

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
October 14, 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, Amelia McLean-Robertson, Esq., Howard Tanner, Kevin
Hamilton, Don Jetty, Ed Reid, Patrick Snyder, Mary Jo Davis, Andrew
Davis, Anthony Natak, Victoria Provo, Matt Provo, Elane Sylvester

Public Hearing:

2 Lot Subdivision
Applicant: Donald Jetty
Property Address: 6679 N McDonald Road
Tax Id.: 027.-01-17

Public hearing was opened. Holly Austin read the public notice for the public hearing.

No one spoke in opposition.
Applicant spoke in favor.

Public hearing was closed.

Old Business:

2 Lot Subdivision
Applicant: Donald Jetty
Property Address: 6679 N McDonald Road
Tax Id.: 027.-01-17

Planning Board had no outstanding questions last time. We have the County DOH approval for the septic design. The applicant was asked to come sign in two places where he had failed to sign the application.

A motion to approve the subdivision was made by John Stevenson, seconded by Wendie Smith, and all voted in favor. Applicant was advised to have Doug Reith to print out several copies so Marc Macro can sign them and the applicant can file them with the County.

Lot Line Adjustment (merger of two parcels)

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

Applicant appeared and provided a map to the Planning Board. The Planning Board advised applicant we need a survey from a licensed land surveyor, showing the property, and whatever is on the property including utilities and improvements. We need it to show the neighbors' lots, their names, the lot size, etc. The line between the two parcels must be dotted. Heather Warren was identified as the prior surveyor so applicant was informed he may be able to get the survey from her.

Site Plan

Applicant: Daniel Kowalik
Address: 598 NY 5
Tax Id:

Anthony from Fingerlakes Construction appeared on behalf of the applicant. They are seeking to construct a 60x64x12 insulated pole barn. Two trees bordering the property on the righthand side have been removed previously. John Stevenson asked why they planned to construct so close to Route 5 on such a deep lot? Applicant responded that it gets wet as you go back on the lot. They have to bring in stone as it is now.

He plans to use it for storage now – he is a locksmith by trade. There will not be floor drains or water on the property as it is cold storage. There will not be gas to the property. There is egress in the back but no delivery there. The property is currently just grass, with a house on each side. No fencing is planned. It is planned to be steel siding with exposed fastener.

Applicant was advised the Planning Board needs the following at least 10 days before the next Planning Board meeting:

- Three full size drawings of the property
- The parking lot will have to be paved within 80 feet of the highway, and
- They need the curb cut letter from the DOT
- Dumpster location and enclosure
- Photometric plan of the lighting
- Handicapped parking needs to be designated
- Hours of operation are required but applicant stated that as it is just storage there are no hours of operation

- Short EAF for an unlisted action, with the mapper
- Stormwater management needs to be done showing where rain is going when it comes off the roof
- We need clarification on what the concrete washout details state as the print is too small, and it doesn't make sense to the Planning Board members
- Information about what is being stored in the building

Before this gets sent to the County for the referral, they will require the SEAF Part 1/mapper.

Subdivision

Applicant: Grayfield Properties
 Address: Jack's Reef Path
 Tax Id: 024.-02-10.1

At our last meeting the Planning Board advised they needed a variance from the ZBA and the applicant obtained that. The Planning Board also had advised they needed a firetruck turnaround and that has been planned. The 911 already exists for the property.

Applicant was advised he needed DOH to approve the existing septic, and DOH also wanted the design for the new lot. They have contacted an engineer and he is working on that. They also asked for the easement language and applicant states he submitted that.

The applicant also stated that he will provide the details regarding road maintenance.

It is public water. There is a meter pit, but a hydrant appears further down the road.

Planning Board noted that the large map needs to be printed showing the firetruck turnaround, and the easement needs to be provided.

New Business:

Minor 2-lot Subdivision

Applicant: Victoria and Matt Provo
 Property Address: 6722 Reeves Road
 Tax Id:

At the idea stage to determine if this is a possibility. Mr. Hourigan owns land that is behind their property, with a parcel in between. Mr. Hourigan is willing to subdivide out the wooded part of the property just so they can use it for recreation. They want to use the canal as the public access. There is no plan to build.

Howard noted that "Lot width" is defined as being along the front building line. "Access" is defined as something that allows vehicles and transfer of goods. The canal meets those requirements. It is not a building lot. But it could be a hunting lot or recreational land. They'd also need a letter from Hourigans re: their pending purchase and Doug Reid may be able to

provide them with a survey. We need a survey of Hourigan's piece showing Lot 1 and Lot 2. We would also need it to show the names of the people whose properties touch the new lot.

We need a public hearing and short form SEQRA, so if applicant can provide the survey we can schedule a public hearing.

Lot Line Adjustment

Applicant: Ronald and Elaine Sylvester
Property Address: 4983 Jordan Road
Tax Id:

They want to make a lot legal, and they own all the land involved, so they are proposing to move a lot line. A motion to approve the lot line adjustment for part of lot 92 in the Town of Elbridge was made by Steve Walburger, seconded by John Stevenson, and all voted in favor. Applicant was advised to take the word "subdivision" off the map and change it to "lot line adjustment." Applicant was advised the Planning Board would then need copies so they can be signed and stamped and filed.

Continuation:

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

Ed Reid presented on behalf of the Carberrys. Marc Macro went to the property tonight and it looks like they did everything they were asked to do: the paving was extended, the gutters were added, double light heads were added, speed bump was added to divert water along the driveway, grading has been worked on.

Sediment and erosion control issues that needed to be addressed were the basins, outlet structure, seeding and mulching, and inlet protection around the three inlets that were silted in. All those have been addressed and grass is growing. The underdrain was installed. One of the solutions to the drainage issues on the west side of the building was to install a yard inlet. The gutters are now collecting water from the west side of the building, but the gutter installer said not all the water could be diverted to the north so a leader was added so the balance could go out the back.

Everything that says "proposed" is an item that was agreed upon. Everything that says "proposed" has been done except for the NYSEG light and the lights on the south side of the building to illuminate the turnaround. The lights on the south side will be on a switch that can be flipped as people are leaving the event.

The site contractor addressed the issues in a hurry and Ed Reid reports he did a good job addressing them.

The Planning Board stated they still need photometrics done because it's not super bright. Ed Reid noted that the lighting on the south side of the building will help address that. Ed is in contact with the company that designed the lighting to get the photometrics for the Planning Board.

In the file there is no DOH septic approval, but Howard has that.

The temporary COO sunsets on the 9th of November. The outstanding items are: the photometrics/lighting, NYSEG lighting pole, and parking lot striping.

We can approve the plans before the Planning Board, conditioned upon striping prior to opening in May, photometrics, and installation of the NYSEG light.

Motion to approve the plan before the board dated October 5, 2025 with those three modifications (lot striping, photometrics, and NYSEG light) made by Steve Walburger, seconded by John Stevenson, and all voted in favor.

Site Plan

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

Joe on behalf of the applicant noted that the comments on the SWPPP were received from the Town's Engineer, Ed Reid. Questions were raised on the lighting as it was shown on the parking lot as it does not show lamp heads; backflow prevention device needs to be detailed, DOT driveway permit has been received and will be provided, what was there was shrunk down to fit the DOT permit, the septic system was approved. The Planning Board inquired as to how the septic is sized? There is a bathroom in each bay, so it was designed for 10 bathrooms. A floor drain will be in each bay but it will go to the holding tank rather than the septic. Registering the tanks is not required by DEC. Each tank has a high-level alarm to alert the tenant that it needs to be pumped out.

There's an updated survey. On the water service, it will be done by the town, so OCWA is not involved. There's no meter pit. The backflow prevention is by Roger Fortune. 2" water service will be installed.

Some cleanup needs to be done on the SWPPP to respond to the Engineer's comments, but otherwise applicant believes they have addressed the questions raised by the Planning Board to date.

The Planning Board had originally agreed to allow the foundation permit. Everything that was put on the property has been cleaned up. The Planning Board does not see an issue with the foundation permit moving forward. We need to get the rest of the documents in final so we can approve the site plan.

Howard noted that no fabrication can be allowed in the building so the Site Plan approval will have to be specific regarding no fabrication being allowed. Marc Macro noted that each tenant will have to be approved by the Planning Board. Applicant requested approval for each tenant be issued by Howard and only referred to the Planning Board if Howard has concerns, so that would reduce the number of times the applicant has to come to the Planning Board.

Ed Reid proposed that in the interim, the attorneys, Howard and the Planning Board can create a list of prohibited uses (e.g. food prep, retail, fabrication).

Regarding the foundation permit, the Planning Board was polled, and each member stated they were okay with the foundation permit moving forward at the risk of the applicant. Applicant requested approval to bring in fill (not spoils) to level the back part of the property so they don't have a crooked excavator while it's working.

The spoils for the footing will be stockpiled for backfill if it's good material. Marc Macro pointed out it needs to be put in a pile, not spread. The topo dated August 7 was represented by the applicant to be accurate and up to date. Marc Macro pulled up a photo dated August 12 showing a different topo than is currently there, so applicant stated they will redo the topo. They represented they will not bring in outside fill and Marc Macro clarified that bringing in outside fill is prohibited.

Minutes from September 16, 2025 Meeting: Steve Walburger made a motion to accept the minutes, Tim Sullivan seconded, and all voted in favor.

Minutes from September 19, 2025 Meeting: John Stevenson made a motion to accept the minutes, Wendie Smith seconded, and all voted in favor.

John Stevenson made a motion to close the meeting, Steve Walburger seconded, and all voted in favor. The meeting concluded at 8:28pm.