

VILLAGE OF MINOA

Planning Board Meeting Minutes

Public Hearing Community Church Thursday June 26, 2025

Present: Chairman Dan DeLucia, Planning Board Members: Alan Archer, John Jarmacz, Dan Englehardt, Sarah Coleman, Attorney Courtney Hills

Absent: Secretary Barbara Sturick

Also Present: Brandon Owen

Upon due notice, a scheduled Public Hearing of the Village of Minoa Planning Board was held on June 5, 2025 at 6:30 p.m. at the Municipal Building, in Community Room A, 240 North Main Street, Minoa, New York, and continued for this evening, June 26, 2025 scheduled for 6:45 p.m.

Chairman Dan DeLucia opened the Continued Public Hearing. Stating the purpose for the meeting was a Continuation of Site Plan Application submitted by Brandon Owen for consideration of a change of use for the premises situated at 112 Willard St. Tax Parcel No. 002.-08.15.0. The current use of the premises was a sound studio. The applicant proposes a Community Church.

Brandon Owen stated he did not have anything additional to add.

Public Comments as follows: There was no one from the public in attendance.

Secretary Sturick previously provided confirmation to the Board that there was no other correspondence for or against the project submitted prior to the public hearing.

A motion was made by Member John Jarmacz and seconded by Member Dan Englehardt to **close the public hearing** at 7:17 p.m. and continue with the Planning Board's regular meeting. All in favor. Motion carried.

Chairman DeLucia stated for the record per Village of Minoa Code Section §127-7 a public hearing notice was published in The Post-Standard notice #0011003301 6/12/2025, mailed to the owners of adjacent properties within a 500' radius of the subject premises using Onondaga County GIS website, and posted in the Village of Minoa Library, Village Hall Bulletin Board, Post Office, Scotty's Automotive, Spill the Tea and Trappers II.

Attorney Hills suggested the Planning Board review each of the review standards per Article IV § 127-7 General standards and considerations of the Village of Minoa Code Book.

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- A. The location, arrangement, size, design and general site compatibility of buildings, lighting and signs.
- The Board noted there was no change proposed to the building itself.
 - Signage is consistent with the Village Code requirements.
- B. The adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic controls.
- The Board noted there would be no increase in traffic or on-street/municipal parking, and noted for the recorded there would likely be less use of on-street/municipal parking than the prior uses (library and school).
- C. The location, arrangement, appearance and sufficiency of off-street parking and loading.
- There is no off-street parking available onsite, but the applicant was granted an area variance from the requirements of the Village Code for off-street parking.
- D. The adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- The Board noted there would likely be no change to pedestrian access.
- E. The adequacy of stormwater and drainage facilities.
- The board noted there would be no change from the existing use, thus no impact.
- F. The adequacy of water supply and sewage disposal facilities. No change from the existing business.
- The board noted there would be no change from the existing use, thus no impact.
- G. The adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise buffer between the applicant's and adjoining lands, including the maximum retention of existing vegetation.
- The board there was no proposed change from that of the existing use.
- H. The adequacy of fire lanes and other emergency zones and the provision of fire hydrants.
- The board noted the proposed use is consistent with prior uses (library and school), there was adequate access for emergency vehicles and a fire hydrant located across the street.

- I. Special attention to the adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
 - The board noted there was no proposed change in the structure or premises.
- J. Overall impact on the neighborhood, including compatibility of design considerations,
 - The board noted the new use is consistent with the prior uses (school and library) and thus compatible with the neighborhood.

Attorney Hills reviewed the short form SEQRA form submitted, and pursuant to SEQRA the Board identified the proposed action as an Unlisted Action, elected to act as Lead Agency, conduct an Uncoordinated Review, and upon review of the proposed action, materials and testimony submitted, and responses to the environmental questions in the Short Form SEQRA, the board resolved that the proposed action would not have any significant environmental impacts and thus issued a Negative Declaration. Motion made by Member Sarah Coleman, Seconded by Member Dan Englehardt. All in favor. Motion Carried.

A Motion was made by Member Sarah Coleman and seconded by Member Dan Englehardt to approve the Site Plan based on Plans Submitted, All were in favor. Motion carried

A motion was made by Sarah Coleman to close the Regular meeting of the Village of Minoa Planning Board at 7:45 p.m. The motion was seconded by Member Dan Englehardt, and all were in favor. The motion carried.

Respectfully submitted,

Courtney M Hills, Esq.
Acting Secretary

Project: 112 Willard Street

Date: 06/26/2025

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Project: 112 Willard Street

Date: 06/26/2025

Short Environmental Assessment Form

Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☒ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Village of Minoa Planning Board

June 26, 2025

Name of Lead Agency

Date

DAN W. DELUCA

Chairman

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

DAN W. DELUCA

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

PRINT FORM