

October 8, 2025

Mr. Peter Chapman, Planning Board Chairman
Village of Marcellus
6 Slocombe Avenue
Marcellus, New York 13108

**Re: Tefft Meadows – 8 Paul Street
Site Plan Application Review
MRB Group Project No. 1375.21000.000 – 005**

Dear Mr. Chapman,

The Applicant is proposing to redevelop an existing ±6.5-acre parcel located on Paul Street in the Village of Marcellus. The proposed development includes a 20-unit two story apartment building, consisting of one and two bedroom dwellings for senior citizens. (A prior application by a different developer was submitted for a larger development on this site back in 2021, however, that project never materialized). This proposed project will include, on-site parking, public utilities, a stormwater management facility, and landscaping. The existing buildings on this site, asphalt areas and some utilities are proposed for removal.

MRB has completed a review of the submitted Site Plan dated July 7, 2025, and other application materials dated July 7, 2025, all submitted by Keplinger Freeman Associates. We offer the following comments for the Planning Board's consideration. A brief written response to each comment should be provided by the design engineer.

General Comments

1. Chapter 63 of the Village Code provides requirements for demolition of buildings within the Village. With respect to buildings that are proposed to be demolished as part of this project, the applicant should review this section of the code and coordinate with the Village Code Enforcement office regarding any applicable permits and procedures. Additionally, if any environmental assessment reports have been completed for this property, copies should be provided to the Village.
2. Easement mapping and descriptions should be provided for any proposed easements to the Village.
3. Has NY State Historic Preservation Office (SHPO) issued a letter of no effect for this project?
4. Dimensioned building elevations plans, indicating colors and materials, will need to be provided. These drawings should also include these same details for the dumpster enclosure.
5. Per the Village code in Residential District Class RC (RC) – multiple dwellings on a single lot requires a special use permit.

- a. If the Village Board of Trustees has previously issued a special use permit for this site for multiple dwellings (apartments), that permit may need to be amended to make relevant to the current proposed project prior to final site plan approval.
 - b. If the Village has not issued a Special Use Permit for this site and use, an application to the Village Board of Trustees should be provided that complies with section 250-74 of the Village Zoning Code.
6. The Village has minimum requirements for living area for apartments that will need to be complied with, per code section 250-19. This needs to be confirmed with the Village and if there are any units to be less than the minimum a variance will be required.
7. The applicant is to address the Parking Requirements identified in Section 250-23, to ensure that there is no requirement to request relief from the Planning Board or apply for a variance. It will be important to understand how many units will be designated for handicap occupancy as that will dictate the number of handicap accessible parking spaces will be required. The Village will also need to confirm if Document E-2 applies for this proposed development.
8. An updated stormwater management plan (SWPPP) should be provided to the Town and MRB Group for review.
9. All sign requirements per Section 202 of the Village Local Code will need to be satisfied and submitted to the Code Enforcement Officer for review.
10. A lighting plan, including site photometrics, will need to be provided to confirm that the proposed lighting is consistent with Section 136 of the Village Local Code.

SEQR Comments

11. The EAF Part 1 Section B should have the following updates:
 - a. Section B.a. should be filled out identifying the Village Board of Trustees for Special Use Permit review and approval. Due to this requirement, it would be recommended that the Village Board of Trustees be Lead Agent for this SEQR review.
 - b. Section B.d. should identify the Village Code Enforcement Officer for sign review and permitting.

Site Plan Comments

12. Sheet L1.00, Note 17, references Christopher Community. Please review and update that note as appropriate based on the new applicant.
13. An engineer's report will need to be provided to demonstrate that there is sufficient pressure and flow to meet the demands for the proposed on-site hydrant and any building sprinkler system.

14. Coordination will be required with the Onondaga County Water Authority (OCWA) with regards to meter/RPZ location and any other of their approval requirements related to the water system. Please copy the Village and MRB on this correspondence.
15. Note #4 on Sheet L2.00 should be updated to state that the Village DPW is to be notified a minimum of 48 hours in advance of the proposed sanitary lateral connection to the Village sanitary sewer system. The DPW should also be present to witness and approve this connection.
16. Note #17 on Sheet L2.00 references a pipe crossing detail on this same sheet however that detail is not shown.
17. Proposed inverts are not labeled for Sanitary Manhole #2, shown on Sheet L2.00. Based on the plan layout, it also appears as though a wye is being used for the sewer alignment change in this location and the manhole is acting similar to a cleanout, versus the sewer pipes running through the manhole. Please clarify the intent here.
18. Please note that per 10 States requirements, a minimum slope of 0.50% is required for 6-inch diameter sewer.
19. A staging area during construction should be identified on the plans.
20. The test pit locations identified on Sheet L2.00 are not all consistent with the location map of the test pits on the Keplinger Freeman Associates Concept Site Plan dated October 26, 2021. Please review these and revise as necessary. Test pit/bore locations that should be reviewed include:
 - a. TP-1 through TP-5 Locations
 - b. B-1 through B-4 Locations
21. If basin #4 is being proposed as a bioretention stormwater practice infiltration, then infiltration testing will need to be performed.
22. The storm sewers should be labeled with the length of pipe as well as the pipe slope.
23. The following comments are in regard to sheet L2.00 Grading, Drainage and Utilities Plan:
 - a. The proposed location of the topsoil stockpile will require another row of compostable siltation sock downstream to assist with sediment control.
 - b. All stormwater retention basins should also have a stabilized emergency spillway that is identified on the plans.
 - c. It is recommended that all inlets for the proposed retention basins be a minimum of 6 inches above the basin bottom to avoid the chance for debris buildup which can inhibit the function of the inlets. Please note this dimension on the bio-retention detail shown on sheet L4.00

- d. The outlet pipe from the bioretention area on the eastern section of the property should not be located within the emergency spillway. The outlet pipe should be relocated, or the grading altered to move the emergency spillway.
- 24. It is recommended that large tree planting and trees with large root systems be avoided within 10 feet of all water, sanitary, and storm sewer utilities. Also, no woody vegetation should be planted within the path of a swale, and outlet structures. The layout in sheet L4.00 should be reviewed and revised to meet these requirements.
- 25. What screening is proposed along the south side of this property? Also, a 6' high privacy fence detail is shown on Sheet L5.00. Where is this intended to be installed on site?

If you have any questions regarding any of the above comments, please contact our office.

Regards,

A handwritten signature in blue ink that reads "James J. Oberst".

James J Oberst, P.E.

MRB Group

- c: Chad Clark, Mayor
- Greg Crysler, DPW Superintendent
- Paul Stacy, CEO
- Jeff Brown, Esq., Village Attorney
- Nathan La Pierre, RLA, Keplinger Freeman Associates

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