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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April 15, 2026
Regular Meeting

PRESENT: Chair Pete Chapman, Gabe Lutwin, Patricia White, Code Enforcement Official Paul Stacey, Village Clerk Charnley Abbott, Two Plus Four Owner Dave Kimmel, MRB Group Engineer Shaun Logue

See List.

Absent: Richelle Schettine, Jesse Faulkner, Maribeth Rayfield

Pledge of Allegiance

Chair Chapman called the meeting to order at 7:00 p.m.

Pete Chapman made a motion, seconded by Gabe Lutwin, to approve the minutes from the January 2026 regular meeting. All members voted aye and the motion carried.

8 Paul Street – Tefft Meadows Project Site Plan Review (continued)-

Chair Chapman opened the floor to Dave Kimmel to continue site plan review for the Tefft Meadows project at 8 Paul Street.

The Planning Board granted preliminary site plan approval in July 2025. Since that time, the applicant applied for and was awarded project funding. The Village has retained the services of MRB Group for engineering review and construction phase support. MRB reviewed the submitted plans and provided comments to both the applicant and the Village prior to the meeting.

Mr. Kimmel addressed several of the comments and clarified details with the Village Engineer. Updated plans were presented; however, Mr. Kimmel stated that the engineering work is not yet complete and additional items remain to be addressed in future submissions. Outstanding matters include drainage concerns, water and sewer connections, flow testing, and building design engineering based upon the data collected.

Mr. Kimmel stated that the project will require a Special Use Permit and discussed the application and approval process. It was determined that the applicant may amend the existing applica-

tion to include the Special Use Permit request and will not be required to submit a new application.

Mr. Logue and Mr. Kimmel discussed SEQR requirements. Mr. Kimmel stated that HCR bylaws require HCR to serve as lead agency, as HCR is the project funding source and mortgage holder for the multi-parcel project, which includes the existing senior apartment buildings on Austindale Avenue and Maple Street. HCR and USDA are currently the regulatory agencies for the existing buildings, and SEQR review was completed when those projects were originally approved. The existing SEQR review will be amended to incorporate the proposed new building, and the Village will not seek lead agency status.

The Board and Mr. Kimmel also discussed holding a community information session prior to the May Planning Board meeting to provide community members and neighboring residents an opportunity to ask questions and discuss concerns with the applicant during the site plan review process. The Village Clerk will coordinate the information session and distribute public notice once arrangements are finalized. Tentatively, the information session will take place at the Marcellus Free Library on May 20, with the regular Planning Board meeting to follow immediately afterward at the same location.

At the conclusion of the discussion, Chair Chapman made a motion to continue site plan review at the June Planning Board meeting. 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 adjourn the meeting, seconded by Gabe Lutwin. All members voted aye and the meeting adjourned at 7:34 p.m.

Respectfully Submitted by,

Charnley Abbott, Village Clerk