

VILLAGE OF MINOA
PUBLIC HEARING ZONING BOARD MINUTES

Application – Kristin Jankowski & Rob Kelsey

Upon due notice, a Public Hearing of the Village of Minoa Zoning Board of Appeals was held on Thursday, November 14, 2024 **at 6:30 pm**, in the Municipal Building in the Village Board Room, 240 North Main Street, Minoa, New York.

Present: ZBA Members Co-Chairman Scott Parish, Adrienne Turbeville, Gary Stoddard, Jeremiah Butchko, Secretary Barbara Sturick and Attorney Courtney Hills

Absent: Chairman Chris Beers

Also present: Brian Madigan, Kristin Jankowski, Rob Kelsey, Ruth Ptak, Linda Stoddard and Ann Pace. Village of Minoa Planning Board Members Chairman Dan DeLucia, Alan Archer, John Jarmacz, and Sarah Coleman.

PLEASE TAKE NOTICE that a public hearing will be held by the Zoning Board of Appeals of the Village of Minoa, New York, on **November 14, 2024 at 6:30 p.m.**, in the Municipal Building, located at 240 N. Main Street, Minoa, New York, on the request of Kristen Jankowski and Robert Kelsey, for a variance of the regulations of the Village of Minoa Zoning Code, § 160-15(A)(4) relative to off-street parking for restaurants and eating places, and § 160-15A(1) relative to parking requirements for dwellings. The applicant is proposing 14 spaces, and the code requires a total of 24 spaces for the proposed site. Therefore the applicant requires a variance of 10 parking spaces. The subject premises is located in Commercial Zoning District, known as 300 North Main Street and identified as tax Parcel No. 001.-03-29.0.

Co-Chairman Scott Parish called the public hearing to order at 6:30 p.m.

Gary Stoddard moved to waive the reading of the Public Hearing Legal Notice. The motion was seconded by Jeremiah Butchko, and all were in favor. The motion was carried.

Scott Parish summarized the requested relief, Attorney Hills read Codes Officer Mike Jones review hereto attached as Schedule "1" and requested the applicant present their request to the ZBA.

Cochairman Scott Parish advised **Kristin Jankowski & Rob Kelsey** that the ZBA must conduct a balancing test, weighting the benefit to the applicant if the relief was granted versus the burden to the health, safety and welfare that may be suffered by the community. He further advised in doing so they must consider the following five factors:

1. Whether an undesirable change will be produced in the character of neighborhood or whether a detriment to nearby properties will be created by granting of area variance;
2. Whether the benefit sought by applicant can be achieved by an alternative method, feasible for applicant to pursue, other than area variance;
3. Whether the requested area variance is substantial;
4. Whether the proposed variance will have adverse effect on physical and environmental conditions in neighborhood or district; and
5. Whether the alleged difficulty was self-created, which consideration shall be relevant but not dispositive to issuance of area variance?

Brian Madigan spoke on behalf of the applicant stating the building was going to be used as a Banquet Hall and the drive way will provide parking for resident and Banquet Hall usage. Their goal is to dress up the site as much as possible. They're going to build a pergola to the left of the building and a rain garden in front of the building. They prefer not to cut down any of the trees on the property and leave as much of the green space as possible to keep the site in character of the village.

Attorney Hills suggested the applicant respond to the factors the Zoning Board is to consider.

APPLICANT PRESENTATION to FACTORS CONSIDERED:

1. Whether undesirable change would be produced in character of neighborhood or a detriment to nearby properties: ☐ Yes ☒ No
Reasons: They believe their refurbishing and reuse of the property in Commercial District in the village which has been vacant would not be an undesirable change.
2. Whether benefit sought by applicant can be achieved by a feasible alternative to the variance: ☐ Yes ☒ No
Reasons: They believe it would improve the street scape and go along with the Village of Minoa Comprehensive Plan. The drive way would be one way and flow with the village street traffic. This option keeps with their desire to keep as much green space as possible and provides parking which the previous usage only had street parking.
3. Whether the requested variance is substantial: ☐ Yes ☒ No
Reasons: They stated the building did not provide any onsite parking in the past and had previously held much larger events.
4. Would the Variance have an adverse impact on the physical or environmental conditions in the neighborhood: ☐ Yes ☒ No

Reasons: They do not believe there would be adverse impact as the pavement to be installed is Stamped Asphalt. Rob Kelsey provided picture of appearance hereto attached Schedule "2".

5. Whether the alleged difficulty was self-created: ☐ Yes ☒ No

Reasons: They did not believe it was self-created as they are making use of abandoned building.

Discussion pursued between Applicant and Zoning Board Members:

Jeremiah Butchko asked if they considered accommodating the needed space on the east side of the property or the front of the building. Rob Kelsey stated they didn't want to cut down any of the trees on the property and the neighbor's driveway encroaches onto their lot and they want to keep the present facade as much as possible. Jeremiah stated the parking spaces should be clearly marked. Rob Kelsey stated the telephone pole was a factor in location of driveway, and that they wanted to preserve the large Maple Tree on the property and maintain the green space to keep the appearance of a park.

Gary Stoddard asked about the hour of operation. Bob Kelsey stated they have do not have set hours as it is to be rented banquet hall and would depend on reservations. They are looking at largely weekend events, using as a community building event driven and not run past 9:00 or 10:00 pm. They are looking at being very flexible for small weddings, baby showers and or birthday parties. They will consider village events as opportunity to be incorporate and partake in community events. The parking capacity used in calculation was based on peak floor capacity of 76 and one tenant of 700 sq. foot apartment.

Adrienne Turbeville asked about cater drop off. Bob Kelsey stated it would be at the side door and deliveries would be vans no large semi-trucks.

Cochairman Parish asked if anyone from the PUBLIC in attendance would like to make any COMMENTS:

Ann Pace of 315 N Main Street: Stated she is excited for the project, she is concerned about parking conflicting with the Sports Store and Louie C's on Main Street. She asked if they were going to have a sign and Bob Kelsey stated they would just have sign with the number 300.

Member Jeremiah Butchko moved to **close the public** hearing at 6:52 pm. and continue into Regular meeting. Seconded by Adrienne Turbeville. All in favor; Motion carried.

Regular meeting of the Village of Minoa Zoning Board

Secretary Sturick confirmed for the record that the Legal Notice was submitted to Syracuse Media Group for publication order confirmation **#0010929145-01**; was posted at (6) six locations within the Village: Village Hall, Library, Trappers II, Post Office, Sunshine Mart and Scotty's Automotive, and was sent to neighbors located within 500 feet of the subject premises via first class mail.

Secretary Sturick confirmed for the Board that there is no other correspondence for or against the Variance application.

The Board then went through each criteria and determined the following for Kristin Jankowski & Rob Kelsey of 300 N Main Street application:

1. Whether an undesirable change will be produced in the character of neighborhood or whether a detriment to nearby properties will be created by granting of area variance; the board agreed **there would not be an undesirable change to the neighborhood and that this would be improvement to the site and for the neighbors in the area.**
2. Whether the benefit sought by applicant can be achieved by an alternative method, feasible for applicant to pursue, other than area variance. **The board determined the applicant did consider the alternative methods but this would be the most beneficial leaving the most green space and be in line with the village's comprehensive plan.**
3. The Board members determined the requested area variance of percent was substantial **but after reviewing the particular circumstances of the application, the repurpose of the building which previously was the Masonic Lodge with larger community events with no parking and accommodated those events this request is not substantial.**
4. The Board determined the proposed variance will not have adverse effect on physical and environmental conditions in the neighborhood or district; the parking space **does not impact run off of water, there are no utilities, nor right-of-ways located on survey. The applicant installation of rain garden will absorb rain water.**
5. The Board determined the alleged difficulty was self-created, which consideration shall be relevant but not dispositive to issuance of an area variance. **No evidence or documentation has been submitted to suggest the requested relief is not self-created.**

The Board identified the proposed action as a **Type II Action pursuant to NY SEQRA**, elected to designate itself as Lead Agency, and subsequent to discussion and review of the Short Form EAF, the Board completed the questions in Part 2 of the form, and upon an unanimous vote determined based on the information provided therein and upon the analysis thereof and all supporting documentation, that the proposed action would not result in any significant adverse environmental impacts, and therefore issued a Negative Declaration.

DETERMINATION OF ZBA BASED ON THE ABOVE FACTORS:

The ZBA, taking into consideration the above five factors, finds that:

A motion was made by Member Adrienne Turbeville to approve the relief as submitted. The motion was seconded by Member Gary Stoddard. All in favor. Motion carried.

☐ The Benefit to the Applicant *DOES NOT* outweigh the detriment to the Neighborhood or Community and therefore the variance request is *denied*.

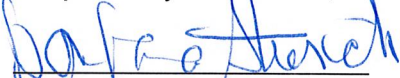
☒ The Requested Variance is *approved*

RECORD OF VOTE:

Chris Beers	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Absent
Scott Parish	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Adrienne Turbeville	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Gary Stoddard	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Jeremiah Butchko	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent

A motion was made by Adrienne Turbeville to close the Regular meeting of the Village of Minoa Zoning Board of Appeals at 7:06 p.m. The motion was seconded by Member Gary Stoddard, and all were in favor. The motion carried.

Respectfully submitted,



Barbara Sturick, Secretary

10-24-2024

Code review of parking requirements for 300 N. Main St Banquet Hall

Total seating 76

Employees 3

Apartment – 1 Bedroom

Per 160-15 A (4) 1 per 4 seats $4 / 76 = 19$

Employees 3

160-15 A (1) Apartment 2

Total parking requirements – 24 spaces

Proposed onsite parking – 14

Requires variance of 10

§ 160-15 Off-street parking.

A.

Parking spaces required. The following off-street parking spaces shall be provided and satisfactorily maintained by the owner of the property for each building erected or altered for use for any of the following purposes:

(1)

Dwelling: at least one parking space for each family therein and at least one parking space for every two boarders and/or lodgers therein.

(2)

Theater, church or other place of public assemblage: at least one parking space for every six seats, based on maximum seating capacity.

(3)

Hotel or motel: at least one parking space for each guest sleeping room.

(4)

Restaurant or other eating place: at least one parking space for every four seats.

Schedule "1"

(5)

Hospital: at least one parking space for every four beds.

(6)

Retail store, personal service shop, professional office, undertaking establishment, kennel, pet shop and veterinary hospital: at least one parking space for every 300 square feet of floor area.

(7)

Bank and office building: at least one parking space for every 500 square feet of floor space.

(8)

Industrial or manufacturing establishment: at least one parking space for every four employees during the greatest shift.

(9)

Public, private and parochial schools: at least one parking space for each classroom therein.

B.

Additional regulations.

(1)

All parking spaces shall be on the same lot with the principal building, except that such parking spaces may be otherwise located upon approval of the Board of Appeals granted in accordance with this chapter, and upon the further finding that it is impractical to provide parking on the same lot with such building.

(2)

When the application of a unit of measurement for parking spaces to a particular use or structure results in a fractional space, any fraction under $\frac{1}{2}$ shall be disregarded and fractions of $\frac{1}{2}$ or over shall be construed to require one parking space.

Schedule "1"



Schedule "2"

Project: 300 N Main St

Date: 11/14/2024

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:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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: 300 N Main St

Date: 11/14/2024

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.

<input type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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 Zoning Board of Appeals	November 14, 2024
Name of Lead Agency	Date
Scott Parj's h	Acting Chairperson
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

VILLAGE OF MINOA

Planning Board Public Hearing Meeting Minutes

Thursday November 14, 2024

Small Banquet Hall

Present: Chairman Dan DeLucia, Planning Board Members: Alan Archer, John Jarmacz, Sarah Coleman, Attorney Courtney Hills and Secretary Barbara Sturick.

Absent: Dan Engelhardt

Also Present: Brian Madigan, Kristin Jankowski, Rob Kelsey, Ruth Ptak, Ann Pace and ZBA member Jeremiah Butchko

Upon due notice, a Public Hearing of the Village of Minoa Planning Board was held on November 14, 2024 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 Public Hearing at 7:09 pm. Stating the purpose for the meeting was a Site Plan Application submitted by Kristen Jankowski and Robert Kelsey for consideration of a change of use for the premises situated at 300 N Main St. Tax Parcel No. 001.-03-29.0. The current use of the premises is a vacant commercial lot – formerly used as a Masonic Lodge. The applicant proposes to convert/modify the building for use a small banquet hall.

Attorney Hills stated the Panning Board members where all present for ZBA meeting therefore informed of applicant's presentation she confirmed with members they reviewed LJR Alex Wisniewski letter dated November 7, 2024 hereto attached as schedule "1" and Brian Madigan response letter dated November 11, 2024 hereto attached as schedule "2".

Member John Jarmacz moved to **close the public** hearing at 7:15 pm. and continue into Regular meeting. Seconded by Dan DeLucia. All in favor; Motion carried.

Regular meeting of the Village of Minoa Planning Board

Secretary Sturick confirmed for the record that the Legal Notice was submitted to Syracuse Media Group for publication order confirmation #0010929149-01; was posted at (6) six locations within the Village: Village Hall, Library, Trappers II, Post Office, Sunshine Mart and Scotty's Automotive, and was sent to neighbors located within 500 feet of the subject premises via first class mail.

Secretary Sturick confirmed for the Board that there is no other correspondence for or against the Variance application.

Secretary Sturick read the following Village of Minoa Dept. Heads Review:

Planning Board member Dan Engelhardt sent email stating he fully supports the application for 300 Main Street, and wish them well. Minoa Fire Department Chief Donald Grevelding has reviewed the plans and application. He stated he does not have concerns at this time and that the improvements with parking and access will help with tactical fire concerns. Department of Public Works Superintendent Thomas Petterelli has reviewed the plans and application. He stated he does not have any concerns at this time. Waste Water Treatment Plant Chief Operator Eric Cushing stated the only concern is billing and how that is being done. Per tax billing they are billed for (2) two units. Alex Wisniewski, stated one other concern was whether or not the facility has an external grease trap. County Plumbing Control will require one as part of their plumbing permit.

Attorney Hills reviewed the Short Form SEQRA form submitted by the applicant with the Planning Board and advised the proposed action meets the requirements of an Unlisted Action under SEQRA. The Board then reviewed and completed Part 2 of the Short Form SEQRA, and upon motion by Chairman DeLucia, seconded by Member Sara Coleman, All in favor. Motion carried the resolved as follows:

- The Board identified the proposed action as an Unlisted Action pursuant to NY SEQRA:
- The Board elected to designate itself as Lead Agency,
- The Board determined based on the information provided therein and upon the analysis thereof and all supporting documentation that the proposed action would not result in any significant adverse environmental impacts, and therefore issued a Negative Declaration.

Attorney Hills suggested the Planning Board review each of the review standards per Article IV § 127-12 General standards and considerations of the Village of Minoa Code Book.

Article IV
Review Standards

§ 127-12 *General standards and considerations.*

The Planning Board's review of the site plan shall include, as appropriate, but is not limited to the following general considerations:

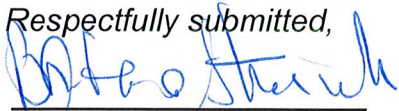
- A. The location, arrangement, size, design and general site compatibility of buildings, lighting and signs. Per Codes Officer Mike Jones review and stated he did not see any issues.

- B. The adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic controls. The Board believe there would be no issues with vehicular traffic flow.
- C. The location, arrangement, appearance and sufficiency of off-street parking and loading. The Board agreed with the Zoning Board of Appeals approval
- 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 believed the applicants took into consideration the village comprehensive plan.
- E. The adequacy of stormwater and drainage facilities. No issues
- F. The adequacy of water supply and sewage disposal facilities. Remaining the same
- 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 applicant is keeping existing trees and as much green space as possible.
- H. The adequacy of fire lanes and other emergency zones and the provision of fire hydrants. The fire chief reviewed and had no issues stating drive way would be beneficial
- I. Special attention to the adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
N/A
- J. Overall impact on the neighborhood, including compatibility of design considerations, environmental and aesthetic impacts. The applicant would be maintaining village character and village comprehensive plan.

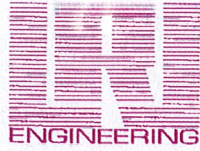
A Motion made by John Jarmacz and seconded by Alan Archer to approve the Site Plan based on Plans Submitted and the analysis conducted by the board. All in favor. Motion carried

A Motion made by John Jarmacz and seconded by Dan DeLucia to close the Planning Board Meeting at 7:23 pm. All in favor. Motion carried.

Respectfully submitted,



Barbara Sturick, Secretary



L.J.R ENGINEERING, P.C.

8394 ELTA DRIVE
CICERO, NY 13039

November 7, 2024

Ms. Barbara Sturick
Village of Minoa
240 N. Main Street
Minoa, NY 13116

Re: Site Plan Application Review
Proposed Banquet Hall
300 N. Main Street
File No. 331.017

Dear Barb:

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

- 1) Village of Minoa Planning/Zoning General Application, as prepared by applicant, dated 9/17/24
- 2) Short Environmental Assessment Form, Part 1, as prepared by applicant, dated 9/17/24
- 3) Site Plan Set (Sheets L-1, L-2, L-3, L-4.0, L-4.1, L-4.2, L-4.3) as prepared by Brian K. Madigan, Landscape Architect, latest dated 8/1/24
- 4) Topographic Survey Map as prepared by SeGuin Land Surveying, PLLC, dated 06/19/24

Upon review of these documents and observation made during a site visit, I offer the following comments for Village consideration and/or response by the applicant:

Village of Minoa Planning/Zoning General Application

- 1) The application should include proposed hours of operation and number of employees
- 2) The application references the need for a parking variance. The proposed and required parking spaces should be updated to match the current Site Plan
- 3) The application indicates that no exterior lighting is proposed. If the hours of operation include evening hours, then exterior illumination of the parking areas and walkways is necessary. In this case, the applicant needs to prepare a Lighting Photometric plan that identifies the location, mounting heights, and fixture type proposed. The plan will need to demonstrate that there will be no glare light spill onto adjacent properties.

Short Environmental Assessment Form (EAF)

- 1) The EAF indicates that only 0.29 acres of the site will be disturbed. Accordingly, a NYSDEC SPDES permit for the project will not be required.
- 2) The EAF indicates that the site is presently served by public utilities and that those services will remain.

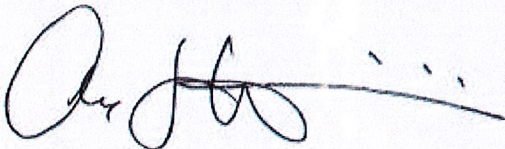
Schedule "1"

Site Plan Set

- 1) The Site Plan set should list the proposed use and hours of operation.
- 2) If the hours of operation include evening hours, then exterior illumination of the parking areas and walkways is necessary. In this case, the applicant needs to prepare a Lighting Photometric plan that identifies the location, mounting heights, and fixture types proposed. The plan will need to demonstrate that there will be no glare light spill onto adjacent properties.
- 3) A new one-way driveway entrance is proposed at East Ave. To accommodate this driveway location, some asphalt re-stripping is proposed within the East Ave r.o.w. This proposed re-stripping should be more clearly noted on the plans. I recommend a radius arc between the western edge of the proposed driveway to the back of the parallel parking stall on East Ave.
- 4) The driveways and parking configuration rely on one-way traffic through the site. Adequate signage at the driveway entry and exit should be included. Also, one-way pavement markings should be included and better noted/detailed on the plans.
- 5) The site redevelopment will result in a minor increase in impervious surfaces. However, mitigation of this increase is proposed by the installation of porous asphalt and a rain garden.
- 6) Based on the proposed grading, it does not appear that runoff from these additional paved areas will impact adjacent properties.
- 7) The plan proposes new sidewalks to be constructed of porous pavement. I recommend that all sidewalks be constructed of concrete rather than asphalt.
- 8) The existing on-site sidewalks to remain are somewhat deteriorated. I recommend that the existing sidewalks be replaced to prevent trip hazards and ensure safe pedestrian access to the building from East Ave. and Main Street.
- 9) The Site Plan included on Sheet L-1 lists the Village Code requirements and parking tabulations. These parking tabulations incorrectly indicate that 2 parking spaces are required for every four seats within the banquet facility. The Village Code requires 1 space per every 4 seats. So for 78 seats, 20 parking spaces would be required plus additional parking for the upstairs apartment. The Site Plan accurately states that a parking variance is required.

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,



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

Cc: Brian Madagan



Brian K. Madigan, RLA, CPESC

122 Feldspar Drive Syracuse, New York 13219

(315) 427-6534

idgrou@gmail.com

Ms. Barbara Sturick
Village of Minoa
240 N. Main Street Minoa, NY 13116

November 11, 2024

Re: Response to LJR Engineering Review Comments
Site Plan Application Review Proposed Banquet Hall
300 N. Main Street File No. 331.017

Village of Minoa Planning/Zoning General Application

1. *The application should include proposed hours of operation and number of employees.*

Response:

One full-time employee is proposed.

2. *The application references the need for a parking variance. The proposed and required parking spaces should be updated to match the current Site Plan.*

Response:

Proposed and required parking spaces have been updated.

3. *The application indicates that no exterior lighting is proposed. If the hours of operation include evening hours, then exterior illumination of the parking areas and walkways is necessary. In this case, the applicant needs to prepare a Lighting Photometric plan that identifies the location, mounting heights, and fixture type proposed. The plan will need to demonstrate that there will be no glare light spill onto adjacent properties.*

Response:

The applicant plans to utilize existing lighting and plans to install foot level landscape lighting at the walkways. If the Village requires a lighting plan one will be developed.

Short Environmental Assessment Form (EAF),

1. *The EAF indicates that only 0.29 acres of the site will be disturbed. Accordingly, a NYSDEC SPDES permit for the project will not be required.*

N/A

ENVIRONMENTAL DESIGN



TECHNICAL ASSISTANCE



LAND PLANNING

Schedule " 2 "

- 2. The EAF indicates that the site is presently served by public utilities and that those services will remain.*

Response:

The operation will not include any food preparation. All food and refreshments will be catered and brought to the facility from an outside source.

Site Plan Set

- 1. The Site Plan set should list the proposed use and hours of operation.*

Response:

Hours of operation will be based upon demand. Each event will be requested and scheduled. There are no set hours of operation, but late evenings and night events are not proposed.

- 2. If the hours of operation include evening hours, then exterior illumination of the parking areas and walkways is necessary. In this case, the applicant needs to prepare a Lighting Photometric plan that identifies the location, mounting heights, and fixture types proposed. The plan will need to demonstrate that there will be no glare light spill onto adjacent properties.*

Response:

The applicant does not plan to install commercial outdoor lighting. Low voltage landscape lighting will be installed along walkways and existing lighting will be utilized.

- 3. A new one-way driveway entrance is proposed at East Ave. To accommodate this driveway location, some asphalt re-striping is proposed within the East Ave R.O.W. This proposed re-striping should be more clearly noted on the plans. I recommend a radius arc between the western edge of the proposed driveway to the back of the parallel parking stall on East Ave.*

Response:

Striping will be denoted on the plan and will be coordinated with the Village of Minoa DPW Superintendent upon installation. All striping will meet Village of Minoa Standards.

- 4. The driveways and parking configuration rely on one-way traffic through the site. Adequate signage at the driveway entry and exit should be included. Also, one-way pavement markings should be included and better noted/detailed on the plans.*

Response:

Pavement markings and signage have been included on the Site Plan.

- 5. The site redevelopment will result in a minor increase in impervious surfaces. However, mitigation of this increase is proposed by the installation of porous asphalt and a rain garden.*

Response:

Acknowledged.

6. *Based on the proposed grading, it does not appear that runoff from these additional paved areas will impact adjacent properties.*

Response:

Acknowledged.

7. *The plan proposes new sidewalks to be constructed of porous pavement. I recommend that all sidewalks be constructed of concrete rather than asphalt.*

Response:

The applicant plans to install stamped asphalt that will be designed to look like pavers. It was decided that pavers would settle and create long-term maintenance issues.

8. *The existing on-site sidewalks to remain are somewhat deteriorated. I recommend that the existing sidewalks be replaced to prevent trip hazards and ensure safe pedestrian access to the building from East Ave. and Main Street.*

Response:

The applicant is considering replacing the existing front area sidewalk. However, the existing sidewalk is level and free of cracks and settlement.

9. *The Site Plan included on Sheet L-1 lists the Village Code requirements and parking tabulations. These parking tabulations incorrectly indicate that 2 parking spaces are required for every four seats within the banquet facility. The Village Code requires 1 space per every 4 seats. So for 78 seats, 20 parking spaces would be required plus additional parking for the upstairs apartment. The Site Plan accurately states that a parking variance is required.*

Response:

Originally, we provided this number. However, the Codes Officer requested that we apply for 24 total spaces. The applicant will accept a variance for either number of on-street parking spaces and we will revise the number as directed. We will revise the plan to reflect both the number required by code and the number requested by the Codes Officer to reflect 24 total spaces requested for the variance.

Sincerely,



Brian K. Madigan, RLA, CPESC, CE

Cc: Alex J. Wisniewski, P.E. L.J.R ENGINEERING, P.C.

Project: 300 N Main St

Date: 11/14/2024

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:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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: 300 N Main St

Date: 11/14/2024

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

November 14, 2024

Name of Lead Agency

Date

DAN W. DELUCA
Print or Type Name of Responsible Officer in Lead Agency

Chair person
Title of Responsible Officer

Dan W. DeLuca
Signature of Responsible Officer in Lead Agency

Chair person
Signature of Preparer (if different from Responsible Officer)