

City of Oneida
Planning Commission Zoning Board of Appeals
Special Meeting Agenda
City Hall, 109 N. Main Street – Common Council Chambers
September 9, 2025
6:00 P.M.

Call to Order

Roll Call

Approval of the Meeting Minutes

Item #1 –Site Plan Modification for an addition at the Existing Walmart Store #2444 located at 2024 Genesee Street, PIN# 37-1-28.131, zoned C, by Karlen Alvarado file#2025- 008.

Discussion with the Applicant

Planning: The applicant proposes a 5,144 square foot building expansion on the west side of the existing Walmart Supercenter to enhance the online grocery pickup operation. Site modifications include revised striping, a new canopy, updated signage, sidewalk upgrades, utility relocation, stormwater improvements, lighting revisions, and landscaping. The project includes 0.61 acres of disturbance. The number of grocery pickup stalls will increase from 10 to 29, and parking will be reduced from 973 to 949 spaces. No change of use is proposed.

The letter of intent inaccurately depicts the City Parking requirements. It is not 1 space per square foot of retail space. City Code states: “1 for each 300 square feet of floor space devoted to retail or customer use”. 138,429 square feet of retail space. The required number of spaces is 462. The proposed reduced number of 949 spaces still meets the minimum required. Additionally, the pickup stalls meet the minimum standard.

The applicant will need to obtain a signage variance. The overall count is going up by ten from what was originally approved. The quantity variance will need to be applied for at a later date before a sign permit, and sign installation will be issued. Note a signage variance will not need to be a condition of the approval.

The Plans were circulated amongst Codes, Fire, Engineering and the Water Department. The Water Department provided comments, but the department is satisfied with the plans submitted. The applicant was informed that on-site inspections will be required.

The proposed expansion falls within the development standard. A Signage Variance will be required in the future, no other variance is required at this time.

239 Review- Has been returned for local determination.

SEQRA – The PCZBA might consider declaring this action to be an unlisted action where the PCZBA declares itself lead agency.

The PCZBA should review Part 1 of the Short Environmental Assessment Form, complete Part 2 of the SEAF, and make a Determination of Significance.

The PCZBA may choose one of the following Significance Determinations:

- Negative Declaration
- Conditional Negative Declaration
- Positive Declaration

The PCZBA may consider granting Site Plan Modification Approval with the following conditions:

1. The applicant shall obtain all required permits and approvals, including building and sign permits, from the Department of Code Enforcement before commencing any construction or signage installation.
2. Any dumpsters, trash, recycling, or other refuse receptacles associated with the development shall be appropriately screened and covered.
3. Construction shall be completed within 1 year from the date of this approval.
4. All necessary approvals and permits shall be obtained from the City Water Department, including the review and approval of plans, specifications, and installation of a backflow prevention device.
5. The applicant shall comply with all erosion and sediment control requirements shown on the approved plans and any additional measures required by the City Engineer.
6. Site lighting shall comply with the submitted lighting plan (Sheet C160) and shall not produce glare or light trespass onto adjacent properties or public rights-of-way.
7. All proposed signage must conform to City Zoning Code requirements unless otherwise approved through an area variance.
8. A Knox Box (key box) shall be installed in accordance with Fire Department requirements. Any existing Knox Box must be reviewed to ensure compliance.

Item #2 –Site Plan Modification and Conditional Use Permit to a take-out restaurant use Coffee shop located at 264 Genesee Street, PIN# 38.56-1-35, zoned C, by Kara Hatch file#2025- 009.

Discussion with the Applicant

Planning: The Planning Department notes that a prior action of the PCZBA regarding this site was taken before receipt of the 239-referral response. In addition, it cannot be confirmed that a restaurant use has been previously established at this location. Due to this ambiguity, and upon the advice of the City Attorney, the current application and environmental review documentation have been circulated pursuant to SEQRA and GML §§ 239-f, m, n, and l to ensure full compliance with applicable requirements.

239 Review- Has been returned for local determination.

SEQRA – The PCZBA might consider declaring this action to be an unlisted action where the PCZBA declares itself lead agency.

The PCZBA should review Part 1 of the Short Environmental Assessment Form, complete Part 2 of the SEAF, and make a Determination of Significance.

Public Hearing- Motion to Open

Public Hearing- Motion to Close

The PCZBA may consider granting a Conditional Use Permit:

RESOLVED, that the Planning Board does grant such Conditional Use Permit subject to the following conditions:

1. Construction shall be completed within 1 year from the date of this approval.
2. The Applicant shall file the approval with Madison County within 62 days of this approval, as required by applicable regulations.
3. Proof of filing the Conditional Use Permit with the County shall be submitted to the Director of Planning and Development within 30 days of the filing.

The PCZBA may consider granting Site Plan Modification Approval with the following conditions:

1. The applicant shall obtain all required permits and approvals, including building and sign permits, from the Department of Code Enforcement before commencing any construction or signage installation.
2. Any dumpsters, trash, recycling, or other refuse receptacles associated with the development shall be appropriately screened and covered.
3. Construction shall be completed within 1 year from the date of this approval.
4. All necessary approvals and permits shall be obtained from the City Water Department, including the review and approval of plans, specifications, and installation of a backflow prevention device.

5. A Knox Box (key box) shall be installed in accordance with Fire Department requirements. Any existing Knox Box must be reviewed to ensure compliance.
6. All proposed signage must conform to City Zoning Code requirements unless otherwise approved through an area variance.

Item #3 –Site Plan Modification for a change of use from a retail use-furniture sales to a retail use-grocery store located at 121 Madison Street, PIN# 30.72-1-33, zoned DC, by Keith D. Simpson file#2025-010.

Discussion with the Applicant

Planning: The City Attorney was consulted. The intensity in the type of retail sales required a coordinated environmental review. Due to the proximity to a State Route, it required a 239-m review as well. There is no dedicated off-street parking space for this property. It will be reliant solely on street parking. The PCZBA might consider determining if there is adequate parking to meet the needs of this use in relation to all other uses surrounding the proposed project.

239 Review- Has been returned for local determination.

SEQRA – The PCZBA might consider declaring this action to be an unlisted action where the PCZBA declares itself lead agency.

The PCZBA should review Part 1 of the Short Environmental Assessment Form, complete Part 2 of the SEAF, and make a Determination of Significance.

The PCZBA may choose one of the following Significance Determinations:

- Negative Declaration
- Conditional Negative Declaration
- Positive Declaration

The PCZBA may consider granting Site Plan Modification Approval with the following conditions:

1. The applicant shall obtain all required permits and approvals, including building and sign permits, from the Department of Code Enforcement before commencing any construction or signage installation.
2. Any dumpsters, trash, recycling, or other refuse receptacles associated with the development shall be appropriately screened and covered.
3. Construction shall be completed within 1 year from the date of this approval.
4. All necessary approvals and permits shall be obtained from the City Water Department, including the review and approval of plans, specifications, and installation of a backflow prevention device.

5. A Knox Box (key box) shall be installed in accordance with Fire Department requirements. Any existing Knox Box must be reviewed to ensure compliance.
6. All proposed signage must conform to City Zoning Code requirements unless otherwise approved through an area variance.

Item #4 – Area Variance Introduction for a 5.5' side yard setback from the Eastern property line located at 350 Earl Ave, PIN# 38.31-1-30, zoned R2, by Delos J. Burdick file#2025- 011.

Discussion with the Applicant

Planning: The applicant was informed on August 23, 2025, via email, the applicant was informed that they were missing the following neighbor statements:

1. 354 Earl Ave
2. 349 Leonard Ave

The applicant was informed that they were to be provided prior to action by the PCZBA.

Updated 9/2/25: The neighbor statements have been received since the first circulation of the PCZBA packet.

Motion to Open Public Hearing

The PCZBA may consider keeping the public hearing open until final action at the regularly scheduled meeting in October.

The PCZBA May pass a resolution closing the public hearing.

The PCZBA May Determination of Area Variance Criteria Form- Chairman reads through the criteria and a board member makes a motion for each question with a reason.

The PCZBA May pass a resolution, approving the 5.5' side yard setback from the Eastern property line located at 350 Earl Ave, PIN# 38.31-1-30, zoned R2, by Delos J. Burdick file#2025- 011.

Item #5 – Recommendation regarding “A LOCAL LAW AMENDING SECTION 190-26.2(E) OF CHAPTER 190, TITLED "ZONING," OF THE ONEIDA CITY CODE”

Planning: The recommended Local Law was drafted after consulting with Kyle Lovell, and Nadine Bell. The amendment looks to reduce the overall height to 200'. Additionally more substantial language was added regarding geotechnical analysis.

This recommended local law came after reviewing the significant amount of feedback from the public and the AFRL. It is the objective of the City to maintain a wind energy law in place, but be more robust regarding size and site analysis.

The PCZBA may pass a resolution recommending that the Common Council approve the local law as drafted and the Director of Planning convey their recommendation to the Common Council for consideration.

Item #6 - Welcoming the New Director of Planning

Adjourn