

May 19, 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
PRELIMINARY/FINAL SITE PLAN & SPECIAL USE PERMIT 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 September 2025, prepared by Zausmer, Frisch, Scruton & Aggarwal Engineering, along with other application materials submitted by Keplinger Freeman Associates and received by MRB on May 5, 2026. A supplementary submission was received on May 18, 2026, which included a copy of the Stormwater Pollution Prevention Plan (SWPPP), dated April 27, 2026. This SWPPP will be reviewed, and comments will be provided under separate correspondence. 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. Per 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 from the Planning Board, prior to proceeding with the Site Plan review portion of the application.
2. As part of the May 5, 2026, re-submission package, a Cover Sheet was provided; however, it references the previously approved Site Plans for 3 Austindale Avenue and 33 Maple Street. While we understand these properties are part of the overall Marcellus Senior Apartments development, a separate drawing set specific to the current application for 8 Paul Street should be provided, as the previously approved locations are not part of the current Site Plan submission under review.

3. Based on discussions held during the April 15th Planning Board meeting, it was indicated that referral to the Onondaga County Planning Board had previously been completed. However, the May 15, 2026, response letter states “The Village of Marcellus to address.” As previously noted, 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. The Hazardous Material Abatement Plan, dated September 10, 2025, prepared by C&S Companies should be compared to that of the Site Preparation Plan to ensure consistency with demolition and construction sequencing. The Site Preparation Plan should also quantify the total volume of asphalt millings proposed for reuse on-site and further discuss the intended reuse methods, locations, and suitability of the aggregate material.
5. The legal description and easement map for the proposed 20’ Walkway Easement should be consistent with the Layout Plan, which references a 20’ Wide Access Easement. It is our understanding that this easement was requested on behalf of the Village; therefore, the Layout Plan should be updated to clearly reflect that the easement will be dedicated and/or provided to the Village of Marcellus, as applicable. Said easement will need to be reviewed and approved by the Village Board of Trustees.
6. As stated above, the SWPPP dated April 27, 2026, will be reviewed, and comments will be provided under separate correspondence.
7. The Planning Board should review the proposed Monument Sign Detail, which will be located between the access drive and the 5-foot-wide sidewalk, to ensure they are satisfied with the proposed location and overall aesthetics. Further, the method of illumination for the signage should be discussed and clarified. Based on the location of the monument sign, the Engineer should provide a line-of-sight distance analysis to determine whether any visibility issues may exist.
8. 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.
9. As previously mentioned, the Planning Board should review the provided architectural renderings to determine if they are satisfied with the proposed aesthetics, building materials, color scheme, etc.
10. As previously stated, the Planning Board should review the Planting Plan to determine whether additional landscaping is warranted in the vicinity of the parking area and building to enhance site screening, visual buffering, and overall site aesthetics.
11. Designer cut-sheets were provided for the proposed light pole fixtures, which should be reviewed to ensure they conform to the Village’s standard light pole and fixture specifications and shall be

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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. As there appear to be different styles of lighting proposed, all fixtures should be clearly identified on the plans, and it should be further clarified whether any wall-mounted (wall-pak) lighting is being considered.

12. It should be noted that the Onondaga County Division of Health *Engineer's Report Form for Approval of a Backflow Prevention (BFP) Device* was provided and will require submission to the County for review and approval. It was also acknowledged that additional information will be forthcoming regarding water and sanitary sewer capacity requirements. All communications are to be provided to the Village's DPW Superintendent and MRB.
13. As previously referenced, the Fire Chief and Code Enforcement Officer should be satisfied that emergency access is adequate and meets applicable NYS Building Code requirements. The designation and marking of fire lanes, including the installation of "No Parking" signage, should be clearly identified on the plans.
14. As previously referenced, 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.
15. Prior to the issuance of a Building Permit, the Village may want to consider scheduling a pre-construction meeting to ensure all approvals, permits and conditions are clearly outlined and understood.

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

Respectfully submitted,



Shaun R. Logue
Project Manager I

Cc Chad A. Clark, Mayor
Charnley A. Abbott, RMC, Village Clerk
Mallory Zabinski, DPW Superintendent
Jim LaRose, DPW Assistant Superintendent
Paul Stacey, Code Enforcement Officer
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