### VILLAGE OF MINOA Planning Board Meeting Minutes Site Plan Application Review November 12, 2020

Present: Chairman Dan DeLucia, Planning Board Members: Alan Archer, Sheri Hayner, and Attorney Courtney Hills.

Absent: Planning Board Members John Jarmacz, Gail Greiner and Secretary Sturick

Also Present: Eric Christensen

A regular meeting of the Village of Minoa Planning Board was held on November 12, 2020 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 7:00 p.m., stated the purpose of the meeting was the continuation of the application of New Plan East, LLC for consideration of development of premises situated at 6439 Schepps Corners Road, Tax Parcel No. 001.1-02-40.0 and 6441 Schepps Corners Road, Tax Parcel No. 001.1-02-39. The current use of the premises is mixed commercial/residential. The applicant proposes to construct a 9,200 square foot retail store, more specifically a Family Dollar retail store.

A duly scheduled Public Hearing of the Village of Minoa Planning Board was previously held on September 10, 2020 at 7:00 p.m. at the Municipal Building, in the Board Room, 240 North Main Street, Minoa, New York, wherein the applicant presented its application to the board and took questions from those in attendance.

At the time of the public hearing, the applicant had yet to address the following:

- Alex J. Wisniewski, PE President L.J.R. Engineering, and P.C: letter to the Planning Board, attached Schedule "A".
- Onondaga County Planning Board Resolution of the Onondaga County Planning Board meeting held September 02, 2020 OCPB Case #Z-20-232 (3) Modifications and comments. Here Attached Schedule "B".

The applicant indicated they would have such additional documentation / information by the following month for the Planning Board's regular meeting tentatively scheduled for October 8, 2020. The applicant was informed: Regular scheduled Planning Board meetings are held the 2<sup>nd</sup> Thursday of the month <u>as needed</u>. There are no new items for the Planning Board to review Thursday October 8<sup>th</sup> therefore there will <u>not</u> be a meeting.

Planning Board Secretary Barb Sturick made several attempts to reach out the applicant for that additional documentation / information prior to the expiration of the 62 days statutory time period the Board is required to make a decision, unless same has been extended by mutual consent of the Planning Board and the applicant.

On November 6, 2020, the applicant advised by email communication, that they would not be seeking an extension. As such, to comply with the 62 day requirement, the Planning Board conducted a poll via email to approve or deny the application as pending, all members voting to disapprove with the exception of Alan Archer who was unavailable.

As such a motion was made by Chairman Dan DeLucia to ratify the Board's prior disapproval based on insufficient documentation / information and the applicant's desire not to seek an extension. The motion was seconded by Member Sheri Hayner. All members present voting in favor.

The meeting ended at 7:20 pm.

Respectfully submitted, Barbara Stunick Secretary



September 1, 2020

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Planning Board Village of Minoa 240 N. Main Street Minoa, NY 13116

Re: Site Plan Application Review Proposed Family Dollar Store 6439 Schepps Corners Road (N. Main St) File No. 331.013

Dear Planning Board Members:

At your request, I have reviewed the following documents related to the above referenced application:

L.J.R. ENGINEERING, P.C.

ELTA BUSINESS PARK 8394 ELTA DRIVE

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- 1) Planning/Zoning General Application, dated 06/26/20
- 2) Short Environmental Assessment Form, Part 1, dated 07/24/20
- 3) Site Plan Set (Sheets C-1 to C-10) as prepared by Napierala Consulting, dated 07/24/20
- 4) Traffic Summary Memo as prepared by Napierala Consulting, dated 07/24/20
- 5) Stormwater Pollution Prevention Plan as prepared by Napierala Consulting, dated July 2020

Upon review of these documents | offer the following comments for your consideration and/or response by the applicant:

#### **Planning/Zoning General Application**

- 1) The application identifies the site zoning as Commercial (C). It is my understanding that this is the current zoning designation for the site and that no zone change is required. My review assumes such. Retail stores are a code permitted use within the Commercial (C) District.
- 2) The application indicates that the 13.4 acre subject site is comprised of two separate tax parcels. The application does not make any reference to consolidation of the lots into a single parcel nor does it reference any intent to reconfigure existing lot lines (resubdivision). However, it appears that the plans submitted suggest a reconfiguration of the common lot line between the two parcels. If this is the intent, the applicant would need to follow the resubdivision procedure outlined in Chapter 140 of the Village Code. When resubdividing, the applicant should also consider sewage disposal means for the residual lot. (If the existing garage facility to remain is served by an existing on-site sewage disposal system, the reconfiguration of lot lines should ensure that the existing garage parcel to remain contains the sewage disposal system within in its new boundaries).
- 3) The application identifies the applicant as: New Plan East, LLC while all the other documents identify the applicant as: Empire Management of CNY, Inc. I suggest that the application be updated to be consistent with the other documents.
- 4) The application identifies both floodplain and wetlands are present on the subject site. The accompanying plan set should be updated to show the limits of the floodplain and wetlands within the subject site.
- 5) Item number 3 under Requirements (Site Plan) should be updated pursuant to the current Site Plan drawing set.

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FAX: 315-699-9642

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6) Item number 5 under Requirements (Specific Requirements) is applicable and should be filled in.

#### Short Environmental Assessment Form (EAF)

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- 1) Item 2 identifies the NYSDEC and OCDOT as other agencies that will require permitting for the project. A NYSDEC SPDES Permit will be required for the project as it will result in disturbance greater than on acre. Schepps Corners Road (N. Main Street) is under the jurisdiction of OCDOT. Accordingly, permitting from OCDOT for the proposed site driveways and other work within the County highway r.o.w. will also be required. These permits are the responsibility of the applicant. However, as the Village is an MS4 under the State's SPDES program, the Village will be required to sign-off and accept the Stormwater Pollution Prevention Plan prepared by the applicant.
- 2) Item 8a indicates that the project will not result in a substantial increase in traffic. The Traffic Summary Memo submitted by the applicant supports this claim.
- 3) Item 11 indicates that the project will connect to existing wastewater utilities. However, the Site Plan drawing set submitted does not identify this proposed connection.
- 4) Item 13 confirms the presence of regulated wetlands within the subject site. It also states that the project will not alter or encroach into any existing wetlands. However, the Site Plan drawing set does not identify the extent of wetlands on the site. Based on my review of published NYSDEC wetland mapping, it does appear that the site development may encroach into NYS regulated wetlands. It should also be noted, that NYSDEC wetlands also include a 100 foot buffer. As such, I would recommend that the applicant perform a wetland delineation and include such wetland delineation and associated buffer on the Site Plan drawing set. If a NYSDEC wetland permit is required, that would also be the responsibility of the developer. Please be advised that the applicant would need to secure any needed wetlands permitting before a SPDES permit could be issued.
- 5) Item 13a indicates that the project site contains habitat for threatened or endangered species. The species is not identified. If the site contains potential habitat of the Indiana Bat, the developer would be required to perform a study to determine the presence of Indiana Bats <u>or</u> wait to perform any tree removal (and potential habitat) until the bat's hibernation season (October to April).

#### Site Plan Set

#### **General Comments**

- 1) All sheets should be stamped and signed by a Licensed NYS Professional Engineer.
- 2) The extent and elevation of the 100-year floodplain should be added to Sheets C-3, C-4, C-5, and C-6.
- 3) The location of NYSDEC wetlands and associated 100' buffer should be added to Sheets C-3, C-4, C-5, and C-6.

#### Sheet C-1

1) The scale shown on the Aerial Map appears to be incorrect.

#### <u>Sheet C-2</u>

1) No other comments.

#### Sheet C-3

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- (1) Identify adjacent use and ownership.
- 2) Add existing property line between lots. Note proposed lot line reconfiguration.
- 3) Add metes and bounds to property lines.
- 4) Label all existing contours.
- 5) Show limits of trees to remain.
- 6) Identify limits of existing pavement to remain. Will the asphalt remain that extends to the garage to be removed?
- 7) Existing culverts extend under the existing driveways. Label culvert diameters and inverts.
- 8) An existing hydrant is located near the site's northern property line. The location should be added.
- 9) Add Legend or amend Legend on Sheet C-2.

#### <u>Sheet C-4</u>

- 1) What appears to be a proposed reconfigured lot line is shown. Proposed metes & bounds should be added. Proposed lot sizes should be shown. The applicant should be advised that a resubdivision is required to reconfigure lot lines.
- 2) Based on the assumed lot line reconfiguration, the plan meets the setback requirements of the Commercial (C) District.
- 3) The plan meets the required parking provisions of the Village Code.
- 4) The plan shows two proposed driveways at Schepps Corners Road (N. Main St). As this road is under the jurisdiction of OCDOT, the applicant must secure permitting from OCDOT for the proposed driveways and any other work within the County r.o.w. I recommend that applicant consult OCDOT in regard to any traffic considerations as well as the proposed driveways.
- 5) Please note that the northern proposed driveway will be in very close proximity to the existing driveway to remain to the north. OCDOT may suggest a shift of this driveway and/or a consolidation of driveways. Again, I recommend the applicant coordinate with OCDOT.
- 6) Please also note that an existing utility pole is situated immediately adjacent to this same northern proposed driveway and may pose a hazard. I recommend that the applicant reach out to National Grid to ensure that their minimum separation distance to the existing utility pole is maintained. Otherwise, I would suggest that the driveway be shifted to provide additional offset. I would also recommend that the throat of both proposed driveways include curbing to better define the driveways for customer vehicles, deliveries, and snowplows.
- 7) Sheet C-3 suggests that existing trees will remain as a buffer along the southern property line. I suggest that the proposed limits of trees to remain be clearly identified on Sheet C-4.
- 8) With the exception of the proposed sidewalk adjacent to the store, no pedestrian accommodations are shown on Sheet C-4. The Planning Board should consider if they want any additional accommodations (i.e., bike rack, sidewalk along site frontage, pedestrian access to building sidewalk from street, etc.)
- 9) Add Legend or amend Legend on Sheet C-2.

#### Sheet C-5

- 1) Add proposed limits of disturbance and label proposed disturbance acreage.
- 2) 12" dia. culverts are proposed under both proposed driveways. These culverts are intended to drain northerly to the existing driveway culvert to the north. The design engineer should verify the invert elevation of this existing culvert to ensure that the proposed culverts will drain appropriately. I also believe that OCDOT will require 15" dia. culverts minimum.

- 3) A flat bottomed detention is proposed. I recommend that the bottom of the detention be pitched to drain towards the proposed outlet to avoid nuisance ponding and mosquito breeding.
- 4) A bioretention facility is also proposed (to meet the requirements of the NYSDEC SPDES Permit). An underdrain is required as shown on the details included on Sheet C-9. This underdrain and inverts should be shown on Sheet C-5. Based on the current proposed detention basin outlet invert, it is unclear how this undrain can discharge.
- 5) The top of the detention basin berm should be elevation to provide a minimum of 1 foot of freeboard above the 100-year high water elevation.
- 6) I also recommend that the top of the detention basin berm be flat and a minimum of 6 feet wide to provide for easy access to the proposed outlet structure.
- 7) The design of the proposed outlet structure doesn't work as shown. For example, the outside top of the outlet pipe will be higher than the top of the frame and grate as currently proposed. The design engineer should revisit the outlet structure design and adjust the design and stormwater analysis accordingly.
- 8) The proposed discharge elevation of the detention basin outlet pipe is 404.3. This elevation appears to be lower than the majority of the surrounding area. It is unclear how the detention basin will fully drain with this design.
- 9) The 100-year highwater elevation and related storage volume of the detention basin should be labeled.

#### Sheet C-6

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- 1) The proposed sanitary sewer service for the new store is not fully designed. The size, slope, depth, type (gravity vs. pressure), and proposed point of connection should be shown. Please be advised that the nearest Village sewer is several hundred feet to the south on Main Street. If the applicant intends to connect to the Village sewer at that point, sewer service would likely require a private on-site ejector pump and private force main routed south within the Main Street r.o.w. to the point of connection. Because the work would occur with the County r.o.w., permitting from OCDOT would also be required.
- 2) Water service is proposed via a connection to the OCWA main that extends across the site frontage. The applicant will need to coordinate the service connection with OCWA. The size of the proposed service should be labeled.
- 3) Gas and electric services are shown with proposed connections to National Grid facilities at the front of the site. The applicant will need to coordinate the service connections with National Grid.
- 4) My previous comments in regard to the drainage and stormwater management facilities also apply to this sheet.
- 5) Proposed landscaping is included on this sheet. The proposed landscaping should be reviewed with the applicant to the satisfaction of the Planning Board.

#### Sheet C-7

- The proposed lighting plans consists of a series of both pole mounted and building mounted LED fixtures. Pole mounting heights are proposed at 12' and 25' above grade. Manufacturer's catalogue cut sheets were not provided. I recommend that cut sheets be provided and reviewed to ensure dark sky compliance. I recommend that all fixtures be horizontally mounted with flat or recessed lenses to prevent glare.
- 2) The lighting levels shown are reasonable and no off-site light spill is shown.

#### Sheet C-8

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1) The refase enclosure is proposed as a 7' high chain link fence. If the Planning Board desires better screening of the refuse collection area, I suggest this be reviewed with the applicant.

#### Sheet C-9

1) My previous comments related to the detention basin outlet structure and bioretention underdrain also apply to this sheet.

#### Sheet C-10

- 1) My previous comments related to the detention basin top of berm also apply to this sheet.
- 2) The 12" vertical dimension shown on the emergency spillway detail does not match the elevations shown.

#### **Traffic Summary Memo**

The trip generation analysis shows a peak of 23 vehicles entering and exiting the site during the PM peak hour with only 5 entering and 3 exiting during the AM peak hour. A significant portion of these vehicles are anticipated to be "by-pass" traffic. As compared to the average daily traffic on the County road, the traffic impacts from the project are minor. Again, the applicant will need to coordinate with OCDOT. If not already, I recommend that the applicant submit the Traffic Study Memo to OCDOT for acceptance.

#### Stormwater Pollution Prevention Plan (SWPPP)

The SWPPP has been prepared in accordance with NYSDEC SPDES Permit guidelines. My previous comments will require some modifications to the SWPPP, but otherwise I find it acceptable.

Again, the Village will be required to sign-off and accept the SWPPP before the applicant can file for SPDES Permit coverage. As such, I recommend that the applicant complete the Notice of Intent (NOI) included in the SWPPP for my review prior to the Village's acceptance of the SWPPP.

Please also note, if it is determined that a NYSDEC Wetlands permit is required for the project, the wetlands permit should also be secured prior to the Village's sign-off on the SWPPP.

#### Architecture and Signage

Please note that I did not review any architectural drawings or signage plans as part of my efforts. These documents should be reviewed with the applicant to the satisfaction of the Planning Board and to ensure compliance with Village regulations.

I hope this review letter is helpful as you consider this application. Should you have any questions, please feel free to reach out to me. Please also advise if you require additional assistance or review efforts in the event the applicant submits revised documents in response to these comments or comments from the Planning Board.

Sincerely,

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Alex J. Wisniewski, P.E. President LJR Engineering, PC



# Onondaga County Planning Board

RESOLUTION OF THE ONONDAGA COUNTY PLANNING BOARD

Meeting Date: September 02, 2020 OCPB Case # Z-20-232

- WHEREAS, the Onondaga County Planning Board, pursuant to General Municipal Law, Section 239 l, m and n, has considered and reviewed the referral for a SITE PLAN from the Village of Minoa Planning Board at the request of David Muraco for the property located at 6439 Schepps Corners Road; and
- WHEREAS, General Municipal Law Section 239-m allows the County Planning Board to review approval of site plans and the site is located within 500 feet of Schepps Corners Road (Route 55 / Minoa Bridgeport Road / North Main Street), a county highway, and the municipal boundary between the Village of Minoa and the Town of Manlius; and
- WHEREAS, the applicant is proposing construction of a 9,180 sf retail store (Family Dollar) and associated amenities on two parcels totaling 13.4 acres in a Commercial zoning district; and
- WHEREAS, the Board recently offered no position with comment for concurrent local law (Z-20-62) and zone change (Z-20-63) referrals to change the zoning of the subject parcels from Residential (R-A) to Commercial (C) and subsequently amend the Village Zoning Map as part of the proposed project; and
- WHEREAS, the site is located along Schepps Corners Road, a county road, adjacent to Minoa Elementary School; other surrounding land uses include residential lots, athletic fields, and a cemetery and undeveloped, wooded areas; and
- WHEREAS, aerial imagery and the submitted Existing Conditions and Demolition Plan dated July 24, 2020 show the site contains an existing one-story house and three garage structures, one of which is a vacant auto body shop; the house and adjacent garage will both be demolished as part of the project; there is a ushaped driveway with two access points onto Schepps Corners Road that serve both the house and former commercial use; this area is surrounded by an acre of maintained lawn; the remainder of the site appears to be wooded; and
- WHEREAS, the submitted Layout Plan dated July 24, 2020 shows a proposed 9,180 sf retail building (Family Dollar store) surrounded on all sides by asphalt with drive aisles at the rear and south side of the building and parking (34 spaces total) at the front and north side; the plan shows two 24' wide, full access proposed driveways onto Schepps Corners Road and a 20' wide access driveway connecting to the remaining structures on the site, a vacant auto body shop; there is no indication what is intended for the existing development; and
- WHEREAS, per the Layout Plan, additional site improvements include a rear mechanical pad, concrete sidewalks along the front and north sides of the building, a 22' x 22' concrete pad and dumpster enclosure at the rear of the site, and a proposed monument sign at the front of the site; proposed lighting is shown to include 4 pole-mounted lighting fixtures around the perimeter of the parking areas; a lighting plan was included with the referral materials; a row of new shrubs is

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Schedule "B"

shown to screen the front parking area; and

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- WHEREAS, a letter to the Village from a representative for the applicant, dated July 24, 2020, indicates a traffic generation summary has been prepared for the proposed Family Dollar store; based on ITE Trip Generation data, the store will generate 5 entering and 3 exiting vehicles during the AM peak hour and 23 entering and 23 existing vehicles during the PM peak hour; the letter concludes that the anticipated traffic impact is negligible as existing traffic counts on Schepps Corners Road are approximately 3,750 trips per day on average, per NYSDOT Traffic Data Viewer; and
- WHEREAS, per the submitted Environmental Assessment Form (EAF) dated July 24, 2020, 1.5 acres of the site will be disturbed by the proposed project and storm culverts are to be installed at each driveway access along Schepps Corners Road; the Layout Plan shows a proposed stormwater mitigation basin and a bioretention area at the rear of the new development; a Stormwater Pollution Prevention Plan (SWPPP) was included with the referral materials;

ADVISORY NOTES: drainage in this area is owned by the Village of Minoa; any project that cumulatively disturbs one acre or more of land must be covered under the NYS SPDES Permit, and the municipality is advised to ensure that the applicant has obtained the appropriate permits from the NYS Department of Environmental Conservation prior to future development; and

WHEREAS, the site is served by public drinking water and a septic system; drinking water and wastewater services for the proposed development would be provided by the existing infrastructure;

> ADVISORY NOTE: the applicant is advised to contact OCWA's Engineering Department to determine the activities and structures permitted within OCWA easements/right-of-ways, water availability and service options, obtain hydrant flow test information, evaluate backflow prevention requirements, and/or request that the Authority conduct hydrant flow testing to assess fire flow availability; and

- WHEREAS, current FEMA Flood Insurance Rate Maps (FIRM) indicate that the rear half of the site is located within the 100-year floodplain, which may require elevation of structures and other mitigation; a portion of the proposed development appears to be in the floodplain; the Onondaga County Hazard Mitigation Plan has identified flooding as one of five primary natural hazards of local concern, with the potential to cause extensive threat to property and safety; buildings within the floodplain can negatively affect the free flow of nearby waterways and drainage, and building within a floodplain is therefore discouraged; and
- WHEREAS, GIS mapping shows the rear half of the site may contain state wetlands; a portion of the proposed development appears to be located in the potential wetland area and/or its adjacent 100' buffer; and
- WHEREAS, the site may contain the Indiana bat, or its associated habitat, which has been listed by the state or federal government as a threatened or endangered animal species (per EAF Mapper); impacts to bat species are often associated with tree clearing and from aerial imagery it appears that some wooded areas would have to be cleared for the proposed development; the site is also located over, or immediately adjoining, a principal aquifer (per EAF Mapper); ADVISORY NOTE: per the NYS Department of Environmental Conservation (DEC),

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if the site contains a threatened or endangered species and/or associated habitat, and the project requires review under the State Environmental Quality Review Act (SEQRA), a request for a project screening should be submitted to the New York Natural Heritage Program or to the regional DEC Division of Environmental Permits office; and

WHEREAS, ADVISORY NOTE: per GML § 239-nn, the legislative body or other authorized body having jurisdiction in a municipality shall give notice to an adjacent municipality when a hearing is held by such body relating to a subdivision, site plan, special use permit, or a use variance on property that is within five hundred feet of an adjacent municipality; such notice shall be given by mail or electronic transmission to the clerk of the adjacent municipality at least ten days prior to any such hearing; and

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NOW THEREFORE BE IT RESOLVED, that the Onondaga County Planning Board recommends the following MODIFICATION(S) to the proposed action prior to local board approval of the proposed action:

1. The applicant must continue to coordinate access, drainage, traffic, and lighting requirements with the Onondaga County Department of Transportation. The municipality must ensure any mitigation as may be determined by the Department is reflected on the project plans prior to, or as a condition of, municipal approval.

2. The applicant must contact the NYS Department of Environmental Conservation to confirm the presence of state wetlands and/or the 100-foot state wetland buffer on the site. All confirmed wetlands should be shown on the plans for the site. The Village is advised to ensure any necessary permits for any proposed development or placement of fill in a wetland, or drainage of any confirmed wetlands and buffers are obtained prior to, or as a condition of, municipal approval.

3. The Onondaga County Health Department's Bureau of Public Health Engineering must formally accept or approve, respectively, any existing or proposed septic system to service this property prior to, or as a condition of, municipal approval of the site plan.

The Board also offers the following comment:

The Village and applicant are encouraged to consider opportunities for denser, Village-scaled development on this site. Specific recommendations include promoting mixed-use character by integrating the proposed uses into multi-story buildings to allow for first floor commercial tenants and upper floor residential or office uses, locating buildings closer to the road with shared parking at the rear, and enhancing walkability in this area by providing pedestrian accommodations, such as sidewalks along Schepps Corners Road and throughout the site and crosswalks and/or connections to the nearby school and athletic fields.

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Daniel Cupoli, Chairman Onondaga County Planning Board Transmittal Date: 09-02-2020

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## **GML 239 Report of Final Action**

NYS GML § 239-m.6. and n.6. require the referring body to file a report of the final action it has taken on a referred matter with the county planning agency within 30 days after the final action (separate from the minutes taken at the meeting). A referring body which acts contrary to a County Planning Board recommendation of MODIFICATION or DISAPPROVAL of a referred matter shall also set forth the reasons for the contrary action in such report.

This section to be completed by the Syracuse-Onondaga County Planning Agency				
To:	Onondaga County Planning Board		From:	Village of Minoa Planning Board
Fax:	<u>435-2439</u>		Phone:	<u>435-2611</u>
Re:	Applicant: Address: Referral Type: OCPB Date:	David Muraco at 6439 Schepps SITE PLAN September 02, 2		
	OCPB Action:	Modification		
1	OCPB Case #:	Z-20-232		

The local board took the following action regarding the above referenced referral (Check one box. If checking Other, please specify the final action taken. Use the space at the bottom of the report to identify reasons if acting contrary to the OCPB recommendation.):

 $\Box$  Approved the proposed action with regard to the OCPB's No Position or No Position with Comment.  $\Box$  Approved the proposed action as modified by the OCPB.

Approved the proposed action contrary to some of the modifications recommended by the OCPB.\*

Approved the proposed action contrary to all of the modifications recommended by the OCPB.\*

Approved the proposed action contrary to the disapproval recommended by the OCPB.\*

Disapproved the proposed action with regard to the OCPB's no position or no position with comment.

Disapproved the proposed action with regard to the recommended modification(s) by the OCPB.

Disapproved the proposed action as recommended and for reasons set forth by the OCPB.

Disapproved the proposed action as recommended but for reasons other than those set forth by the OCPB. (Please list reasons below for local disapproval.)

X Other insufficient application / applicant with due wal

Local Board Date:

\*List reasons for acting contrary to the OCPB recommendation and include a copy of the local board resolution. Attach additional reasons on a separate sheet of paper as necessary.

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