

PROJECT CHECKLIST

648 Fitch Street – Site Plan Modification

Applicant: Mike Coates / ProBuild Northeast

Owner: Local Storage Group LLC (Patriot Holdings)

Tax Map #: 37.8-1-7 **Zoning:** M-1 (Manufacturing–Industrial)

Date: 11/18/25 **Applicant in attendance:** Yes ☐ No ☐

239 Review: No county-wide impacts, returned for local determination.

Motion #1 — SEQRA Classification

☐ Type I ☐ Unlisted ☒ Type II (6 NYCRR 617.5[c][7]) – Nonresidential reuse < 4,000 sq ft

Member	Moved	Second
Perry Tooker (Chair)	☐	☐
Todd Schaal	☐	☐
Barbara Henderson	☐	☐
Kipp Hicks	☐	☐
Pat Thorpe	☐	☐
Dave Scholl	☐	☐
Gregg Myers	☐	☐

Total Aye: _____ **Total Nay:** _____ **Motion Result:** ☐ Passed ☐ Failed

Motion #2 — SEQRA Declaration

☒ Type II – No further environmental review required.

Member	Moved	Second
Perry Tooker (Chair)	☐	☐
Todd Schaal	☐	☐
Barbara Henderson	☐	☐
Kipp Hicks	☐	☐

Member **Moved** **Second**

Pat Thorpe ☐ ☐

Dave Scholl ☐ ☐

Gregg Myers ☐ ☐

Total Aye: _____ **Total Nay:** _____ **Motion Result:** ☐ Passed ☐ Failed

Proposed Modification: Three permanent self-storage buildings.

Comments: _____

Motion #3 — Grant Site Plan Modification Approval

Conditions (if any):

- ☐ Final City Engineer MS4 / SWPPP sign-off prior to building permit issuance.
- ☐ Confirmation that the December 2024 conditional use approval remains valid.
- ☐ Final scaled site plan on file showing setbacks, stormwater system, and building footprints.
- ☐ All construction must comply with the NYS Building Code and City of Oneida Zoning Code.

Member **Moved** **Second**

Perry Tooker (Chair) ☐ ☐

Todd Schaal ☐ ☐

Barbara Henderson ☐ ☐

Kipp Hicks ☐ ☐

Pat Thorpe ☐ ☐

Dave Scholl ☐ ☐

Gregg Myers ☐ ☐

Total Aye: _____ **Total Nay:** _____ **Motion Result:** ☐ Passed ☐ Failed

Chairperson Signature: _____ **Date:** _____



CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT



108 North Main Street
Oneida, New York 13421
Tel.: 315-363-7467
Fax: 315-363-2672

COMBINED PLANNING COMMISSION ZONING BOARD OF APPEALS
COVER SHEET

Fee Schedule (please make checks payable to City of Oneida)

- | | |
|---|--------------|
| ☐ Site Plan Review— 1,000 sq ft or less | \$100 |
| ☐ Site Plan Review— 1,001 to 5,000 sq ft | \$150 |
| ☐ Site Plan Review— 5,001 to 10,000 sq ft | \$350 |
| ☐ Site Plan Review— 10,001 sq ft or larger | \$1,100 |
| ☐ Conditional Use Permit | \$150 |
| ☒ Site Plan Modification | <u>\$100</u> |
| ☐ Area Variance | \$100 |
| ☐ Use Variance | \$200 |
| ☐ Zoning Amendment | \$200 |

FOR OFFICE USE:

Application Number: _____
Date of Fee Collection: _____
Date of Public Hearing: _____
Date Received by Planning: _____
Date of Final Action: _____
Action Filing Date: _____

Location of property 646 Fitch Street, Oneida NY

Zone M1

Ward _____

Tax Map # 37.8-1-7

Property Owner (if Different): _____

Applicant: _____

Address: _____

Address: Mike Coates

City/State/Zip Code: _____

City/State/Zip Code: 13 Shephard's Way
New Fairfield CT 06812

Phone: _____

Phone: (914) 325-6967

Email: _____

Email: mike@probuidne.com

Signature of Owner _____

Date _____

Signature of Applicant _____

Date 9-24-25

Print Name of Owner _____

Print Applicant Name Mike Coates

Description of Proposal (Attach additional pages if necessary)

Overall site layout remains the same as approved in 2024. Removable "pop" units approved in 2024 are being replaced with permanent storage structures on concrete pads.

Explain why your proposal is in harmony with the character of the area, and will not have a negative impact on other persons or properties in the area (attach additional pages if necessary)
This is an expansion of a well-maintained self-storage facility. The expanded facility will closely mirror existing and it fits in well with the district it is located

CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT



109 North Main Street
Oneida, New York 13421
Tel: 315-363-7467
Fax: 315-363-2672

**APPLICATION FOR SITE PLAN
MODIFICATION**

Name of Proposed Development:

648 Fitch Street Self Storage Expansion

Location of Site:

648 Fitch Street, Oneida NY

Tax Map Number: 37.8-1-7

Current Zoning Classification: MI

FOR OFFICE USE:

Application Number: _____

Date of Public Hearing: _____

Date Received by Planning: _____

Date of Final Action: _____

Action Filing Date: _____

☐ Approved ☐ Denied

Ward: _____

Applicant:

Name: M Coates

Address: 13 Richards Way

Newfield CT 06812

Phone: (914) 325-57

Email: mike@prob

for Mike Coates

Signature of the Applicant: _____

Date: 2-4-25

Plans Prepared By:

Name: William C. Nichols, PE

Address: 4873 NYS Rt. 5

Vernon, NY 13476

Phone: 315-203-8052

Email: wnichols@delta-eas.com

Owner (if different):

Name: _____

Address: _____

Phone: _____

Date of Site Plan Approval: _____

Signature of the Owner _____

Date _____

Modification Requested:

Applicant wishes to replace the 2024 approved movable storage 'pods' with permanent self storage buildings.

Site Plan Mod Fee: \$100 Please make a check payable to the City of Oneida

Date Modified 4.19.23

Page 1 of 3

FINAL REMINDERS

- Do not cover any work without approval and sign-off from inspectors.
- Inspections must be scheduled with 24-48 hours' notice.

All permits except Demo permits are valid for 1 year, demo permits are issued 6 months

Permits expire after 6 months if construction has not started; demolition permits expire after 3 months.

BUILDING PERMIT CONDITIONS & DECLARATION

By signing this application, I declare that all statements made herein and on accompanying documents are true to the best of my knowledge and belief. I agree to comply with all NYS Building Codes and Energy Conservation Codes. I understand that all work must be inspected and approved by City Officials before continuing to the next phase.

I give City Inspectors permission to enter the premises for inspection purposes by appointment.

Signature: Mike Coates

Date: 8/19/25

(Circle: Property Owner, Manager, Agent/Representative, Contractor)

OFFICE USE ONLY

Approved: ☒ Yes ☐ No

Code Enforcement Officer: Jan Arh

Date: 8/19/25

REASON FOR DISAPPROVAL (If applicable):

190-8-B(1) A conditional use permit shall be required for any use in a M-1 or L-1 zone.

Contractor's Name: Probuild NE
Address: _____
Phone: _____

Are wages being paid for performance of work?
☐ Yes ☒ No

(If yes, attach worker's compensation and disability benefits form or CE-200 exemption form.)

PROPERTY DETAILS

Project Address: 848 Fitch Street, City of Oneida NY
SBL/Parcel #: 37.9-1-7
City Zoning: MI
Current Principal Use: SELF STORAGE

- Will the work being done constitute a change in the principal use of the premises? ☐ Yes ☒ No
- Is this work subject to variances granted by the PZBA? ☐ Yes ☒ No (Attach approval to application.)
- Is this permit issued subject to a conditional use permit by the PZBA? ☐ Yes ☒ No (Attach approval to application.)

Water Supply: ☒ Municipal ☐ New Well ☐ Existing Well
Wastewater: ☒ Municipal Sewer ☐ Septic System (Attach Health

Department approval if applicable.)

Floodplain: ☐ Yes ☒ No
Designated Wetland: ☐ Yes ☒ No

NATURE OF WORK (Check all that apply):

- ☐ Residential ☒ Commercial
☒ New Building ☐ Addition ☐ Alteration ☐ Change of Use
☐ Demolition ☐ Pool ☐ Miscellaneous (Describe): ADDITIONAL PERMANENT STRUCTURES
☐ Residential Electric Only ☐ Residential Plumbing Repair Only ☐ Commercial Plumbing Repair Only
☐ Certificate of Occupancy ☒ Certificate of Compliance

FINAL REMINDERS

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BUILDING PERMIT CONDITIONS & DECLARATION

By signing this application, I declare that all statements made herein and on accompanying documents are true to the best of my knowledge and belief. I agree to comply with all NYS Building Codes and Energy Conservation Codes. I understand that all work must be inspected and approved by City Officials before continuing to the next phase.

I give City Inspectors permission to enter the premises for inspection purposes by appointment.

Signature: _____

Date: 8/17/2025

(Circle: Property Owner, Manager, Agent/Representative, Contractor)

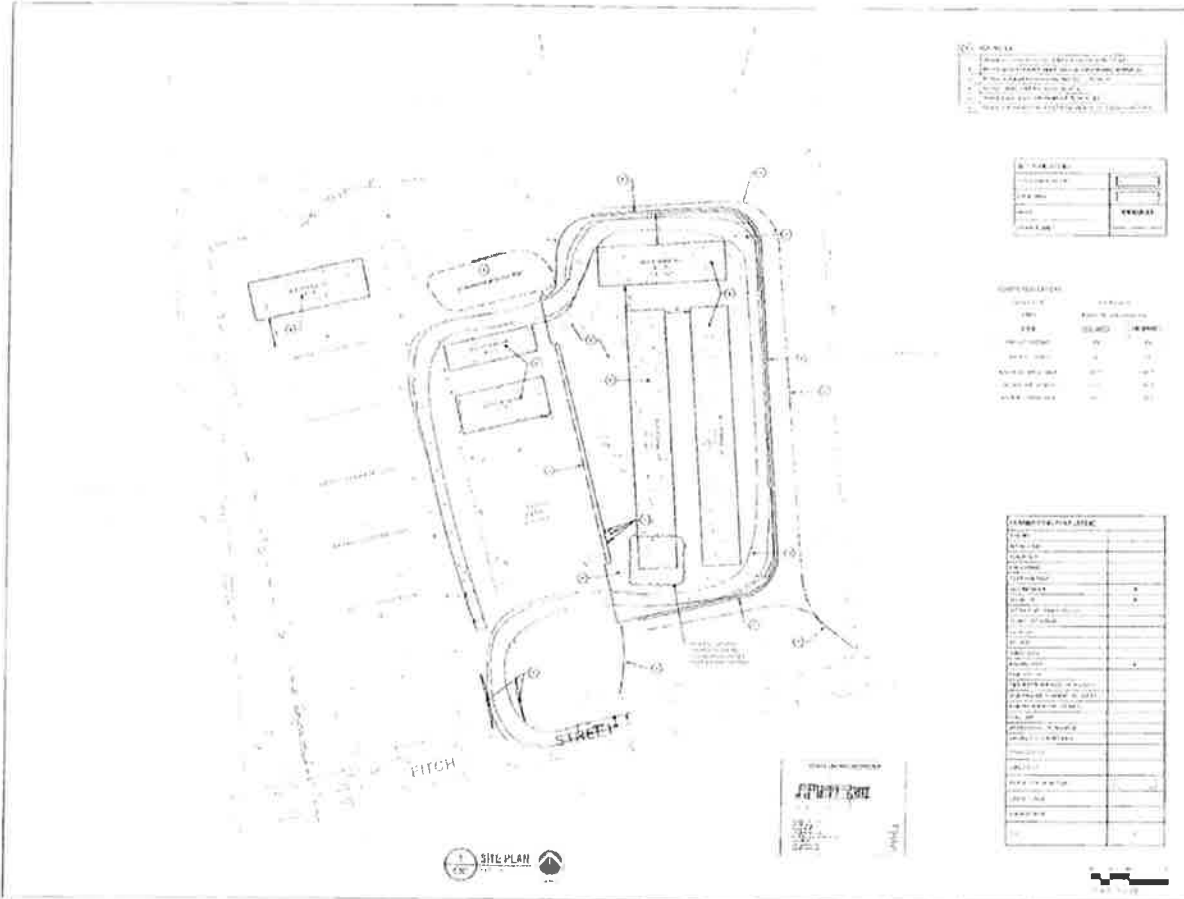
OFFICE USE ONLY

Approved: ☐ Yes ☐ No

Code Enforcement Officer: _____

Date: _____

REASON FOR DISAPPROVAL (If applicable):



NOTES

1. SEE SHEET C-201 FOR SITE PLAN.
2. SEE SHEET C-201 FOR SITE PLAN.
3. SEE SHEET C-201 FOR SITE PLAN.
4. SEE SHEET C-201 FOR SITE PLAN.
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NO.	DESCRIPTION	DATE	BY	CHKD.
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PRO BUILD NORTHEAST
PROFESSIONAL ENGINEERING
ARCHITECTURE
CONSULTING

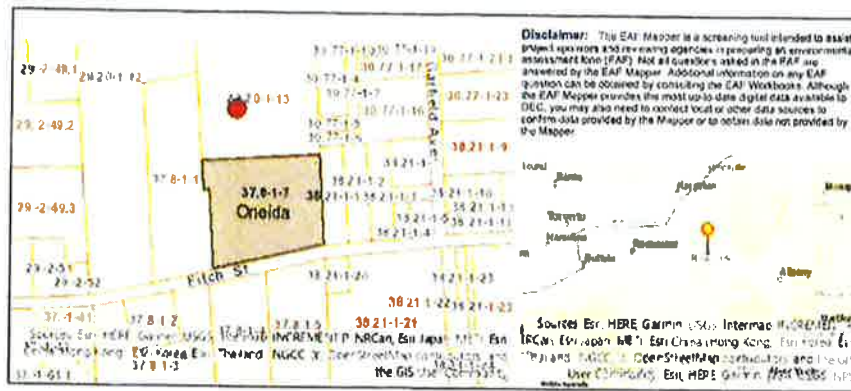
PRO BUILD NORTHEAST
SELF STORAGE

DELTA
ARCHITECTS

SITE PLAN

C-201

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☒	☐
b. Consistent with the adopted comprehensive plan?	☐	☒	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☒	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	☒	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☒	☐	
b. Are public transportation services available at or near the site of the proposed action?	☐	☒	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☒	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____	☐	☒	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☐	☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	☒	☐	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☒	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	☐	☒	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☒	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archaeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	No



Department of
Environmental
Conservation

KATHY HOCHUL
Governor

SEAN MAHAR
Interim Commissioner

February 13, 2025

Patriot Holding
Stephane Coulure
1007 DEAN MARTIN DR
LAS VEGAS, NV 89103-4137

RE: Letter of Authorization (LOA) for Coverage Under
SPDES General Permit for Stormwater Discharges from Construction Activity (CGP)
General Permit No. GP-0-25-001

Dear Owner or Operator,

The New York State Department of Environmental Conservation (NYSDEC) received a complete electronic Notice of Intent (eNOI) for coverage under GP-0-25-001 for construction activities located at:

Project Name: Patriot Holdings Self-Storage Facility Expansion
Project Address: 848 FITCH ST
ONEIDA, NY 13421-1545 Project County: Madison

Through submission of the eNOI on February 13, 2025, the owner or operator certified that the eligibility requirements in Part I A. of GP-0-25-001 have been met, where required.

As a reminder, the owner or operator must meet the requirements in Part I E.6. of GP-0-25-001 prior to disturbing greater than five acres of soil at any one time. Further, this LOA is not the permit document. The owner or operator is required to comply with all requirements in GP-0-25-001, which is accessible on NYSDEC's website: dec.ny.gov

The project is authorized to commence construction activity in accordance with Part I D 3 b. of GP-0-25-001 as follows:

- Project Name: Patriot Holdings Self-Storage Facility Expansion
- eNOI Submission ID: HQA-BDZO-RMPQZ
- Date authorized to commence construction activity: February 13, 2025

Note that the NYSDEC SPDES Permit Identification No. (SPDES Permit ID) for this project will be sent in a separate correspondence. Also, please be advised there is an annual regulatory fee of \$110, which is billed by NYSDEC in the late fall. The regulatory fee covers a period of one calendar year. In addition, there is an initial authorization fee of \$110 per acre of land disturbed and \$875 per acre of future impervious area. The initial authorization fee covers the duration of the authorized disturbance.

If there are any questions regarding the requirements in GP-0-25-001, please contact me

Sincerely,

John Multhersbaugh
Assistant Engineer

An additional motion was made where Kipp Hicks noted that that the 3rd criteria for the area variance should read as "not" substantial

Motion Carried

Item #1-Site Plan Review to expand the warehouse use for 3 additional store units, located at 648 Fitch Street, Tax Map Number 37.8-1-7, zoned M-1, by Patriot Holdings, file# 2024-013.

Curt Nichols was in attendance, representing the applicant.

There was a discussion about the proposed additional storage containers. Mr. Nichols noted that they are moveable. They are proposed on an existing gravel lot.

The applicant noted the correspondence with the City Engineer. There was also a discussion about the accessibility of the fire truck and running the internal layout of the storage units. The Fire Marshall communicated his concerns, and the general strategy of the fire department to address fires that may occur within a storage unit. The Fire Marshall communicated that they have to plan for the worst-case scenario.

There was a discussion about a Knox Box for Fire Department accessibility that the property owner agreed to comply with.

The discussion went on to the landscaping of the property. Mr. Nichols explained that wooded areas would be maintained, and thinned out. Mr. Nichols spoke to the City Engineers concerns regarding building over a plastic sewer line. Mr. Nichols noted they shaded an area where they think it is, but they cannot find it. If it is found during construction they will reroute it.

There was a discussion regarding the SWPPP. Mr. Nichols stated that the stormwater will be handled by a series of swales, and that ultimately the stormwater management plan will expand the existing stormwater management system by 25%. The stormwater will ultimately be discharged into two storm sewer inverts.

Mr. Nichols explained there is a Deed Covenant and MS4 sign-off that will occur after board approval. The Chairman confirmed that the City Engineer will sign the necessary documentation upon Board approval and submission to the City.

Mr. Nichols was asked by Chairman Tinker about possible individual electrical receptacles. Mr. Nichols said there wasn't to his knowledge. The Fire Marshall expressed concerns homeless living in storage units. It is something that the Fire Department has encountered in the past.

There was more discussion regarding the rise in homelessness. Mr. Nichols noted that his firm was retained originally to address the property line and build a fence.

239 Review- Not required.

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

Moved by Pat Thorpe

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

Section 1: Approval of the Site Plan Review Application

Having considered the standards set forth in §143 of the City of Oneida Site Plan Review Regulations, the Planning Board hereby approves the following site plan documents consisting of sheets C-101.0; C-102; C-201; C-301 prepared by Delta Engineers, Architects, & Surveyors, dated 5/14/24; prepared by the applicant, located at 648 Fitch St., Tax Map Number 37.8-1-7, zoned M-1, by Patriot Holdings.

Section 2: Conditions of Approval

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. The "DECLARATION OF RESTRICTIVE COVENANT REGARDING MAINTENANCE OF STORMWATER CONTROL MEASURES" must be finalized, executed, and filed with the City Clerk prior to any permits being issued.
4. Construction shall be completed within 1 year from the date of this approval.
5. No permits shall be issued until a finalized SWPPP is submitted to the City that is deemed acceptable by the City Engineer.
6. Relocate Knox Box to outside of the gate.

BE IT FURTHER RESOLVED that the Planning Board authorizes the City Department of Planning and Development staff to work with the Applicant to ensure compliance with the approved conditions and to review and approve any minor modifications to the site plan that may arise during the implementation of the project.

BE IT FURTHER RESOLVED that the Director of Planning and Development is hereby directed to provide a copy of this resolution to the Applicant, and any other relevant agencies or departments involved in the review and approval process.

PASSED AND ADOPTED this 10th day of December, 2024.

O. Perry Tooker, IV

Chairperson, Planning Board

Moved by Pat Thorpe

Seconded by David Scholl

Ayes: 6

Nays: 0

MOTION CARRIED

Resolved, that the Planning Commission Schedules the public hearing for January 14, 2025, or soon thereafter,

Moved by Kipp Hicks

Seconded by Pat Thorpe

Ayes: 6

Nays: 0

Motion Carried

~~Item #3 – Introduction of a subdivision~~ for a 2-lot minor subdivision at 1359 West Elm Street SBL#29.-2-39, zoned A, by Curtin Dairy- file #2024-015.

The applicant was not in attendance.

Resolved, that the Planning Commission Schedules the public hearing for January 14, 2025, or soon thereafter,

Moved by Kipp Hicks

Seconded by Todd Schaal

Ayes: 6

Nays: 0

Motion Carried

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

6 | P a g e

CITY OF ONEIDA — PLANNING COMMISSION & ZONING BOARD OF APPEALS

RESOLUTION OF APPROVAL

Project: Permanent Self-Storage Buildings (ProBuild Northeast / Local Storage Group LLC)
Address: 648 Fitch Street, Oneida, NY 13421
Applicant: Mike Coates / ProBuild Northeast
Owner: Local Storage Group LLC (Patriot Holdings)
Engineer: William C. Nichols, P.E. (Delta Engineers)
Tax Map #: 37.8-1-7 Zoning: M-1 (Manufacturing-Industrial)
Meeting Date: November 18, 2025 — 5:30 p.m. (Basement Meeting Room, City Hall)

WHEREAS, the applicant, Mike Coates / ProBuild Northeast, on behalf of Local Storage Group LLC (Patriot Holdings), has submitted a Site Plan Modification for the construction of three permanent self-storage buildings totaling approximately 6,200 square feet at 648 Fitch Street, Oneida, New York, Tax Map #37.8-1-7, located in the M-1 (Manufacturing-Industrial) zoning district; and

WHEREAS, the City of Oneida Planning Commission & Zoning Board of Appeals previously reviewed and approved a related site plan on December 10, 2024, for the same use on this property; and

WHEREAS, the current modification replaces previously approved temporary storage structures with permanent buildings consistent with the prior approval and does not change the approved use; and

WHEREAS, the action was reviewed pursuant to Chapter 143 of the City of Oneida Code and is classified as a Type II action under 6 NYCRR 617.5(c)(7) of the State Environmental Quality Review Act (SEQRA), requiring no further environmental review; and

WHEREAS, referrals under General Municipal Law §§239-m and 239-f are not required for this action because Fitch Street is a City-maintained road and no intermunicipal impacts have been identified; and

WHEREAS, the City Engineer has reviewed the stormwater documentation and final MS4/SWPPP approval will be required prior to the issuance of a building permit; and

WHEREAS, the City of Oneida Planning Commission & Zoning Board of Appeals held a duly advertised public meeting on November 18, 2025, at which the applicant and all interested parties were heard;

NOW, THEREFORE, BE IT RESOLVED, that the City of Oneida Planning Commission &

**CITY OF ONEIDA — PLANNING COMMISSION & ZONING BOARD OF
APPEALS**

RESOLUTION OF APPROVAL

WHEREAS, the applicant, DK Rental Properties LLC (Keith Peavey, Member), has submitted a Site Plan Modification for the construction of a 24'×36' office addition and a 20'×100' storage building at 1070 Upper Lenox Avenue, Oneida, New York, Tax Map #37.-1-44.52, located in the Neighborhood-Commercial (NC) zoning district; and

WHEREAS, the application was reviewed in accordance with Chapter 143 of the City of Oneida Code, and the project constitutes a Type II Action under 6 NYCRR 617.5(c)(7) of the State Environmental Quality Review Act (SEQRA), requiring no further environmental review; and

WHEREAS, the application was referred to the Madison County Planning Department pursuant to General Municipal Law §239-m, which returned a determination of "Local Determination" dated October 14, 2025, indicating no intermunicipal impacts; and

WHEREAS, a §239-f referral was sent to the New York State Department of Transportation through Madison County Planning and is pending acknowledgment or 30-day lapse confirmation; and

WHEREAS, the City of Oneida Planning Commission & Zoning Board of Appeals held a duly advertised public meeting on November 18, 2025, during which the applicant and interested parties were heard;

NOW, THEREFORE, BE IT RESOLVED, that the City of Oneida Planning Commission & Zoning Board of Appeals, having reviewed all documentation and considered all comments, hereby APPROVES the Site Plan Modification for the Tanner Insurance Office Addition & Storage Building at 1070 Upper Lenox Avenue, subject to the following conditions:

1. Confirmation of final NYSDOT §239-f referral acknowledgment or lapse of the 30-day review period.
2. Final scaled site plan on file showing setbacks, parking layout, and utilities.
3. Stormwater narrative confirming no off-site drainage impacts.
4. All construction shall comply with the New York State Building Code and the City of Oneida Zoning Code.

Adopted: November 18, 2025

Moved by: _____ Seconded by: _____

Vote: ☐ Approved ☐ Denied ☐ Tabled

Chairperson: _____ Date: _____

Member	Moved	Second
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Pat Thorpe	☐	☐
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Dave Scholl	☐	☐
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Gregg Myers	☐	☐
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Total Aye: _____ **Total Nay:** _____ **Motion Result:** ☐ Passed ☐ Failed

Proposed Modification: 24'×36' office addition and 20'×100' storage building.

Comments: _____

Motion #3 — Grant Site Plan Modification Approval

Conditions (if any):

☐ Full compliance with all NYSDOT Region 2 §239-f conditions dated 11/14/2025, including obtaining a Highway Work Permit for any work in the NY 365A right-of-way, prohibiting staging of equipment or materials within the right-of-way, depicting the highway boundary/right-of-way line on the final plans, keeping signage, landscaping, parking, and utilities on private property, and providing required trip generation information for full build-out.

☐ Final scaled site plan showing parking layout, stormwater management, utilities, and the NYSDOT highway boundary/right-of-way line to remain on file.

☐ Stormwater narrative confirming no off-site drainage impacts.

☐ All work to comply with the City of Oneida Zoning Code and NYS Building Code.

Member	Moved	Second
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Perry Tooker (Chair)	☐	☐
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Todd Schaal	☐	☐
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Barbara Henderson	☐	☐
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Kipp Hicks	☐	☐
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Pat Thorpe	☐	☐
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Dave Scholl	☐	☐
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Gregg Myers	☐	☐
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CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT
 109 North Main Street
 Oneida, New York 13421

Project Location:	1070 Upper Lenox Ave		
Tax Map #:	37-1-4452		
Applicant Name:	DK Rental Properties Keith Peavey		
Applicant Address (If Different):	3280 Pickett Rd Madison NY 13402		
Zone:	ME	Ward:	5
		File #:	2025-16

Site Plan Review Application Submission Receipt

Received	Item
☒	Cover Sheet
☒	Site Plan Review Application
☒	Codes Office Denied Permit
☒	Location Map from Assessor
☒	Associated Fee(s)
☒	Site Plans (Per Section 143 of City Code)
☒	SEQR Forms
☒	Photos/Renderings (Optional)
☐	Owner Authorization (If Applicable)
☒	Up to Date Taxes Proof from Chamberlain
☒	Other <u>Mad. Cty 239</u>
☐	Other _____
☐	Other _____
☐	Other _____

Date Submitted: 9/9/25

Received By (Print): Rebecca Lennon

Signature: R. Lennon

This receipt acknowledges that the City of Oneida Department of Planning and Development has received the items indicated above. This does not indicate completeness or approval of the application.

CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT



109 North Main Street
Oneida, New York 13421
Tel.: 315-363-7467
Fax: 315-363-2572

**APPLICATION FOR SITE PLAN
MODIFICATION**

Name of Proposed Development:
Tanner Insurance Office addition

Location of Site:
1070 Upper Lenox Ave, Oneida NY 13421

Tax Map Number: 37.-1-44.52

Current Zoning Classification: MI

Ward: 5

FOR OFFICE USE:

Application Number: _____

Date of Public Hearing: _____

Date Received by Planning: _____

Date of Final Action: _____

Action Filing Date: _____

☐ Approved ☐ Denied

Applicant:

Name: DK RENTAL PROPERTIES LLC
Address: 3280 PICKETT RD
MADISON, NY 13402-9754
Phone: (315)263-2130
Email: Keith@tanneragency.com

Plans Prepared By:

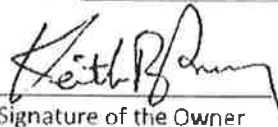
Name: Jacob Bohnert PE
Address: 344 Reese Rd
Earlville, NY 13332
Phone: 315-941-9499
Email: jbohnert110@gmail.com

Signature of the Applicant _____
Date _____

Owner (if different):

Name: _____
Address: _____
Phone: _____

Date of Site Plan Approval: _____

 8/19/2025
Signature of the Owner _____ Date _____

Modification Requested:

Adding a 24' x 36' wood frame addition to the east end of the existing Tanner Insurance
Agency office for office space. Also adding 20' x 100' storage building on west side of existing
office building. storage would be used by owner with excess rented out to others.

Site Plan Mod Fee: \$100 Please make a check payable to the City of Oneida

Date Modified 4/19/23

Page 1 of 3

CITY OF ONEIDA
CODE ENFORCEMENT DEPARTMENT

BOB BURNETT
Director of Codes

JAMES ACKERMAN
Code Enforcement Officer



109 North Main Street
Oneida, New York 13421

TEL: 315-363-8480
FAX: 315-363-9558

jackerman@oneidacityny.gov

Date: 02/03/2025

Building permit application

Permit# _____

Applicants name, address, and phone number:

DK Rental Properties, LLC., (Keith Peavey, Member)
3280 Pickett Rd
Madison, NY 13402

Applicant is (check one or more): ☒ Owner () Agent () Contractor () Architect/Engineer () Other _____

Owner's name, address, phone number:

DK Rental Properties, LLC.,
3280 Pickett Rd
Madison, NY 13402

Contractor's name, address, and phone number:

To be determined

Are wages being paid for performance of work: ☒ Yes () No

If yes, attach worker's compensation and disability benefits form or CE-200 exemption form.

Project address: **1070 Upper Lenox Ave**
Oneida NY ~~13402~~ 13421

UNAPPROVED

SBL / Parcel #: **37.-1-44.52**

City Zoning: **MI - Manufact Ind**

Current principal use: **Office occupancy**

Will the work being done constitute a change in the principal use of the premises? () Yes ☒ No

Is this work subject to certain variances granted by the PZBA? () Yes ☒ No If yes attach to application.

Is this permit issued subject to a conditional use permit issued by the PZBA? () Yes ☒ No If yes attach to application.

Water supply: ☒ Municipal water supply () New well () Existing well

Wastewater: () Municipal sewer ☒ Septic system (if applicable, attach Health Department approval)

Flood plain: This Site () is ☒ is not within a flood plain.

Wetland: This Site () is ☒ is not in a designated wetland.

2080

9

55

1120(S)

1070(S)

55.1

11.53A(C)

35.12

20'

25'

146.00

305.72

389.27

60'(S)

53.32

2.02 A(C)

44.52

56.54

395.23

16'

53

340'(S)

12

52.1

1.05 A(C)

2547(S)

96 A

178

51

1.16 A(C)

125'(S)

100'(S)

123.98

140'(S)

Corporate

W. LOW

ISSUED FOR PERMIT

**OFFICE BUILDING ADDITION
1070 UPPER LENOX AVE
ONEIDA, NY 13421**

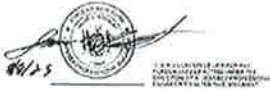


**SITE LOCATION MAP
NOT TO SCALE**

DRAWING NO.			
NO.	DATE	REV.	REVISION
1.01	01/18/2025		ISSUED FOR PERMIT
1.02	01/18/2025	1	REVISION: 1.01
1.03	01/18/2025	1	REVISION: 1.02
1.04	01/18/2025	1	REVISION: 1.03
1.05	01/18/2025	1	REVISION: 1.04
1.06	01/18/2025	1	REVISION: 1.05
1.07	01/18/2025	1	REVISION: 1.06
1.08	01/18/2025	1	REVISION: 1.07
1.09	01/18/2025	1	REVISION: 1.08
1.10	01/18/2025	1	REVISION: 1.09

AUGUST 2025

JACOB E. BOHNERT P.E.
344 REESE RD
EARLVILLE, NY 13332
PHONE: (315) 941-9489





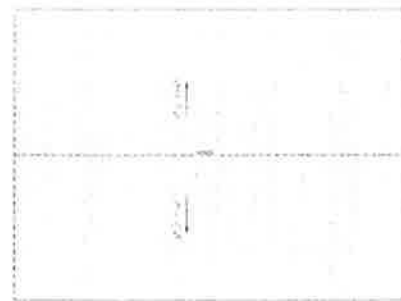
10/10/2013 10:10:10



ROOF FRAMING PLAN
SCALE: 1/8" = 1'-0"

10'0" x 10'0"	10'0" x 10'0"	10'0" x 10'0"	10'0" x 10'0"	10'0" x 10'0"	10'0" x 10'0"
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1. ROOF FRAMING PLAN
2. ROOF FRAMING PLAN
3. ROOF FRAMING PLAN
4. ROOF FRAMING PLAN
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9. ROOF FRAMING PLAN
10. ROOF FRAMING PLAN

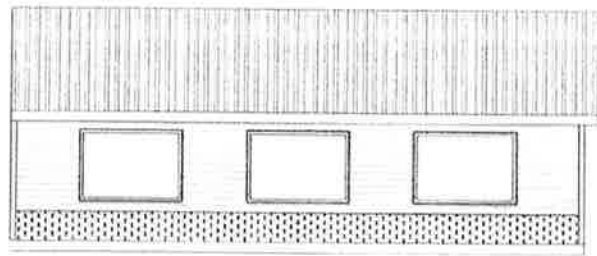


ROOF PLAN
SCALE: 1/8" = 1'-0"

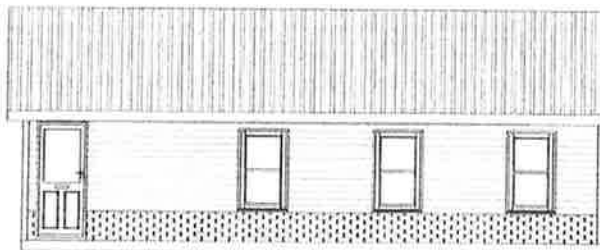
1. ROOF FRAMING PLAN
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10. ROOF FRAMING PLAN



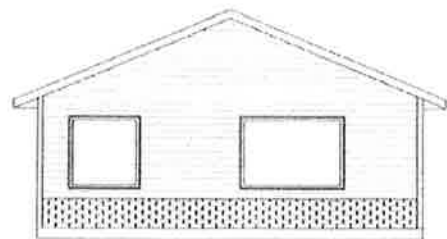
1. ROOF FRAMING PLAN
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8. ROOF FRAMING PLAN
9. ROOF FRAMING PLAN
10. ROOF FRAMING PLAN



FRONT ELEVATION
Scale: 1/4" = 1'-0"



REAR ELEVATION
Scale: 1/4" = 1'-0"



RIGHT SIDE ELEVATION
Scale: 1/4" = 1'-0"

1. ALL WALLS TO BE FINISHED WITH
1/2" PLASTER OR EQUIVALENT
2. ALL WINDOWS TO BE 6" MIN. WIDE
3. ALL DOORS TO BE 3' MIN. WIDE

4. ALL ROOFING TO BE 1/2" MIN. THICK
5. ALL ROOFING TO BE 1/2" MIN. THICK
6. ALL ROOFING TO BE 1/2" MIN. THICK

7. ALL ROOFING TO BE 1/2" MIN. THICK
8. ALL ROOFING TO BE 1/2" MIN. THICK
9. ALL ROOFING TO BE 1/2" MIN. THICK



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7. ALL ROOFING TO BE 1/2" MIN. THICK
8. ALL ROOFING TO BE 1/2" MIN. THICK
9. ALL ROOFING TO BE 1/2" MIN. THICK

RECEIVED

AUG 25 2025

Short Environmental Assessment Form

Part 1 - Project Information

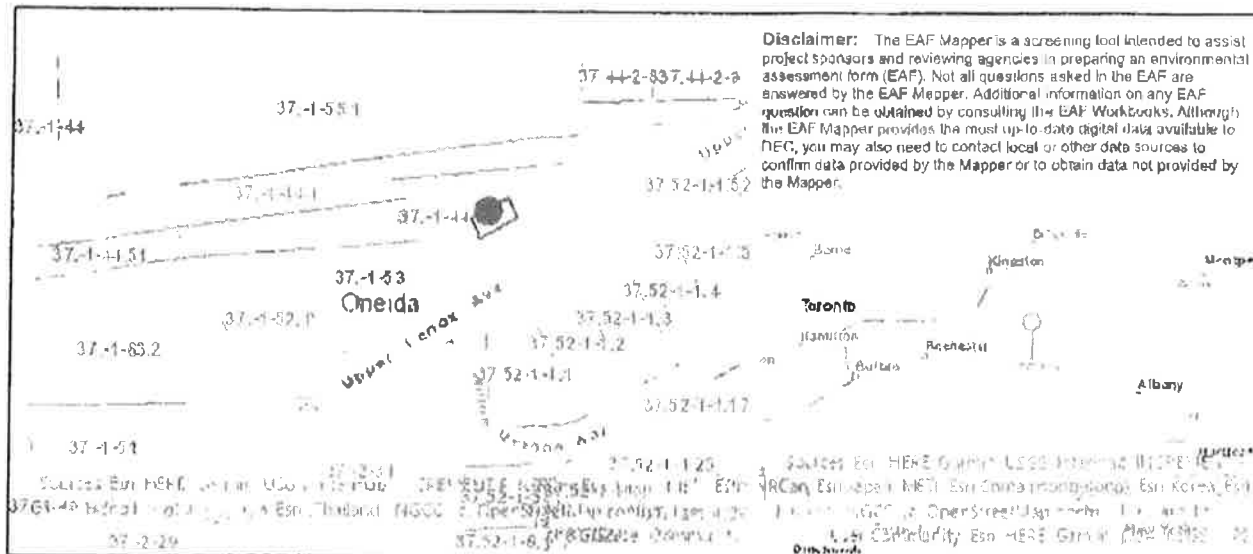
Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
1070 Upper Lenox Ave Oneida NY Tanner Insurance Office addition, DK Rental Properties, LLC.,			
Name of Action or Project:			
Tanner Insurance Office addition and storage building, DK Rental Properties, LLC.,			
Project Location (describe, and attach a location map):			
1070 Upper Lenox Ave, Oneida, NY 13421			
Brief Description of Proposed Action:			
24' X 36' Frame addition to the east end of the Tanner Insurance Office building for more office space, and a 20' x 100' Storage building on the west side of the existing building.			
Name of Applicant or Sponsor:		Telephone: 315-263-2130	
DK Rental Properties, LLC., (owner)		E-Mail: Keith@tanneragency.com	
Address:			
3290 Pickett Rd			
City/PO:		State:	Zip Code:
Madison		NY	13402
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		☒	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval: Building permit from City of Oneida		☐	☒
3. a. Total acreage of the site of the proposed action?		2.02 acres	
b. Total acreage to be physically disturbed?		0.66 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		2.02 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☒ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

Monday, August 25, 2025 11:20 AM



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	No



Oneida, NY - Treasurer
109 N. Main St.
Oneida, NY 13421

Tax Charge Information Sheet

Interest Date: 08/20/2025

DK Rental Properties LLC
3280 Pickett Rd
Madison, NY 13402

Parcel Number: 37.-1-44.52
Owner: DK Rental Properties LLC

Situs: 1070 UPP LENOX AVE
Legal: 0.00 X 0.00

<u>Payments</u>					District/Generic					Additional	
Payor	Date	Type	Year	Bill Number	Type	Tax	Penalty	Interest	Costs	Total Paid	
DK Rental Pro...	01/16/2025	Tax	2025	003315	OCOUNTY	\$809.17	\$0.00	\$0.00	\$0.00	\$809.17	
DK Rental Pro...	01/16/2025	Tax	2025	158087	OCITY	\$466.07	\$0.00	\$0.00	\$0.00	\$466.07	
DK Rental Pro...	01/16/2025	Tax	2025	158088	FD121Oneida Fire	\$176.77	\$0.00	\$0.00	\$0.00	\$176.77	
DK Rental Pro...	01/16/2025	Tax	2025	158089	HY121Hydrant	\$5.97	\$0.00	\$0.00	\$0.00	\$5.97	
DK Rental Pro...	01/16/2025	Tax	2025	158090	LT121Oneida Library Dist.	\$41.99	\$0.00	\$0.00	\$0.00	\$41.99	
DK Rental Pro...	01/16/2025	Tax	2025	158091	LT122Library Construction	\$16.41	\$0.00	\$0.00	\$0.00	\$16.41	
Total Payments For Parcel Number 37.-1-44.52 from 01/01/2025 through 08/20/2025:										\$1,516.38	

Tax Charge Summary for 1 Parcel

Total Unpaid Charges:

Total Due: \$0.00

Grand Total Unpaid: \$0.00

Total Payment From 01/01/2025 Through 08/20/2025: \$1,516.38

PLANNING DEPARTMENT

PO Box 506
Wampsville, NY 13163
(315) 366-2376

Scott Ingmire
Director



GML Recommendation Report

This application or petition has been referred to the Madison County Planning Department, as the County Planning Agency pursuant to General Municipal Law 239-i and -m, because it applies to property within 500' of at least one of the following:

- ☒ State or County Highway
- ☐ State or County Park/ Recreational Area
- ☐ Municipal Boundary
- ☐ Land on which a Public Building is located
- ☐ Cowaselon Creek (County-owned or delineated stream) or drainage channel
- ☐ Farm operation in a State-certified Agricultural District (excluding area variance)

Which is/are:

NOTE TO THE LOCAL REFERRING BOARD: Article 12-b Section 239 of the General Municipal Law requires that final action by your Board contrary to the Madison County Planning Department's recommendation of either "Modification" or "Disapproval" requires a super-majority (majority-plus-one) vote of all members thereof, and that you set forth the reasons of such contrary action in the report to be filed with the Madison County Planning Department within 30 days of your final action. (An Official Notice of Action form is enclosed for this purpose.)

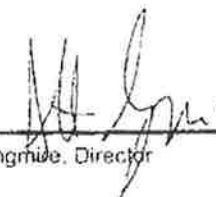
GML Log#: 110- 25	Company Name: DK Rental Properties, LLC
Municipality: City of Oneida	Applicant Name: Keith Peavey
TaxMapID: 37.-1-44.52	Applicant Address: 3280 Pickett Rd.
	Applicant City/St/Zip: Madison, NY 13402

Date Received: 10/3/2025	Date of Recommendation: 10/14/2025
GML Action 1: Site Plan Review	Recommendation 1: Return for Local Determination
GML Action 2:	Recommendation 2:

Comments:

County records indicate that this parcel is located in a Neighborhood-Commercial district, rather than a Manufacturing-Industrial district as indicated by the submitted materials. No countywide or intermunicipal impact will occur from the construction of a storage barn and addition to the existing building, so this application is being returned for local determination.

As they were unclear from the submitted site plans, the City of Oneida Joint PCZBA may wish to inquire into the proximity of the proposed constructions to the property boundary to determine if additional permitting will be necessary.


Scott Ingmire, Director

Motion #3 — Grant Conditional Use Permit (Resolution)

Conditions (if any):

- ☐ Final scaled site plan on file showing parking, access, and utilities.
- ☐ All work and operation to comply with the City of Oneida Zoning Code and Downtown Design Guidelines.
- ☐ Any health or building permits required shall be obtained prior to opening.

Member	Moved	Second
---------------	--------------	---------------

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

Total Aye: _____ **Total Nay:** _____ **Motion Result:** ☐ Passed ☐ Failed

Chairperson Signature: _____ **Date:** _____

CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT



109 North Main Street
Oneida, New York 13421
Tel.: 315-363-7467
Fax: 315-363-2572

COMBINED PLANNING COMMISSION ZONING BOARD OF APPEALS
COVER SHEET

Fee Schedule (please make checks payable to City of Oneida)

☐ Site Plan Review— 1,000 sq ft or less	\$100
☒ Site Plan Review— 1,001 to 5,000 sq ft	\$150
☐ Site Plan Review— 5,001 to 10,000 sq ft	\$350
☐ Site Plan Review— 10,001 sq ft or larger	\$1,100
☐ Conditional Use Permit	\$150
☐ Site Plan Modification	\$100
☐ Area Variance	\$100
☐ Use Variance	\$200
☐ Zoning Amendment	\$200

FOR OFFICE USE:

Application Number: _____
Date of Fee Collection: _____
Date of Public Hearing: _____
Date Received by Planning: _____
Date of Final Action: _____
Action Filing Date: _____

Location of property 169 MADISON STREET, ONEIDA, NEW YORK

Zone DC

Ward 4

Tax Map # 30.72-1-41

Property Owner (If Different):

Address: P.O. Box 26

City/State/Zip Code: ONEIDA, N.Y. 13421

Phone: 929-651-0819

Email: _____

Applicant:

Address: 1122 MOHAWK STREET

City/State/Zip Code: UTICA, N.Y. 13501

Phone: 315-507-7777

Email: _____

John J. McNamee, Jr.
Signature of Owner

Date

10/3/2025
Signature of Applicant

10-3-25
Date

JOHN J. McNAMEE, JR.
Print Name of Owner

MOHAMMED ALAMARI
Print Applicant Name

Description of Proposal (Attach additional pages if necessary):

DELI SHOP

Explain why your proposal is in harmony with the character of the area, and will not have a negative impact on other persons or properties in the area (attach additional pages if necessary):

in conformance with other uses in the vicinity

City, County, State, and Federal Permits Needed (list type and department/agency):

MADISON County Dept. of Health

Total Site Area (Square feet or acres): 0.227± ACRES (9,813± Sq. Ft.)

Anticipated Construction Time: Completed

Will Development be Staged? N/A

Current Condition of Site (buildings, vacant, etc.):

VACANT with improvements pending APPROVAL

Current Land Use of Site (agricultural, commercial, undeveloped, etc.):

Commercial

Estimated Cost of Proposed Improvements: N/A

Anticipated Increase in Residents, Employees, Customers/clients, etc.: 2 Employees - 50-100 customers

Describe proposed use, including primary and secondary uses, ground floor area, height, number of stories per building. For residential structures, include number of dwelling units by size (# bdrms), number of parking spaces. For non-residential structures, include total floor area and total sales area, number of parking spaces. Use separate sheet if needed.

Continue to the next page for procedures->

FINAL REMINDERS

- Do not cover any work without approval and sign-off from Inspectors.
- Inspections must be scheduled with 24-48 hours' notice.

All permits except Demo permits are valid for 1 year, demo permits are issued 6 months

Permits expire after 6 months if construction has not started; demolition permits expire after 3 months.

BUILDING PERMIT CONDITIONS & DECLARATION

By signing this application, I declare that all statements made herein and on accompanying documents are true to the best of my knowledge and belief. I agree to comply with all NYS Building Codes and Energy Conservation Codes. I understand that all work must be inspected and approved by City Officials before continuing to the next phase.

I give City Inspectors permission to enter the premises for inspection purposes by appointment.

Signature: _____

Date: _____

(Circle: Property Owner, Manager, Agent/Representative, Contractor)

OFFICE USE ONLY

Approved: ☐ Yes ☒ No

Code Enforcement Officer: _____

Date: _____

REASON FOR DISAPPROVAL (If applicable):

Oneida City Code 190-29 Site plan review

10/08/2025

9:15:16 AM

Monique Ludwig

Onelda City Clerk

Page: 1

General Licensing Report

For License Type: Planning/ZBA / Fee Type: Conditional Use Permit
Date Range: 07/21/2025 to 10/08/2025

License Type/Fee Type	License #	Issue Date/ Expiration Date	Licensee	Qty/Total	Notes
Planning/ZBA (Conditional Use Permit)	861	07/21/2025	Alamari, Mohammed 169 Madison St. Onelda, NY 13421	1.00 \$150.00	

paid cash

Quantity Sub Total: 1
Amount Sub Total: \$150.00

Quantity Grand Total: 1
Amount Grand Total: \$150.00

Jeannie Markle

From: noreply@oneidacityny.gov
Sent: Friday, October 24, 2025 1:48 PM
To: Jeannie Markle
Subject: Receipt #R00106692

109 N. MAIN STREET
ONEIDA, NY 13421

DATE : 2/3/2025 3:25 PM

OPER : MLUCK

TKBY : MELISSA LUCK

TERM : 2

REC# : R00106692

100 Tax Collections

Parcel: 30.72-1-68 Full Payment

Owner: McNamee John J

146230 - 2025 LT122Library Construction 24.20

146229 - 2025 LT121Oneida Library Dist. 61.92

146228 - 2025 HY121Hydrant 8.81

146227 - 2025 Tax 1,359.43

000762 - 2025 Tax 1,193.26

100 Tax Collections

Parcel: 30.72-1-69 Full Payment

Owner: McNamee John J Revocable Tr

146233 - 2025 LT122Library Construction 2.41

146232 - 2025 LT121Oneida Library Dist. 6.16

146231 - 2025 Tax 135.21

000763 - 2025 Tax 118.68

100 Tax Collections

Parcel: 30.64-1-29 Full Payment

Owner: McNamee John J Jr

145094 - 2025 UP121Relevied Water 178.72

145093 - 2025 LT122Library Construction 24.24

145092 - 2025 LT121Oneida Library Dist. 62.03

145091 - 2025 HY121Hydrant 8.82

145090 - 2025 Tax 1,361.89

000488 - 2025 Tax 1,195.42

100 Tax Collections

Parcel: 30.72-1-41 Full Payment

Owner: McNamee John J Jr

146109 - 2025 LT122Library Construction 14.42

146108 - 2025 LT121Oneida Library Dist. 36.89

146107 - 2025 HY121Hydrant 5.25

146106 - 2025 Tax 810.00

000734 - 2025 Tax 710.99

100 Tax Collections

Parcel: 30.64-1-58 Full Payment

Owner: McNamee John J Jr

145215 - 2025 LT122Library Construction 32.81

**CITY OF ONEIDA — PLANNING COMMISSION & ZONING BOARD OF
APPEALS**

RESOLUTION OF APPROVAL

Project: Olive Deli – Conditional Use & Site Plan Review

Address: 169 Madison Street, Oneida, NY 13421

Applicant: Mohammed Alamiri

Owner: John J. McNamee Jr.

Tax Map #: 30.72-1-41

Zoning: Downtown Commercial (DC)

Meeting Date: November 18, 2025 – 5:30 p.m. (Basement Meeting Room, City Hall)

WHEREAS, the applicant, Mohammed Alamiri, has applied for a Conditional Use Permit and Site Plan Review approval to operate a retail deli shop (“Olive Deli”) within an existing commercial building at 169 Madison Street, Oneida, New York, Tax Map #30.72-1-41, in the Downtown Commercial (DC) District; and

WHEREAS, the application was reviewed pursuant to Chapter 190 (Zoning) and Chapter 143 (Site Plan Review) of the City of Oneida Code; and

WHEREAS, the proposed use is listed as a conditional use in the Downtown Commercial District per §190-27(C), subject to PCZBA approval; and

WHEREAS, the action has been classified as Type II under 6 NYCRR 617.5(c)(7) of the State Environmental Quality Review Act (SEQRA), requiring no further environmental review; and

WHEREAS, the property is approximately 580 feet from the New York State Route 5 right-of-way; therefore, General Municipal Law §239-m referral to Madison County Planning is not required; and

WHEREAS, the City of Oneida Planning Commission & Zoning Board of Appeals held a duly advertised public meeting on November 18, 2025, during which the applicant and all interested parties were heard;

NOW, THEREFORE, BE IT RESOLVED that the City of Oneida Planning Commission & Zoning Board of Appeals, having reviewed all documentation and considered all comments, hereby APPROVES the Conditional Use and Site Plan Review for the Olive Deli at 169 Madison Street, subject to the following conditions:

1. Final scaled site plan to be placed on file showing parking, access, and utilities.
2. All work and operation to comply with the City of Oneida Zoning Code and Downtown