

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
September 16, 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, Joe Durand, Barry Kennedy, Mike DiPaola, Donald Jetty, Ted Peck, Mike Carberry, Pat Carberry, Bob Carberry

Old Business:

Site Plan

Applicant: Belden Properties

Address: 1134 Route 5

Tax Id: 041.-03-39.0

Joe Durand and Barry Kennedy and Mike DiPaola from TDK appeared. They are proposing a 16,000 square foot building in Zone B1. There's already a driveway permit and they have reconfigured the site to match the DOT approval. They shifted the office to the east side of the planned building. Applicant brought samples of materials for the Planning Board to view, including some board and batten metal siding, with stone wainscoting. They've beefed up the footers and included a structural slab. Fire code will dictate where the divider walls will go.

Utilities: public water comes in the east end coming into the mechanical room by the main office. Gas will come in there was well.

Stormwater will be captured and retained on site. Nothing will be graded to direct water off the property or onto the DOT ROW. There's a dry swale proposed with an underdrain system, as well as a surface swale, that will direct water to the stormwater retention area. They modeled it, and the DOT ROW will keep what is in the ROW but they will not add to it. They considered the runoff from the area that has been worked on out back as well as the covered areas. Peak

discharge will be equal to or less than what is running off now, with gradual controlled release. It infiltrates well out there because of good soils.

Each bay will have a floor drain system with an independent 500 gallon storage tank. That way if they change oil inside the building and put runoff into the storage tank it will have to be pumped out at their own expense. It cannot go into the septic system. That avoids the need for grease traps. Registration of the tanks with DEC will be required as part of the approval process. There won't be fuel storage tanks on the property.

Landscaping is planned, and parking will be in the front. It will be asphalt out front, gravel out back, with slide gates on either side of the building, and a dumpster pad out back.

The building will have wall pack lights. Photometrics have been done. Cuts of the lights were included in the submitted plans. There will be lighting over each door.

A decorative stone sign is being proposed. The sign will have upwash lighting on it. It's included in the photometrics package. It will not be in the DOT ROW.

HVAC will be in the offices with split units.

They did a SHPPO determination and got comments back from the County that required SHPPO and DOT be contacted, which has been done.

Applicant stated they dropped off hard copies with the clerk, but they have not made their way to Howard in Codes or to Holly as Secretary.

The building will have gutters and they are going to be directed into the stormwater system. It will be a standing seam system with eyebrows on the front.

They need to add handicapped parking spots to the drawings.

They have a landscaping plan as well.

Hour of operation will be about 7 am to 6 pm approximately. The back is secured with a 6 foot fence.

There's a drawing regarding the firewall that is required based on the square footage and occupants.

The attorney stated that we can have an escrow agreement and ask the applicant to cover costs for a Town Engineer to review the plans given the complexity of the project and the changing landscape.

The Planning Board stated that there can be a foundation permit issued entirely at the applicant's risk, with the understanding that if the project approval falls apart it is on the applicant.

Attorney Frateschi stated the Planning Board can do an approval of a foundation only plan, with required stamped drawings submitted to Howard with a building permit application.

The County noted they want a copy of the lighting plan, including the signage. Applicant stated they will provide it.

Joe Frateschi will send over an escrow agreement to the applicant and require a \$5,000 escrow deposit. The Town Board can approve the escrow at their meeting on the 25th of September.

The applicant will need to come back next month to respond to our engineer's comments.

Applicant stated they will keep the spoils on site. The site will be flat all the way across when completed.

It's an unlisted action for purposes of SEQRA.

A motion designating the Planning Board as lead agency was made by John Stevenson. Steve Walburger seconded. All voted in favor.

Each unlisted action question was reviewed individually, and the response to each was "no" or "small impact" for each question. A motion for a finding of no significant impact was made by Steve Walburger, and seconded by John Stevenson. All voted in favor.

A motion to approve the foundation details last dated September 12, 2025 was made by Steve Walburger and seconded by Wendie Smith with the following conditions:

- A town engineer must sign off on the foundation details with an approved escrow agreement
- All work must be completed by the applicant as shown on the drawings or no certificate of occupancy will be issued
- All foundation work will be done at the applicant's risk

New Business:

2 Lot Subdivision

Applicant: Jetty
Address: 6679 N McDonald Road
Tax Id.: 027.-01-17

Old Route 31 and N McDonald. This is a simple 2 lot subdivision. It's one lot now, and they want to cut off 1.2 acres of it. Access will be off N McDonald Road.

The property does not have public water, and it will need well and septic. The applicant pointed out where the septic is, but could not identify where the well is. There is an approved septic.

It's a straightforward application, and the Planning Board had no further questions for the applicant. Since it's a minor subdivision no SEQRA review is required, and it does not require County review.

A Public Hearing will be required at the next meeting, and Holly will notice it for the October meeting.

Site Plan

Applicant: Ted Peck
Address: 613 Route 5
Tax Id. 038.-01-55.0

Applicant is looking to build a pole barn and annex the lot into his residential lot. It's a separate lot from his residence.

Applicant will need a survey of the property. Applicant noted that it will be combined with his own lot. He went to the Town Assessor's office already and is waiting on the County. The Planning Board needs a survey showing the lot as one lot, and needs the survey showing the building plotted on the lot and setbacks.

The applicant needs to return to another meeting after he hears back from the County, and after he provides a survey of the two lots combined and showing the proposed building.

Continuation:

Revision to approved site plan

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

Mike Carberry presented on behalf of the applicant. He stated the site contractor deviated from the site plans and did not communicate with the applicant about it. He stated that the applicant did not intend to make deviations from the plans. They got the as built survey done, and Ed Reid is back on board and is meeting with the site contractor to get the deviations corrected starting tomorrow morning.

There are only a handful of events scheduled this year. The last event is November 8th and then they have a break until May. There will be 6 events this year.

Marc Macro stated that the Site plan was approved, and "deviations" is mildly stated. He noted that the water is running off the driveway onto route 5. It's very dark up there, and the sidewalks are essential to protect guests from being hit by cars.

The applicant stated that Andy Raamsgard submitted the wrong photometrics and will be submitting corrected ones in the next day or two.

The applicant requested an extension of the temporary certificate of occupancy. Their lawyer is working with the Hourigans to get the legality of the strip of property where the driveway is corrected. They are writing up an easement for it.

The applicant stated it should take only 3-4 days to correct the issues with the runoff issue. The sidewalk and lighting will take more time.

The Planning Board noted that it had two options: 1) not extend temporary COO, or 2) extend it to October 14th and requiring an appearance at the next meeting to check in.

Attorney Frateschi noted that they are on the verge of a lawsuit requiring the applicant shut down the property entirely.

Marc Macro made a motion to extend the temporary COO to October 14th for review and John Stevenson seconded it. The Planning Board voted to approve the extension, and Steve Walburger opposed the extension.

Howard then commented that he's opposed to the extension because there are safety concerns.

The applicant requested whether there is anything they can do, including temporary lighting.

Howard noted that ½ of the sidewalk, incorrect grading causing water flowing onto route 5, only 60-70% of the pavement was done, the lighting, and the easement all are issues. Additionally, health department paperwork is missing regarding the septic system.

The applicant stated that the septic approval could be brought in the next day.

The applicant stated they will be out of business if they have to shut down the upcoming wedding because of online reviews.

Howard stated that he outlined the details the 22nd of August with the applicant, and he noted he is concerned about his license being on the line.

A revote was taken by the Planning Board regarding whether to extend the temporary certificate of occupancy to the 14th of October. The board members voted as follows:

Tim Sullivan: No

Steve Walburger: No

John Stevenson: No

Wendie Smith: No

Marc Macro: No.

Marc Macro stated that as a concession, if:

1. the sidewalk is completed,

2. completed plans are submitted,
3. proof of submittal to NYSEG for lighting at the entrance and a rented light tower there,
4. proof the stormwater is being reconfigured and proof they have a contractor on board,
5. temporary lighting for the parking lot is rented and put in place,
6. the escrow agreement language

All must be done by Friday at 11 am. If all that is done by Friday at 11 am there will be a Planning Board meeting to issue a new temporary COO.

Minutes August 12, 2025

A motion to approve the August 12th meeting minutes was made Steve Walburger, John Stevenson seconded the motion, and all voted in favor.

Steve Walburger moved to adjourn, Wendie Smith seconded, all voted in favor. Meeting adjourned at 8:32 pm.