away. The photometrics were submitted back in August.

The sign is proposed to be 5' high, 7' wide, powder coated metal epoxied to stone, with uplighting. It will be facing both north and south.

They are working with Howard to determine allowable uses. Amendment No 1 in the package shows a list obtained from the Town of Skaneateles, which applicant asserts has a similar issue with uses in buildings. Counsel had not seen it yet until tonight. They hope there can be some conditions on the approval to avoid having to come to the Planning Board for every tenant. They could add the list to the site plan approval itself.

The Planning Board stated that there would also have to be a condition that there can be no storage in front of the building. Any large equipment would be stored out back within the fenced area.

Floor drains are going to holding tanks. If they have a dog walking business, it would go into the holding tank and the tenant would be responsible for pumping the tank out. Any vehicle wash would be the same. Other than bathrooms everything is going to a tank and getting pumped out.

On the list of potential tenants they include home brewing, wine making. That would require a different level of oversight by the DOH if they were actually making/selling but applicant stated they intend only storage of supplies.

Howard noted that he needs time to go through the list to compare with the allowed uses in the zoning, and it will take him some time. That will then tie in with the legal analysis and recommendation from Joe Frateschi, Esq.

There will be an area for storage assigned to each tenant.

Marc Macro inquired regarding the topo, how they had gotten the topo for the property next door. The applicant stated that, looking at the site to the west, the engineer has been working with them as well. Marc stated it appears there is more than a foot difference between the two properties.

The Planning Board inquired as to what the applicant wants from the Planning Board. Applicant stated he wants a building permit as soon as possible. The Planning Board noted that it will take some time for the Planning Board, legal, and codes to complete their review of the submittals.

Regarding the photometrics, there will be wall packs over the doors, a 15-foot pole out front that will not create light pollution on the road. The sign will be in the DOT ROW, so the applicant will need a permit from the DOT.

Counsel suggested that a note be added to the plans designating where outdoor storage is allowed. He also noted that he is not comfortable with a SEQRA analysis this evening because they need to do an analysis of the different uses – some are intense and others are not.

All storage must be out back, and no work is to be done in the outdoor storage area out back, such as vehicle dismantling. The security gates need to be screened as well, which applicant noted they will add.

Howard noted that the Fire Department will want a Knox Box since the storage area will be keyed access.

Applicant pushed for a building permit or at-risk construction. Counsel stated that site infrastructure work could be allowed at the applicant's risk. No construction would be allowed.

The Board decided to conduct SEQRA review for the infrastructure only: John moved to designate the Town Planning Board as the lead agency, Steve Walburger seconded, all voted in favor. Each SEQRA question was then reviewed individually by counsel, and “no or small impact” was answered for each question.

Steve Walburger moved and John Stevenson seconded that there was no to small impact and all voted in favor.

A motion was made by John Stevenson to allow infrastructure work ONLY to proceed at the applicant’s risk, and the applicant will need to return to obtain further approvals before constructing the building. Wendie Smith seconded, and all voted in favor.

Site Plan

Applicant: Daniel Kowalik

Address: 598 NY 5

Tax Id:

Applicant provided a letter stating that Finger Lakes Construction could speak on his behalf.

The county referral resulted in a recommendation that applicant get DOT approval for the curb cut/access plans. He will get that and return. In the meantime, applicant requested that the Planning Board provide him with a list of anything else he needs to provide.

Applicant provided a bunch of new documents in response to the Planning Board’s requests. The Planning Board went through the checklist from the October meeting minutes. Applicant was requested to add a handicapped designated spot on the plans.

A perc test or design for a bathroom was requested by Howard. He doesn’t want a pole barn in a B1 area that could never have a bathroom.

There is a concrete floor, and it is insulated. But there is no bathroom, no heat.

On the building permit application it noted there would be heating and cooling, but the applicant stated that was incorrect, and he corrected the application and initialed it.

The only lighting is per code, over the doorways. There will not be lighting in the parking lot.

It is just cold storage. Applicant is a locksmith so it would be keys, locks, blanks, and doors.

The Planning Board requested that they show the ROW on the document, as measured from the center line. The DOT can provide that.

The first packet that was submitted included a survey. The setback from the ROW would be 75’, and the Planning Board is concerned that the proposed building does not meet the setback requirement, so requested the applicant confirm what the ROW is, and move the building back as far as is needed to meet the setback requirement.

There may be a need for a pole light out front to light up the curb cut, if the building needs to be moved back.

There won't be hours of operation as the only user is the owner.

The Planning Board requested the applicant remove the note for septic from the plans because that won't be built.

We will schedule a public hearing for next month's meeting so the neighbors have an opportunity to comment. Steve Walburger so moved, John Stevenson seconded, and the members all voted in favor.

#### Extension of Expired Temporary CO

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

Applicant requested an extension of their temporary CO to host additional events until they can get the CO in May when the parking lot is striped.

A motion to extend the temporary CO to the May 12, 2026 Planning Board meeting, with all conditions remaining in place, was made by Steve Walburger, seconded by John Stevenson, and all voted in favor.

#### Lot Line Adjustment (merger of two parcels)

Applicant: Ted Peck  
Property Address: 613 St Rte 5  
Tax Id: 038.-01-55.0

Applicant provided documents from Heather Warren, surveyor. The Planning Board reviewed minutes from last month to determine whether the applicant provided what was needed.

Only a pole barn is planned, on the combined parcels. The setback will be 75' from the ROW. Counsel determined there will not be a requirement for further approvals from the Planning Board. Howard requested a resolution so stating, since it is a B1 zone.

Counsel noted that the Town Board could change the zoning to Residential to avoid having to do site plan approval.

The Planning Board presented the applicant with two options: either get the plans revised and made into a site plan, or send this as a recommendation to the Town Board to change the zoning to residential.

The Planning Board will do a letter to the Town Board recommending that Parcels 038.-01-53.0 and 038.-01-54.0 change from B1 to R1. The address is 613 Route 5.

**Minutes from October 14, 2025:** Wendie Smith made a motion to approve the minutes, Steve Walburger seconded, and all voted in favor.

Steve Walburger made a motion to close the meeting, John Stevenson seconded, and all voted in favor. The meeting concluded at 8:20 pm.