

**City of Oneida
Planning Commission Zoning Board of Appeals
Meeting Minutes
October 10, 2023**

The regular meeting of the Planning Commission Zoning Board of Appeals was held on Tuesday, October 10, 2023, at 6:00 p.m. in the Common Council Chambers, City Hall, 109 N. Main St. Oneida, NY.

The meeting was called to order at 6:00 pm by Chairman Fred Meyers.

PRESENT: Fred Meyers
Todd Schaal
Perry Tooker
Barbara Henderson
Randy Bonville
Pat Thorpe

ALSO PRESENT: Christopher Henry, Director of Planning
Brian Burkle, Fire Marshall (Late, arrived at 6:02)

Absent: Kipp Hicks

RESOLVED, that the Tuesday, September 12, 2023, PCZBA meeting minutes are hereby approved.

**Moved by Randy Bonville
Seconded by Perry Tooker**

**Aves: 6
Nays: 0**

Motion Carried

Item #1 – Site Plan Modification to extend the construction deadline to 2025 for the Seneca Apartments projects located at 1144 Meadow Drive, Tax Map Number 38.-1-8.2, zoned C-S, by Two-Plus Four Construction, file# 2023-032.

The applicant was in attendance.

There was a discussion with the applicant about why they were seeking the site plan modification. It was due to grant financing and the extended timeline will help them get their financing in place.

239 Review- Was determined not to be required.

RESOLUTION APPROVING A SITE PLAN MODIFICATION TO ALLOW THE CONSTRUCTION OF THE SENECA APARTMENTS PHASE 2, LOCATED AT 1144 MEADOW DRIVE, TAX MAP NUMBER 38.-1-8.2, ZONED C-S, BY TWO PLUS FOUR CONSTRUCTION

WHEREAS, the applicant, Two Plus Four Construction (hereinafter referred to as "the Applicant"), has submitted a site plan modification application to seek an extension of the end date for the project to October 31, 2025; (hereinafter referred to as "the Project"), located 1144 Meadow Drive, Oneida, NY, to the City of Oneida (hereinafter referred to as "the City") Joint Zoning Board of Appeals/Planning Commission (hereinafter referred to as "the Planning Board"); and

WHEREAS, the Planning Board had previously approved the original Site Plan Application on November 7, 2022, for the 12 sheets labeled L101, L102, L201, L202, L301, L302, L401, L402, L501, L502, L701, L702;

WHEREAS, at the October 11, 2022, Planning Board meeting, the Planning Board declared itself the lead agency and classified the action as unlisted under SEQR;

WHEREAS, at the November 7, 2022 meeting, the Planning Board issued a Negative Declaration under the State Environmental Quality Review (SEQR) for the project;

WHEREAS, the public hearing for the Site Plan Review and Conditional Use Permit was held at the November 7, 2022 Planning Board Meeting;

WHEREAS, the GML 239 Referral was determined to not be required;

WHEREAS, the Planning Board finds that the proposed development by Two Plus Four Construction, 1144 Meadow Drive, Oneida, NY, is in compliance with the applicable development and zoning regulations and is consistent with the goals and objectives of the City Comprehensive Plan; and

WHEREAS, the Planning Board has determined that the proposed development can be approved with certain conditions to ensure compliance with the site plan review regulations pursuant to §143 and to mitigate potential impacts; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ONEIDA'S JOINT ZONING BOARD OF APPEALS/PLANNING COMMISSION, AS FOLLOWS:

1. The Site Plan Modification Application construction deadline is extended to Friday, October 31, 2025;
2. The Planning Board acknowledges that it declared itself the lead agency and classified the action as unlisted under SEQR at the October 11, 2022, Planning Board meeting;
3. The Negative Declaration issued under SEQR at the November 7, 2022, meeting is reaffirmed;
4. The public hearing for the Site Plan Review and Conditional Use Permit held during the November 7, 2022, Planning Board Meeting is acknowledged;
5. The approval of the site plan documents consisting of 12 sheets labeled L101, L102, L201, L202, L301, L302, L401, L402, L501, L502, L701, L702, dated September 9, 2022; prepared by Keplinger Freeman Associates; Zausmer, Frisch, Scruton, and Aggarwal; RZ Engineering as granted on November 7, 2022, is reaffirmed;
6. The conditions of the Site Plan approval on November 7, 2022, are reaffirmed.

7. The Planning Board directs the Director of Planning to provide a copy of this resolution to the applicant, and any other relevant parties.
8. This resolution shall take effect immediately.

PASSED AND ADOPTED this 10th day of October, 2023.

Fredrick Meyers
Chairperson, Planning Board

ATTEST:

Christopher Henry
Director of Planning and Development and Secretary to the Planning Board

Moved by: Pat Thorpe
Seconded by: Todd Schaal

Ayes: 6
Nays: 0

Motion Carried

Item #2 – Site Plan Modification for an Archery Range at the existing YMCA located at 701 Seneca Street, Tax Map Number 38.-1-7 and 38.72-1-1, zoned C-S, by M.E.I.D Companies, file# 2023-033.

Tod Schaal stepped away from the dais, recusing himself from this agenda item.

The applicant was in attendance.

Mike Sheridan, a representative of the applicant presented the type of construction for the Archery range. They also stated that there will be pickleball courts included in the design of the space. There was an explanation about the difficulty surrounding occupant load calculation. Mr. Sheridan explained that the construction will be phased due to financing constraints and waiting for the hospital to either, lease, or sell an adjacent parcel to accommodate their Phase II construction plan that included 34 additional parking spaces.

There was a brief discussion about parking. The YMCA noted that during peak hours 9:00 a.m. to 12:00 p.m. there typically are 90 check-ins. The existing 104 parking spaces is enough to accommodate their members, but at times parking can be difficult. The applicant anticipates that the archery visitors will be accommodated by the parking proposed with phase 1.

There was a discussion about the number of people that can shoot an arrow at a time. The applicant explained that 15 people could shoot at one time. There was a description of the lane sizes, which are 3' wide by 20' long. There was a discussion about the size of the pickleball courts, which is roughly half the size of a tennis court.

Hank Leo from the YMCA explained to the PCZBA that this would be the only indoor range in the area. The closest to the East is in Sauquoit, and the nearest to the West is in Phelps, NY. The Board asked about where people park during events, and the applicant explained that they typically park up and down the hill.

The Fire Marshall asked about the fire access road to clarify if the fire trucks will be able to reach the building. Mike Sheridan explained that it will go to the front corner. The Fire Marshall explained that it would be adequate. Mr. Burkle further noted that they would prefer the area to be sprinklered regardless of the construction type. He went further to describe that there are flush mounted sprinklers, so there wouldn't be concerns about a stray arrow hitting a sprinkler head. The sprinklers may not be required per the fire code, but it is strongly recommended. The applicant expressed concerns about having adequate water pressure, but the Fire Marshall stated that it would be adequate for a sprinkler system.

There was a discussion about the expense of installing a sprinkler system. The Fire Marshall explained that he would entertain the idea of shortening the road, so that money could go to the sprinkler system. The applicant said they'll review and make a determination before obtaining a permit.

Chris Henry explained to the Board that the key decision that needs to be made is related to parking. Chris described the parking requirements per code, and how the total occupancy could be restricted based on that. The applicant agreed, and they determined that the likely total amount visitors to the archery range would be between 30 and 50 people.

239 Review- Not required.

RESOLVED, that the Planning Commission be declared Lead Agency and classifies the action as "unlisted".

Moved by Randy Bonville
Seconded by Perry Tooker

Ayes: 5
Nays: 0
Abstain: 1 (Schaal)

The PCZBA reviewed Part 1 of the Short Environmental Assessment Form (SEAF). Chris Henry went through each question in Part 2 of the SEAF, where the Board discussed and responded to each question, and no additional information was added to Part 3. The PCZBA made a determination that there are no adverse effects associated with this project.

RESOLVED, that the PCZBA issues a Negative Declaration under SEQRA.

Moved by Pat Thorpe
Seconded by Randy Bonville

Ayes: 5
Nays: 0

Abstain: 1 (Schaal)
MOTION CARRIED

RESOLUTION APPROVING A SITE PLAN MODIFICATION FOR AN ARCHERY RANGE AT THE EXISTING YMCA LOCATED AT 701 SENECA STREET, TAX MAP NUMBER 38.-1-7 AND 38.72-1-1, ZONED C-S, BY M.E.I.D COMPANIES

WHEREAS, the City of Oneida's Joint Zoning Board of Appeals/Planning Commission (Planning Board) convened a meeting on October 10, 2023, to consider the Site Plan Modification application submitted by M.E.I.D Companies for an Archery Range at the existing YMCA located at 701 Seneca Street, Tax Map Number 38.-1-7 and 38.72-1-1, zoned C-S; and

WHEREAS, the Planning Board declared itself the SEQRA lead agency for this project, classified the action as unlisted, reviewed, and completed Parts 1, 2, and 3 of the SEAF, and issued a negative declaration at the Planning Board meeting held on October 10, 2023, indicating that the proposed action would not have a significant adverse impact on the environment; and

WHEREAS, it was determined that a GML-239 Review was not required; and

WHEREAS, the Planning Board has reviewed the Site Plan Modification application, taking into consideration the negative declaration issued, and has determined that it complies with the City's zoning regulations, ordinances, and land use plans;

NOW, THEREFORE, BE IT RESOLVED by the City of Oneida's Joint Zoning Board of Appeals/Planning Commission (Planning Board) that:

The Site Plan Modification application for an Archery Range at the existing YMCA, located at 701 Seneca Street, Tax Map Number 38.-1-7 and 38.72-1-1, zoned C-S, by M.E.I.D Companies, is hereby approved, specifically approving the sheet labeled SP1 dated 9/12/23, as created by M.E.I.D Companies and Sheridan Engineering., subject to the following conditions:

1. The applicant shall obtain all other permits and approvals as required, including building and sign permits where applicable.
2. The application for a building permit must be accompanied by all necessary completed water permit applications.
3. No stormwater will discharge to adjacent properties as a result of this project.
4. All exterior lights must be downward-facing so as not to cause glare on neighboring properties.
5. A keybox must be installed on the building if one does not already exist.
6. All dumpsters and refuse receptacles on the property are to be covered and screened.
7. Construction is to be completed by Thursday, October 31, 2024.
8. The Planning Board directs the Director of Planning to provide a copy of this resolution to the applicant, M.E.I.D Companies, and to all other relevant parties.
9. This resolution shall take effect immediately.
10. The proposed 7 parking spots will adequately service the additional 35 individuals anticipated to occupy the space, and the maximum occupancy load for the archery range space shall not exceed 50 individuals until Phase 2 is completed.

PASSED AND ADOPTED this 10th day of October, 2023.

Fredrick Meyers

Chairperson, Planning Board

ATTEST:

Christopher Henry

Director of Planning and Development and Secretary to the Planning Board

Moved by: Pat Thorpe

Seconded by: Randy Bonville

Ayes: 5

Nays: 0

Abstain: 1 (Schaal)

Motion Carried

Item #3 – Sketch Plat Approval, Preliminary Plat Waiver, and Final Plat Re-approval for a 3-lot minor subdivision at 1691 Fairview Ave, SBL# 46.-1-1, zoned A, by Andrew Coulthart- file #2023-034.

Todd Schaal returned to the dais, Perry Tooker stepped away from the dais, recusing himself from this agenda item.

The applicant was in attendance.

There was a brief discussion about how this was a re-approval due to missing filing deadlines. There was also a brief discussion regarding question 9 of part 1 of the SEAF. It was determined that the answer was “Yes” by the board as a version was circulated with the answer. The applicant also confirmed it to be “Yes” as well.

There was discussion that due to how recently this item was approved, a single meeting to make a SEQR determination, open and close a public hearing, and take final action was acceptable.

239 Review- Not required.

RESOLVED, that the Planning Commission be declared Lead Agency and classifies the action as Unlisted.

Moved by Pat Thorpe
Seconded by Randy Bonville

Ayes: 5
Nays: 0
Abstain: 1 (Tooker)

MOTION CARRIED

The PCZBA reviewed Part 1 of the Short Environmental Assessment Form (SEAF). Chris Henry went through each question in Part 2 of the SEAF, where the Board discussed and responded to each question, and no additional information was added to Part 3. The PCZBA made a determination that there are no adverse effects associated with this project.

RESOLVED, that the PCZBA issues a Negative Declaration under SEQRA

Moved by Pat Thorpe
Seconded by Randy Bonville

Ayes: 5
Nays: 0
Abstain: 1 (Tooker)

Motion Carried

Motion to Open the Public Hearing at 6:35

Moved by Todd Schaal
Seconded by Pat Thorpe

Ayes: 5
Nays: 0
Abstain: 1 (Tooker)

Motion Carried

No comments were made.

Motion to Close the Public Hearing at 6:36

Moved by Pat Thorpe
Seconded by Randy Bonville

Ayes: 5
Nays: 0
Abstain: 1 (Tooker)

Motion Carried

A RESOLUTION GRANTING MINOR SUBDIVISION APPROVAL FOR SKETCH PLAT, PRELIMINARY PLAT WAIVER, AND FINAL PLAT APPROVAL FOR A 3-LOT MINOR SUBDIVISION AT 1691 FAIRVIEW AVE, SBL# 46.-1-1, ZONED A, BY APPLICANT ANDREW COULTHART

WHEREAS, a 3-Lot Minor Subdivision known as the Coulthart 3-Lot Minor Subdivision was originally introduced at the June 13, 2023 Planning Board Meeting;

WHEREAS, the Planning Board declared itself the lead agency for this project at the June 13, 2023 Planning Board meeting;

WHEREAS, the Planning Board classified the action as "unlisted" under the New York State Environmental Quality Review Act (SEQRA);

WHEREAS, a negative declaration was duly issued at the June 13, 2023, meeting, indicating that the proposed project would not have a significant adverse impact on the environment;

WHEREAS, the original public hearing for the project was held on July 11, 2023, during which public input was considered;

WHEREAS, the final approval for the 3-Lot Minor Subdivision was granted at the July 11, 2023 Planning Board Meeting;

WHEREAS, the initial approval for the 3-Lot Minor Subdivision has since expired due to exceeding the 62 day time limit to file the subdivision with the Madison County Clerk;

WHEREAS, the applicant, Andrew Coulthart, has submitted a request for reapproval of the 3-Lot Minor Subdivision;

NOW, THEREFORE, BE IT RESOLVED by the City of Oneida's Joint Zoning Board of Appeals/Planning Commission (Planning Board) as follows:

Section 1: Subdivision Re-approval

The Planning Board hereby approves the Sketch Plat, Preliminary Plat Waiver, and Final Subdivision Plat consisting of sheet L-2 prepared by Tooker Land Surveying, PLLC dated 5/25/23 for Andrew Coulthart for a property located at 1691 Fairview Ave, SBL# 46.-1-1, zoned A with the following acknowledgements and considerations:

1. The Planning Board acknowledges the prior approvals granted for the 3-Lot Minor Subdivision known as the Coulthart 3-Lot Minor Subdivision, as detailed in the "Whereas" clauses above.
2. The Planning Board recognizes that the initial approval for this project has expired.

3. The Planning Board staff provided the necessary notice and information to all concerned parties, including the applicant, the public, and relevant agencies, in accordance with local and state regulations.
4. The Planning Board emphasizes that this reapproval process considered the previously issued negative declaration and the findings of the original approval process.
5. The Planning Board may attach any reasonable conditions or requirements deemed necessary for the reapproval of the 3-Lot Minor Subdivision, with such conditions to be discussed and documented at the October 10, 2023, meeting.

Section 2: Conditions of Approval

CONDITIONS:

1. The approved map must be filed with Madison County within 62 days of approval by the City of Oneida Planning Commission Zoning Board of Appeals, consistent with §155-21 of the City of Oneida Subdivision of Land Law.
2. Proof of filing must be submitted to the Director of Planning and Development within 30 days of the filing with the County.
3. That the Director of Planning and Development is hereby authorized to take all necessary administrative actions to implement this approval.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

Dated this 10th day of October, 2023.

Fredrick Meyers

Chairperson, Joint Zoning Board of Appeals/Planning Commission

ATTEST:

Christopher Henry

Director of Planning and Development and, Secretary of the Joint Zoning Board of Appeals/Planning Commission

Moved by: Pat Thorpe

Seconded by: Todd Schaal

Ayes: 5
Nays: 0
Abstain: 1 (Tooker)

Motion Carried

Perry Tooker returns to the dais.

RESOLVED, that there being no further business to be brought before the PCZBA, the meeting is hereby adjourned.

Moved by Randy Bonville
Seconded by Pat Thorpe

Ayes: 6
Nays: 0

MOTION CARRIED

The meeting adjourned at 6:39 p.m.

Approved