VILLAGE OF MARCELLUS PLANNING BOARD

Peter Chapman, Chair
Gabriel Lutwin
Richelle Schettine
Patricia White
Jesse Faulkner
Maribeth Rayfield, Alternate

Mayor: Chad A. Clark
Village Clerk: Charnley A. Abbott
Code Official: Paul E. Stacey

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December 17, 2025
Regular Meeting

PRESENT: Chair Peter Chapman, Gabe Lutwin, Richelle Schettine, Jesse Faulkner, Code Official Paul Stacey, Sitka Insurance owner Ian Frank, 15 East Main owner Marc Sardo.

See List.

Absent: Patricia White, Maribeth Rayfield, Village Clerk Charnley Abbott

Pledge of Allegiance

Chair Chapman called the meeting to order at 7:00pm, seconded by Gabe Lutwin.

Chair Chapman made a motion, seconded by Gabe Lutwin, to accept the minutes from the August 2025 public hearing and regular meeting. All members voted aye and the minutes were accepted.

10 West Main Site Plan- Chair Chapman stated that 10 West Main Street had a recent change of occupant, from mercantile (Finders Keepers) to business (Sitka Insurance) and therefore was subject to Site Plan review. Chair Chapman advised the owners of Sitka Insurance that the parking spots on Main Street were for customers and that employees must park in the public lots to keep the Main St. spots clear for patrons of businesses. Ian, owner of Sitka Insurance, acknowledged the request and stated that his employees park in the municipal lot. Chair Chapman made a motion to approve the site plan. The motion was seconded by Gabe Lutwin, all members voted aye and the motion carried.

15 East Main Street Site Plan- Chair Chapman stated that 15 East Main Street recently had a change in ownership, no change to business operations, and therefore was subject to Site Plan review. Chair Chapman and the property owner, Marc Sardo, discussed dumpster services and advised the owner Village Center Design Standards will apply should he make changes to the façade. Mr. Sardo also discussed options for handicapped access to the store and the outstanding grant funds that Ms. Nojaim was awarded from Onondaga County. After the discussion, Chair Chapman made a motion to approve the site plan. The motion was seconded by Gabe Lutwin, all members voted aye and the motion carried.

Chair Chapman asked if there were any items from the floor. Hearing none, Chair Chapman made a motion to close the meeting, seconded by Gabe Lutwin. All members voted aye and the meeting was closed at 7:08 pm.

These minutes were composed via a recording of the meeting.

Respectfully Submitted by,

Charnley Abbott, Village Clerk