

**VILLAGE OF MINOA**  
**Planning Board Meeting Minutes**  
**Review of Suburban Propane Application**  
**June 23, 2016**

Present: Chairman Dan DeLucia, Planning Board Members: Alan Archer, Gail Greiner, Sheri Hayner, John Jarmacz, Attorney Courtney Hills and Secretary Barbara Sturick.

Absent:

Also Present: Codes Enforcement Officer Michael Murnane, Joseph Carey, Dave Weiler, David Drew, Roger Whelan and Village of Minoa Trustee Eric Christensen.

A preliminary meeting of the Village of Minoa Planning Board was held on June 23, 2016 at 7:00 p.m. at the Municipal Building, in the Board Room, 240 North Main Street, Minoa, New York.

Chairman Dan DeLucia opened the meeting at 7:05 pm.

Attorney Hills stated that the purpose of the meeting was a Preliminary Site Plan Review for an application submitted by Suburban Propane for the rebuild of existing building located at 320 North Central Avenue.

Attorney Hills stated for the record:

**Village of Minoa Code section §127-14 public hearing procedure**

The Planning Board shall conduct a public hearing on the site plan. Such hearing shall be held within 62 days of the receipt of a complete application for site plan review and shall be advertised in the Village's official newspaper or, if there is none, in a newspaper of general circulation in the Village at least five days before the public hearing. The applicant and the owners of adjacent properties (as such owners are identified in the application) shall be mailed notification of the hearing at least 10 days prior to the date of the public hearing. If the land involved in the site plan application abuts a state or county highway, park, public building or drainage channel, at least 10 days before such public hearing the Planning Board shall mail notice of such hearing to the Onondaga County Planning Agency and the requirements of § 239-m of the General Municipal Law shall be complied with. The Planning Board shall comply with the provisions of the State Environmental Quality Review Act under Article 8 of the Environmental Conservation Law and its implementing regulations.

**Requirement of NYS General Municipal Law §239 required planning, zoning, and subdivision referral is necessary if any portion of the parcel that is part of the project is within 500 feet from a County or State Road** in which North Central Ave is a County Roadway therefore the application will be submitted to County Planning.

Attorney Hills turned the floor over to the Applicant to make their presentation to the Board:

Roger Whelan of representing Whelan & Curry Construction Services and Joseph Carey Area Safety Manager NYS Suburban Propane stated the following:

- Tear down abandoned building and reconstructing one story building in same footprint not any changes to the site acreage.
- Building one story, slate shingle roof, red metal siding, and more decorative building.
- Their plan is to move the Regional Office to this location with approx 55 employees.
- Employee's only, not public use building with standard office hours 8 am to 5 pm.
- Distribution center, fuel oil in the storage facility that is presently there, one delivery truck, no propane on the property,
- Parking is sufficient currently 55 spaces available

Planning Board Preliminary questions and concerns:

- Asked if the berm on left hand side of building could be removed? It will be looked into.
- Discussed that the soil remediation rather than removal or capped.
- There is fabric with rocks at one time had pine trees not eye appealing
- How handlings tear down? demolition permit
- What is the Completion time frame? 3 to 4 months

Attorney Hills will confirm with Onondaga County whether a short or long form SEQR was needed to send for County Planning meeting on July 20, 2016. Per Planning Board member's discussion and availability a Public Hearing was to be scheduled for July 28<sup>th</sup> 7:00 pm.

Attorney Hills requested the Board review standards section **§127-12 General Standards and Considerations.**

A Motion made by Dan DeLucia and seconded by John Jarmacz to adjourn the meeting at 7:20 p.m. All in favor. Motion carried.

Respectfully submitted,

Barbara Sturick  
Secretary