



April 24, 2026

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

**Re: TEFFT MEADOWS MULTI-FAMILY APTS. - 8 PAUL STREET
 SITE PLAN & SPECIAL USE PERMIT APPLICATION REVIEW
 MRB GROUP PROJECT # 1375.21000.000-005**

Dear Mr. Chapman:

The Applicant proposes the redevelopment of an approximately 6.5-acre property located at 8 Paul Street, within the Residential Class C (RC) Zoning District, previously used as a lumberyard. The proposed project consists of the construction of a 20-unit, two-story apartment building containing one- and two-bedroom dwelling units intended for the aging population. Associated site improvements include the installation of a new parking area, public utilities, stormwater management facilities, and landscaping. The existing buildings, asphalt surfaces, and utilities on the site are proposed to be demolished and removed as part of the redevelopment.

MRB Group has completed a thorough review of the revised Site Plan drawing set dated April 10, 2026, prepared by Zausmer, Frisch, Scruton and Aggarwal Engineering, along with other application materials, submitted by Keplinger Freeman Associates and received by MRB on April 13, 2026. Based on our review, we offer the following comments for the Planning Board's consideration. A written response to each comment should be provided by the project design engineer.

SITE PLAN & GENERAL COMMENTS

1. In accordance with Village Code §250-74, multi-family dwelling projects are required to obtain a Special Use Permit from the Village Board of Trustees, following a recommendation to the Planning Board, prior to proceeding with the Site Plan review portion of the application.
2. The Site Plan drawing set shall include a Cover Sheet containing, at a minimum, the following information: Applicant and property ownership details, a location map, and a legend identifying all symbols and notations used throughout the plan set.
3. In accordance with New York State General Municipal Law §239-l and §239-m, the proposed project is subject to referral to the Onondaga County Planning Board for review. The Applicant should clarify whether such referral was completed as part of the prior 2022 application for the 60-unit apartment development, and whether that referral remains applicable to the current proposal.
4. As previously discussed, the subject property is adjacent to the Tefft-Steadman House, which is listed on the National Register of Historic Places. According to the New York State Historic

Preservation Office (SHPO), the consultation for this project (22PR00270) has been closed. The Applicant shall provide a copy of SHPO's "Effect Finding" determination letter to the Village and MRB Group for review and inclusion in the project record.

5. The 20' Wide Access Easement traversing the northeastern corner of the parcel and terminating to the rear of the Upper Crown Landing Apartments and located within the designated floodplain. Although not restricted, additional information should be provided on the intended use, as well as its proposed design, construction specifications, and maintenance responsibilities. It should be further discussed if any pedestrian bridges are proposed within the floodplain, which will require additional coordination with NYSDEC and FEMA.
6. The proposed 5-foot-wide concrete sidewalk extending to Paul Street shall be re-evaluated for alignment, including the incorporation of a crosswalk connecting to the existing sidewalk on Austindale Avenue. Coordination with the Village DPW is recommended to confirm feasibility and implementation.
7. The subject parcel contains wetland resources, including a federally regulated waterway (Nine Mile Creek). All federal- and state-regulated wetland features, including associated buffers and adjacent areas, shall be clearly delineated and labeled on the Site Plan set. The Applicant shall provide to the Board what coordination efforts have occurred with the U.S. Army Corps of Engineers (USACOE) and the NYSDEC to confirm jurisdictional limits and applicable permitting requirements. This coordination shall include identification of potential permitting triggers, including but not limited to impacts to Waters of the United States under Section 404 of the Clean Water Act (e.g., Nationwide Permit vs. Individual Permit), and disturbance within regulated adjacent areas under NYSDEC jurisdiction.
8. In accordance with Village Code §250-19, the Project must demonstrate compliance with the Village's minimum dwelling unit area standards. The Applicant shall provide sufficient documentation, including detailed floor plans for all units within the building, to verify compliance. Submission of full building floor plans, clearly identifying unit types, dimensions, and gross floor areas, is strongly encouraged to facilitate this review.
9. In accordance with Village Code §202, all signage associated with the Project shall comply with the applicable requirements of the Village Code. The Applicant shall submit a complete signage plan, including details on size, location, illumination, and design, to the Code Enforcement Officer for review and approval prior to issuance of a building permit.
10. Although pedestrian trails provide interconnectivity and passive recreational opportunities, the Planning Board should further discuss whether additional on-site recreational amenities and designated open space areas are appropriate to support resident gathering and community use.

11. As the project is anticipated to disturb more than one (1) acre of land, coverage under the New York State SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-25-001) will be required. The Applicant shall prepare a Stormwater Pollution Prevention Plan (SWPPP) that includes both erosion and sediment control measures and post-construction stormwater management practices. The SWPPP shall be submitted to the Village and MRB Group for review and approval prior to submission to the New York State Department of Environmental Conservation (NYSDEC) for permit coverage.
12. As part of the stormwater management design features, a bio-retention area is being proposed on each side of the access drive and should be clearly labeled.
13. The access road shall be designed in accordance with the specifications outlined in the Site Design and Development Criteria. The Applicant shall also address whether design considerations have been incorporated for school bus stops and/or public transportation shelters.
14. Architectural renderings of the proposed structures were provided on behalf of the Applicant. The Planning Board shall review the renderings to determine if they are satisfied with the proposed aesthetics, building materials, color scheme, etc.
15. Provide details for the construction, arrangement, or specification of community-specific features (i.e. sidewalks, lighting, street trees, landscaping, building materials and/or colors, signage, etc.) that may be unique to the project or alternative to standard Town practices in order to facilitate a uniform and cohesive development.
16. Based on the Planting Plan, the Planning Board should consider whether additional landscaping is warranted in the vicinity of the parking area and building to enhance site screening, visual buffering, and overall site aesthetics.
17. All site lighting shall conform to the Village's standard light pole and fixture specifications and shall be subject to review and approval by the Department of Public Works. All fixtures shall be equipped with photocell controls to ensure automatic operation consistent with Village standards.
18. It was acknowledged that an Engineer's Report will be provided at a later submission, which should not only specify water and sanitary capacity requirements, but also should include backflow devices for both fire and domestic NYSDOH Standards.
19. It is acknowledged that an Engineer's Report will be provided in a subsequent submission. The report shall not only identify and evaluate water and sanitary sewer capacity requirements but shall also address compliance with applicable New York State Department of Health (NYSDOH) standards, including the provision and specification of backflow prevention devices for both fire protection and domestic water systems.
20. The Planning Board should review the parking requirements as they relate to this project. While the proposal includes 20 residential units, a total of 38 parking spaces is being provided. The

Board should consider whether the proposed parking supply is appropriate in relation to Village Code requirements, site conditions, and the intended senior housing use.

21. The proposed location of the dumpster shall be re-evaluated to minimize potential conflicts with pedestrian circulation, including the designated pedestrian crossing. The Applicant should also consider whether the dumpster location can be more centrally located or otherwise repositioned to improve accessibility, screening, and operational efficiency.
22. The Town Fire Marshall and Code Enforcement Officer should be satisfied that emergency access is adequate and meets NYS Building Code requirements. The marking of fire lanes and the installation of no parking signs should be identified on the plans.
23. Will there be Master Meter within the apartment building? Metering the building will promote water conservation and awareness of water use. Please clarify and update accordingly.
24. The Planning Board may want to consider a Letter of Credit being required for this project. An engineer's estimate shall be provided which includes erosion and sediment control practices, and stabilization.
25. The April 10, 2026, Response Letter indicated that all Erosion and Drainage comments would be "addressed at a later date." These comments should be addressed in the next submission to facilitate a more efficient review process.

Please feel free to contact our office with any comments or questions you may have in this regard.

Respectfully submitted,

A handwritten signature in blue ink that reads "Shaun R. Logue".

Shaun R. Logue
Project Manager I

Cc Chad A. Clark, Mayor
Charnley A. Abbott, RMC, Village Clerk
Greg Crysler, DPW Superintendent
Paul Stacey, Code Enforcement Officer
Jeff Brown, Esq., Village Attorney
Nathan La Pierre, RLA, Keplinger Freeman Associates
David K. Kimmel, Two Plus Four Companies