

CITY OF ONEIDA

Planning Commission / Zoning Board of Appeals

Regular Meeting Minutes

Date: November 18, 2025

Time: 5:30 P.M.

Location: Common Council Chambers, City Hall, 109 N. Main Street, Oneida, NY

Call to Order

Chairperson Perry Tooker called the meeting to order at 5:30 P.M.

Roll Call

Present: Perry Tooker (Chair), Todd Schaal, Barbara Henderson, Kipp Hicks, Pat Thorpe, Dave Scholl, Gregg Myers

Also Present: Steve Vonderweidt (Director of Planning & Development), Jeannie Markle (Codes & Planning), Rebecca Lennon (City Assessor), Kyle Lovell (City Manager), A. Bennett (City of Oneida Fire Department), B. Burkle (Fire Marshal)

Quorum: Achieved.

Approval of Meeting Minutes

October 14, 2025 – Approved as presented.

Motion: Hicks / Second: Myers

Vote: Ayes – Unanimous / Motion Carried

PCZBA Chair Statement – Scam Warning

Chairperson Tooker read a prepared statement into the record regarding a fraudulent email scheme impersonating the City of Oneida Planning Department and attempting to collect fake application or approval fees from applicants. The statement noted that emails had been sent from a non-city address that does not match the City's official domain and emphasized that all legitimate communications from the City of Oneida Planning and Development Office will come from an email address ending in "@oneidacityny.gov".

The City does not request fees through third-party email domains and does not issue time-limited wire payment instructions of any kind. Applicants or representatives who receive

unusual payment requests, wire instructions, or suspicious emails were advised to contact the Planning and Development Office directly to verify authenticity. The statement was made publicly to ensure transparency and to protect applicants and residents doing business with the Planning Commission and Zoning Board of Appeals.

Board discussion suggested that scammers may be using personal contact information from public application materials posted online. The Board and staff will explore redacting personal telephone numbers and email addresses from public-facing application documents while maintaining complete internal records.

Item #1 – Site Plan Modification – 648 Fitch Street

Applicant: ProBuild Northeast (Mike Coates)

Engineer: Delta Engineers (Curt Nichols)

Location: 648 Fitch Street

Tax Parcel: 37.8-1-7 | Zoning: M-1 Industrial

Request: Modification of previously approved self-storage site plan to replace temporary pods with three permanent metal storage buildings.

Discussion:

- The project involves clearing approximately 1.2 acres of wooded area adjacent to an existing self-storage facility and constructing permanent metal buildings on concrete pads.
- The previously approved SWPPP will be modified to reflect the new site plan; stormwater remains modeled as fully impervious and the grading is largely unchanged.
- An existing detention basin that had been filled over time will be reconstructed. Roof and surface runoff will be directed to the basin, which will overflow to a grass swale and then to the MS4; a gravel diaphragm will help level flows and avoid concentrated discharges.
- Buildings will be used for unconditioned cold storage; the existing larger building will house climate-controlled storage and contains a bathroom connected to the sanitary system. The sanitary service is shown on the plans and may be rerouted if necessary, but no condition was added once its location was confirmed.
- The site is fenced with a gate equipped with a Knox box. Fire access around the buildings was previously modeled and remains adequate. Existing wall-pack lighting is dim; any required upgrades will be addressed through Codes and the building permit process.

SEQRA: Type II Action – No further review required.

Motion to Approve Site Plan Modification:

Approve site plan modification to allow three permanent self-storage buildings, subject to the following conditions:

1. City Engineer MS4/SWPPP sign-off prior to issuance of building permits.
2. Confirmation that the December 10, 2024 conditional use approval remains valid for the revised layout.
3. Submission of a final scaled site plan for the record showing setbacks, stormwater system, and building footprints.
4. Compliance with all applicable provisions of the New York State Building Code and the City of Oneida Zoning Code.

Motion: Tooker / Second: Scholl

Vote: Ayes – Unanimous / Motion Carried

Action: Site Plan Modification approved.

File #: 2025-021

Item #2 – Site Plan Review – 1070 Upper Lenox Avenue

Applicant: DK Rental Properties, LLC

Engineer: Jacob Bohnert, P.E.

Location: 1070 Upper Lenox Avenue

Tax Parcel: 37.-1-44.52 | Zoning: NC – Neighborhood Commercial

Request: Site plan review for a 24'×36' office addition and a 20'×100' storage building.

Discussion:

- The applicant described the need for additional office space to accommodate staff and indicated a desire to construct a 24'×36' office addition on the east side of the existing building, as well as a 20'×100' storage building on the site.

- The Board expressed concern that the submission relied on GIS/tax map information rather than a professionally surveyed site plan. The exact property boundaries and rear setback could not be verified.

- Board members noted that the rear of the parcel abuts City-owned property along the former West Shore Railroad corridor and stressed the need to confirm compliance with required front and rear yard setbacks.
- The applicant indicated willingness to eliminate the proposed 20'×100' storage building if necessary, but the Board determined that a surveyed site plan is still required for any approval.
- The Short Environmental Assessment Form (Part 1) contained errors: Question 8(c) should acknowledge nearby pedestrian/bicycle accommodations, and the wastewater connection should be marked “Yes” due to the proposed additional restroom.
- A NYSDOT Region 2 GML §239-f response previously issued for this site includes standard right-of-way conditions; the Board noted that the final site plan will need to depict the state highway boundary/right-of-way.

Motion to Table Application:

Table the application pending submission of: (1) a professionally prepared site plan based on surveyed property boundaries, and (2) a corrected Short Environmental Assessment Form addressing pedestrian/bicycle accommodations and wastewater connection.

Motion: (Duly moved) / Second: (Duly seconded)

Vote: Ayes – Unanimous / Motion Carried

Action: Application tabled.

Item #3 – Conditional Use Permit & Site Plan Review – 169 Madison Street (“Olive Deli”)

Applicant: Mohammed Alamiri

Owner: John J. McNamee Jr.

Location: 169 Madison Street

Tax Parcel: 30.72-1-41 | Zoning: DC – Downtown Commercial

Request: Conditional Use Permit and Site Plan Review to establish a retail food shop (“Olive Deli”).

Discussion:

- The applicant described improvements to two adjacent commercial units, one to be used as the deli and the other for storage, with an interior, self-closing, fire-rated metal door between the spaces.
- Parking is provided in a rear lot with additional spaces in front of the building.
- Building, electrical, plumbing, and gas permits have been issued; a Certificate of Occupancy has not yet been granted and will be issued by Codes upon completion of required inspections.
- The Fire Department representatives requested installation of a Knox box and expressed concern that the interior connection between the spaces remain protected by an appropriate fire-rated door.
- There was brief discussion regarding backflow prevention; the Board noted that any required backflow preventer should be addressed through the plumbing/building code process but also reflected it in the conditions of approval.

239 Review:

Staff clarified that the property lies approximately 580 feet from the state highway right-of-way along New York State Route 46; therefore, GML §239-m review is not applicable. Earlier references to Route 5 were corrected to Route 46.

Public Hearing:

A public hearing was duly noticed; however, no formal public hearing was opened during the meeting and no public testimony was taken.

Motion to Approve Conditional Use Permit and Site Plan:

Approve the Conditional Use Permit and Site Plan for the establishment of Olive Deli at 169 Madison Street, subject to the following conditions:

1. A final scaled site plan shall be provided for the record showing the parking layout, access points, and utilities for the building.
2. All work and use shall comply with the City of Oneida Zoning Code and the Downtown Design Guidelines.
3. Any required health or building permits shall be secured prior to operation.
4. Installation of a Knox box at the front entrance, with keys and access information provided to the Fire Department.

5. The Code Enforcement Officer shall inspect the premises for a backflow preventer; if one is not present and required, the applicant shall install a compliant backflow prevention device.

Motion: Schaal / Second: Myers

Vote: Ayes – Unanimous / Motion Carried

Action: Conditional Use Permit & Site Plan approved.

File #: 2025-022

Public Comment

No members of the public offered comment.

Other Business

The Board briefly discussed continuing public communication regarding scam emails targeting applicants and coordination with Codes on expectations for site plan materials and building permit review.

Adjournment

Motion to Adjourn: Thorpe / Second: Schaal

Time: 6:16 P.M.

Vote: Ayes – Unanimous / Motion Carried

Respectfully submitted,

Steve Vonderweidt

Director of Planning & Development

City of Oneida