

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
November 12, 2024
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:

Staff Present: Amelia McLean-Robertson, Esq., Howard Tanner

Others Present: Carol VanDusen, Bev Green, Lizel and Lance Stover, Steve Saunders,
Nathan Cobb, Clair Wheeler, Phil and Brenda DiRisio, Jim Wilkenson,
Mike and Pat Carberry, Day Reitt

Old Business:

Site Plan

Applicant: Mattessich Iron Site Plan
Property Address: 1484 Route 31
Tax Id:

Applicant did not appear.

Lot Line Adjustment

Applicant: DiRisio
Property Address: Brutus Rd
Tax Id:

We requested an acreage change on the map, and it was made. The dotted line was added as requested, and the old names were removed from the map. The marker set date is historic, but the new date has been added. Metes and Bounds description was provided.

Applicant needs to reach out to the county clerk to see if they will accept 11x17 size for a lot line adjustment. Marc Macro will sign and stamp them if the applicant will bring the copies here.

John Stevenson moved that the board approve the plans dated October 25, 2024, signed by Donald J Watkins. Steve Walberger seconded, all voted in favor.

New Business:

PDD Site Plan Modification

Applicant: Hamilton House – Carberry (now Munro House)
Property Address: Route 5
Tax Id:

Applicant’s General Contractor provided new revised plans. They determined the old pole barn with its planned addition would not work for what they needed, so they have plans for a new building in the same footprint. The parking access has changed slightly but the parking spaces have not changed. They did not update the date on the plans when they revised them. Square footage will be the same or less than what was approved. There is a covered patio area as well. Includes a loading dock. All the items were included in the original approval, but the layout just didn’t work in trying to preserve the old pole barn. Use and footprint are unchanged. Board and batten siding will be used on visible sides of new building.

Square footage remains the same, so 142 parking spaces needed. Part of the original agreement was that the entrance and to the back of the building had to be paved, and that needs to be done still.

Board determined it needs time to go through the plans in detail, and for Codes to do so, before a decision can be made. We will also need to determine if SEQRA needs to be redone.

Lot Line Adjustment

Applicant: VanDusen
Property Address: 6639 River Road, Jordan
Tax Id: 023.-01-11.1&11.2

The two lots run from the river to the road. Part of the property is in Brutus, part is in Elbridge. The Elbridge portion can be handled as a lot line adjustment (it is **not** a minor subdivision as previously noted). Brutus has already had its public hearing and approved it as a subdivision, but one lot would be landlocked without Elbridge approval. The parcels have 4 tax map numbers because of the division between the Towns.

If Elbridge Planning Board approves it, then one map would be signed by both Town Planning Board Chairs for filing. Howard will shuffle the maps from one municipality to the other.

It’s one lot by deed description so that the landlocked portion cannot be sold separately.

A motion to approve the lot line adjustment as shown in the drawings dated 09/10/24 was made by John Stevenson, seconded by Wendie Smith, all voted in favor.

Subdivision

Applicant: Greene
Property Address: Whiting Road
Tax Id:

Applicant is proposing subdividing Parcel A from Parcel B. They are currently one tax map parcel but the road runs through it and the subdivision line will be the road.

Parcel B has a house, shed, pond, and gravel drive. Parcel A is just swamp and will be retained by applicant for hunting. Carpenters Brook looks like a road on the map but is just the brook.

The subdivision won't affect neighboring properties.

A public hearing will be published by Holly Austin for the December Board meeting if possible upon receipt from the applicant of written descriptions of the two new lots to the Board, and new document labeled as a subdivision of lands rather than a survey. This needs GML referral as well, and they will hopefully do just administrative review.

Event Center PDD

Applicant: Clair Wheeler
Property Address: 5602 Wheeler Road
Tax Id.

Applicant is looking at turning a family farm into a wedding venue/event center. Barn is 8,000 sq ft in the shape of a U. Applicant needs to get approval from the Army Corps of Engineers regarding the wetland/pond. Applicant is looking to put in platform tents, yurts, and/or cabins. The area they are looking to use for events is in the middle of the land, not near other homes. There is one house on the property that is for the applicant's use, and a second home he owns on the property that he rents out. There's a landscaping business nearby. 226 acres total are what make up the property. It's only two parcels that will be impacted, and about 10 acres out of each will be impacted (20 acre total).

Restrooms will be in a building dedicated to that use, though they will be starting with a luxury rental. There will be running water on site. There will also be a catering kitchen.

Hours of operation will need to be limited to 10 pm on weekends and 9 pm on week nights for music. The plans indicate 24/7 operation but that is for overnight guests. Weddings could be as big as 400 people, and the parking will be on the south side of the barn. Runner crush will be put down on that field.

Applicant intends to do a phased approach. He hopes to host some weddings late next summer or fall. It would be spring/summer/fall venue, not winter. 40x60 is the proposed tent size.

- Emergency vehicle access needs to be determined to be adequate, including turning radius and gravel road construction and ambulance access to the event tent.
- Howard noted that 8 gender neutral bathrooms are needed for 400 people events. A perc test is being done per applicant.
- Exterior lighting needs to be designed. They need to be dark sky compliant and 0 candlelight at the property line.
- Parking needs to be adequate. ADA compliant spaces need to be paved. A walkway has to be paved as well for ADA compliance.

The Planning Board will determine which way to go in a recommendation letter to the Town Board.

Special Permit for Home Occupation (Acupuncture)

Applicant: Lizel Stover
 Property Address 5784 Hamilton Road
 Tax Id.:

Applicant would like to practice acupuncture in the basement of her house. Applicant previously had a practice on Long Island, but moved up here 2 years ago. It is R1 zoning. Applicant does meet the requirements for a home occupation. The limitation is signage size of 2 square feet. She works full time at Upstate Medical. Treatments are 45 minutes, then she cleans for 15 minutes, then she has another client. It would be 1 extra vehicle at a time. She intends to work on weekends.

She is a licensed acupuncturist in NY, and this requires county approval. They will notify us if there are additional requirements in Onondaga County. There are two exits from the basement.

Short form SEQRA will be required, and any approval would be conditioned on her meeting all other applicable approvals.

A public hearing is required as well.

John moved to designate the Planning Board as lead agency for SEQRA, Tim Sullivan seconded.

Holly Austin will publish the notice for the public hearing.

Extension of Approval

Applicant: Norbut Solar
 Property Address: Wheeler Road
 Tax Id: 040.-07-05.1

Steve Saunders and Nathan Cobb are representing Norbut, and are seeking 3 consecutive extensions totaling 18 months. NYSEG cannot complete their upgrades to the grid until January

2026. They are still securing financing, and getting engineering and construction procurement, and running into supply chain problems as well.

The Planning Board determined it was comfortable only with a 6 month extension, rather than 18. Counsel will finalize the resolution for the minutes. John Stevenson made a motion, Wendie Smith seconded, all voted in favor.

Minutes August 13, 2024

A motion to approve the August meeting minutes was made by Tim Sullivan, Wendie Smith seconded, all voted in favor.

John Stevenson moved to adjourn, Tim Sullivan seconded, all voted in favor. Meeting adjourned at 8:15 pm.