

# AGENDA

## VILLAGE OF MARCELLUS PLANNING BOARD

### Regular Meeting

**December 18, 2024**

1. Pledge of Allegiance
2. Call Meeting to Order
3. Approve Minutes from October 16, 2024 and November 20,  
2024 Meeting
4. Site Plan Review- 15 North Street
5. Items from the Floor
6. Adjournment

**VILLAGE OF  
MARCELLUS  
PLANNING BOARD**

**Peter Chapman, Chair  
Gabriel Lutwin  
Richelle Schettine  
Patricia White  
Jesse Faulkner**

6 Slocombe Ave.  
Marcellus, NY 13108

T 315 673-3112  
codes@villageofmarcellusny.gov  
www.villageofmarcellus.com

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

October 16, 2024

**PRESENT:** Acting Chair Richelle Schettine, Patty White, Jesse Faulkner, Code Official Paul Stacey, Riseform Brewery Owner Andy Tidd, 69 North St owner Maria Iannolo

See List.

**Absent:** Chair Peter Chapman, Gabe Lutwin

**Pledge of Allegiance**

Acting Chair Schettine made a motion to open the meeting, seconded by Patty White, and the meeting of the Village of Marcellus Planning Board was called to order at 7:00 pm.

Acting Chair Schettine made a motion to approve the minutes from July 22, 2024 meeting of the Village of Marcellus Planning Board. The motion was seconded by Jesse Faulkner. All members voted aye and the motion carried.

Acting Chair Schettine stated that the purpose of the meeting was a proposed modification of the Site Plan at 19 North Street in regard to Riseform Brewery. The applicant proposed to host a mobile food vendor on weekends that will operate out of a tent located in the green space in front of the building, serving food to customers of the brewery. Code Official Stacey explained that this matter should have been discussed during the initial Site Plan review, however it was mistakenly determined that the applicant would need to apply for a food vendor permit. At this time, the applicant wishes to host the food vendor on the owner's property rather than Village-owned property. Village Officials discussed the requirements for a food vendor on private property vs. public property and the concerns with each.

Acting Chair Schettine made a motion to approve the modified site plan to allow for service of prepared food in front lawn of 19 North Street. The motion was seconded by Patty White. All members voted aye and the motion carried.

Acting Chair Schettine then opened the floor to Maria Iannolo, owner of 69 North Street, for a sketch plan conference. Ms. Iannolo plans to open a restaurant at the location, which is not a change of use from the previous business, Daniel's Grill. DPW Supervisor discussed wastewater concerns associated with ice cream and fried food service and advised that a plumber should in-

investigate the grease collection system to ensure that it is sufficient for the proposed operations. The Planning Board members and Ms. Iannolo discussed proposed hours of operation and future expansion of the business. Upon conclusion of the discussion, Acting Chair Schettine made a motion, seconded by Patty White, to continue with site plan review and approve the submitted sketch plan. All members voted aye and the motion carried.

Acting Chair Schettine asked if there were any items from the floor, there were none.

Acting Chair Schettine made a motion to adjourn the meeting, seconded by Patty White. All members voted aye and the meeting was closed at 7:12.

Respectfully Submitted by,

Charnley Abbott, Village Clerk

**VILLAGE OF  
MARCELLUS  
PLANNING BOARD**

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

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November 20, 2024

**PRESENT:** Chair Peter Chapman, Gabe Lutwin, Jesse Faulkner, Maribeth Rayfield, Code Official Paul Stacey, 19 North Street owner Scott McClurg.

See List.

**Absent:** Richelle Schettine, Patricia White

**Pledge of Allegiance**

Chairman Chapman made a motion to open the meeting, seconded by Gabe Lutwin, and the meeting of the Village of Marcellus Planning Board was called to order at 7:04 pm.

Chairman Chapman made a motion to approve the minutes from the October 16, 2024 meeting of the Village of Marcellus Planning Board. The motion was seconded by Gabe Lutwin. All members voted aye and the motion carried.

Chairman Chapman stated that the purpose of the meeting was to conduct a sketch plan conference regarding a proposed multi-unit housing project at 19 North Street. Scott McClurg presented to the Board a representation of proposed 4-unit housing to be located at 19 North, in the back of the property, where a house once stood. The housing unit would be prefabricated, with quality siding and cosmetic appearance, cost-effective, and would fill a need in the community for affordable housing. The Planning Board members, Code Official Stacey, and Mr. McClurg engaged in discussion about setback requirements, parking, lighting and other matters to be taken into consideration in preparation for a site plan review. Mr. McClurg stated that at the time of this meeting, he was not prepared to apply for Site Plan review and is in the process of having an updated survey of the property conducted, and will provide it to the Board, with the proposed layout, with the Site Plan Application when it is completed. The Board concluded their discussion with Mr. McClurg and will further address the matter at a later meeting date.

Chairman Chapman asked if there were any items from the floor, there were none.

Chairman Chapman made a motion to adjourn the meeting, seconded by Gabe Lutwin. All members voted and the meeting was closed at 7:50 pm.

Respectfully Submitted by,

Charnley Abbott, Village Clerk

Planning Board Application

Village of Marcellus

6 Slocombe Avenue  
Marcellus, NY 13108  
(315) 673-3112

APPLICATION TYPE - PLEASE SELECT ONE:

Site Plan     Special Permit     Sub-division Preliminary     Sub-Division Final

PROJECT LOCATION INFORMATION:

Address of project: 15 North st Marcellus, NY 13108

Tax Map # 314801 \_\_\_\_\_

Project Name: Calley Project

APPLICANT INFORMATION:

Property Owner: Nancy Calley-Rudd

Address of property owner: 3166 Brewer Rd

Phone # 315-247-3194 Fax # \_\_\_\_\_

Lease Holder: \_\_\_\_\_

Address of property owner: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address of property owner: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Architect/Engineer: Eggleston + Krenzer Architects

Address of property owner: 1391 E Genesee St

Phone # 315-685-8144 Fax # \_\_\_\_\_

EXISTING PROPERTY INFORMATION

Current zoning classification: Commercial

Surrounding land use: Commercial, Residential

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

Total 5409 SF  
Total site area (sq feet or acreage): Retail store 3609 SF Apartment 1799 SF

Dimensions of property: ~~85' x 119.22'~~ 56.32' x 119.22'

Existing number of parking spaces: 1

Current land use (residential, commercial, undeveloped, etc.): Commercial

Current conditions of site (buildings, brush, etc.): Building

PROPOSED PROJECT INFORMATION

Anticipated project development time: 3-6 months

Will this project be staged? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Does project involve any designated wetlands? NO

Does project involve any flood plain development? NO

If yes, identify community panel: \_\_\_\_\_ Identify designation: \_\_\_\_\_

Identify State or Federal permits needed (list type and appropriate agency):  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated increase in the number or residents, shoppers, employees, etc. as a result of this development:

Increase residents 1-4 per

Project description (please describe proposed use, demolitions, alterations and any proposed new construction):

Alter the interior Retail Space Will Remain  
in Front Add a 2 Bedroom Apartment in  
Rear

Removing Current Garage to add parking  
For future Tenants

Plan and Survey Attached

I hereby certify that the statements and information provided herein are true and accurate to the best of my knowledge and belief.

Applicant's signature: Nancy Colley-Rudd Date: 12-2-24

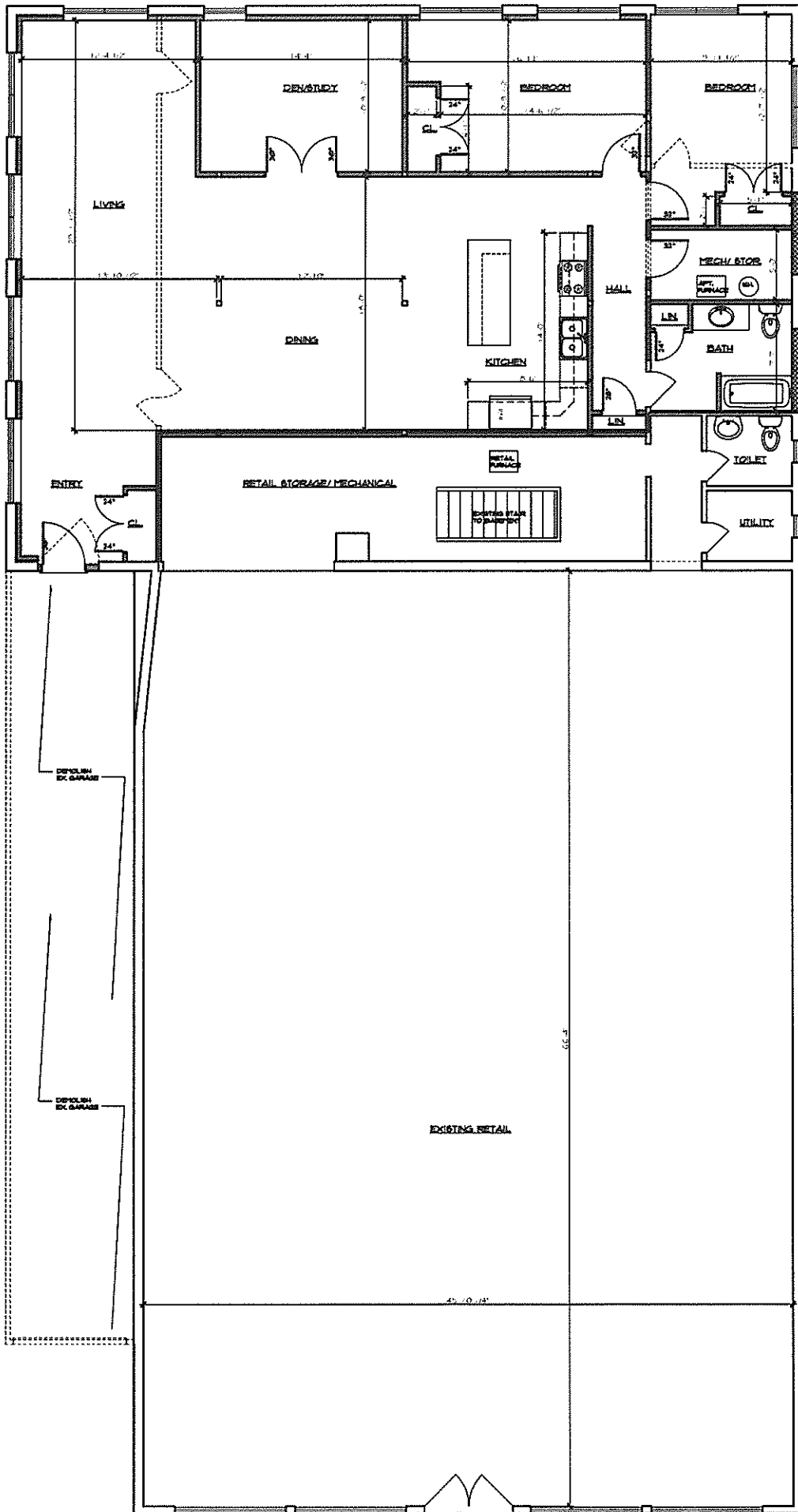
FOR OFFICE USE ONLY

Project # _____	Description: _____	Fee: _____
Project # _____	Description: _____	Fee: _____
Project # _____	Description: _____	Fee: _____

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date application found to be complete: \_\_\_\_\_

Total Fee Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Cash Receipt # \_\_\_\_\_





617.20  
Appendix B  
Short Environmental Assessment Form

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project: Calley Project			
Project Location (describe, and attach a location map): 15 North Street Marcellus, NY 13108			
Brief Description of Proposed Action: Alter the interior. The Retail Space will remain in the front and I will be building a 2 bedroom apartment in the back. I will be removing the garage to add parking for the future tenant.			
Name of Applicant or Sponsor: Nancy Calley-Rudd		Telephone: (315) 247-3194	
Address: 3166 Brewer Road		E-Mail:	
City/PO: Marietta		State: New York	Zip Code: 13110
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		.15 acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		.15 acres	
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: <u>Nancy Calley-Budd</u> Date: <u>12-5-24</u>		
Signature: <u>Nancy Calley-Budd</u>		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** 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 type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input 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 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 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 type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input 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 type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** 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 provided by supporting documentation, that the proposed action may result in a significant adverse environmental impact and an environmental impact statement is required.	
<input checked="" type="checkbox"/>	Check this box if you have determined based on the information provided by supporting documentation, that the proposed action will not result in a significant adverse environmental impact and an environmental impact statement is not required.	
	Village of Marcellus Name of Lead Agency	
	Gabriel Lutwin Print or Type Name of Responsible Officer	Member Officer
	Signature of Responsible Officer in Lead Agency	(Signature of Responsible Officer)



**PRINT**