

VILLAGE OF ELBRIDGE
PLANNING BOARD
April 25th, 2023

The Village of Elbridge Planning Board met in regular session on the above date at the Village Office 210 West Main Street.

Present were Chairman Pelmear, Members, Simmons- Clough, Sandstrom: Members Gratton and Avery Residents /Guests. None were in attendance. Chairman Pelmear called the meeting to order at 7:00 p.m.

Adopt the minutes: None from previous meetings. The March meeting was canceled.

Code Enforcement Report: None provided for several months.

Correspondence: none

Old Business: The Seymour Loft 5-year plan was discussed and will remain. Codes should review 207 West main St. – reference site plan review. Review and changes to sign code and application still need to be completed.

New Business: Millman Land Services Foil Request should have been satisfied in March. It is our understanding that a new sandwich will be opened at the Marshal property at the 4 corners. We have not had any official notification from codes for review by the planning board, nor had any permit been copied to the village. The village will be losing business.

Dimitri's Pizza will be moving to the old Absolute Audio location in the town on Route 5 Possible violation of a fence being installed on Valley Drive. No information was provided by the codes.

The PLAN ONONDAGA symposium was attended by Chairman Pelmear, Member Simmons-Clough, Member Sandstrom and member Gratton. All PowerPoint presentations are available online.

The meeting was adjourned at 7:30pm on a motion made by Member Sandstrom Seconded by member Simmons-Clough . No further discussion, motion carried. Respectfully submitted, Dennis Pelmear-Chairman

VILLAGE OF ELBRIDGE
Planning Board
May 23, 2023

The Village of Elbridge Planning Board met in regular session on the above date at the Village Office, 210 West Main Street.

Present were: Members Avery, Simmons-Clough and Sandstrom. Member Gratton was absent.

Member Sandstrom called the meeting to order seconded by Member Avery at 7:00 p.m.

-Application for business needs to go to Harry first before you collect money so he can review what they need for the application – if it needs more paperwork etc...

-Ammar application for planning board review

-Harry will be going over the plans and what Ammar needs to open the business

-Tammy did advertise for a public meeting

-Business Elbridge Mini Mart

-signs for business above the door on the building

-Planning Board needs a design of the sign for business to meet codes

-The permit will include what type of signs that will be improved by codes

Board asked about

-Lighting around the building

-Dumpster around back with fence

-Hours of operation 8am – 10 pm

-Deliveries 9am – 2pm

-will keep grass cut and clean

-Ammar said landlord is responsible for the parking lot and paving and lines

-Planning Board needs to look at the property

-Board needs to know exactly where lights, evergreens, metal plate in the parking lot, what kind of fence will be around the dumpster.

-publish for Public Hearing June 6,2023 and public meeting

-Ammar will be meeting with Planning Members to address the issues stated above. May 25, 2023 at 7:00pm

-Ammar will get something from the owners stating that the gas tanks are gone. Board wants a letter from DEC Ammar will get it from owners of property.

-Board will walk to property with Ammar and go over what they want to see improved in property and business

A motion for public to comment first by Member Simmons-Clough and seconded by Member Sandstrom.

-Tanks were removed and filled with concrete. DEC was there when they did that. Steve was there when it was removed.

-Drainage was discussed

-Ammar will need a copy of the deed from the owner

A motion to close the meeting first Member Sandstrom and Seconded by Simmons-Clough

A motion to have a Public Hearing June 6, 2023

A motion to adjourn meeting first Member Avery and seconded Member Simmons-Clough

The meeting was adjourned on a motion made by Member Avery, seconded by Member Simmons-Clough and carried.

Respectfully Submitted,

Trustee

Stephanie Harris

VILLAGE OF ELBRIDGE
Planning Board
July 25, 2023

The Village of Elbridge Planning Board met in regular session on the above date at the Village Office, 210 West Main Street. The meeting was called to order at 7:00 p.m.

Present were: Chairperson Whitford, Members: VanZandt, DeMarco, Hare and Kunz. Also in attendance were Mayor DeCola, Attorney Armani, Clerk-Treasurer Kunz and Code Enforcer Tanner.

Chairperson Whitford led began with the Pledge of Allegiance.

Attorney Armani began the meeting with introductions to an all new Board. Board consists of Chairperson Grant Whitford and members Steven VanZandt, Heather DeMarco, Maria Hare and Eman Kunz. Attorney Armani continued with an overview on important issues for the Planning Board re: minutes, agenda, meeting format, motions, public attendance, site plan review and also gave each member a copy of the most recent site plan information to review before the next meeting.

Clerk-Treasurer Kunz will also provide past minutes before the next meeting for review.

Code Enforcer Howard Tanner introduced himself and reviewed the role of the Planning Board within the Village. He gave each member copies of a Site Plan and Building Application along with sample SEQR documents for review. Mr. Tanner stressed that consistency is key for the Planning Board. He and Mayor DeCola spoke about the Comprehensive Plan. It is in the process of overhaul. Mr. Tanner stressed that the Comprehensive Plan is not enforceable but the Code Book is, ultimately, they need to follow the Code Book. He also stressed to have an open mind. Discussion with PB members on past experiences and simplification of Site Plan application. Also stressed that they need to attend 4 hours of training per year, Mr. Tanner will gather some resources for training.

Mayor DeCola added that he would like the Comprehensive Plan to align with the Town's plan. He also informed the PB that he does not normally attend meetings, however, if they request him, he is glad to attend. He also directed them to the Clerk-Treasurer for questions or issues. Clerk-Treasurer Kunz then went over the documents they had been given, including assigned email addresses and stressed that they are to use their Village email address for all Planning Board business.

Attorney Armani talked the PB through sample open/closing of meetings and motions. As there is no minutes to approve from the previous meeting they discussed the agenda for next meeting. They would like to review the Site Plan application of 101 E. Main Street.

The meeting was adjourned at 8:25 p.m. on a motion offered by Member VanZandt, seconded by Member Kunz and carried.

Respectfully submitted,

Tammy L. Kunz
Clerk-Treasurer

VILLAGE OF ELBRIDGE
Planning Board
August 22, 2023

The Village of Elbridge Planning Board met in regular session on the above date at the Village Office, 210 West Main Street. The meeting was called to order at 7:00 p.m.

Present were: Chairperson Whitford, Members: VanZandt, DeMarco, Hare and Kunz. Acting Secretary Tammy Kunz was also present.

Chairperson Whitford led began with the Pledge of Allegiance.

All members reviewed the minutes from the previous meeting on July 25, 2023 and member Kunz made a motion to accept the minutes, seconded by member VanZandt and carried.

Chairperson Whitford read correspondence from Jarrod W. Smith, Esq., as legal representation for Ammar Obadi, tenant of 101 E. Main Street. Discussion of ongoing Codes concerns and moving forward with this property. Nothing for the Board to do at present, Codes is aware and handling any Village issues. All other concerns are between tenant and landlord.

Acting Secretary Kunz reviewed some training opportunities with the Board. Discussion and request for training approval to be put on the agenda for the next Village Board of Trustees meeting. Acting Secretary Kunz will also forward via email current training opportunities and future ones as they become available.

Chairperson Whitford reviewed the Codes current Codes report with the Board and discussion was had. In moving forward, much discussion was had on the Planning Board role, Zoning and Codes.

Each member was given a calendar for the remainder of this year and next with all meeting dates. There were some dates they wish to review, especially ones that fall directly before or after a holiday, as they wish for as much attendance as possible and to give the community opportunity to attend if they would like. Decisions will be made on those dates.

The meeting was adjourned at 8:06 p.m. on a motion offered by Member VanZandt, seconded by Member DeMarco and carried.

Respectfully submitted,

Tammy L. Kunz
Acting Secretary

VILLAGE OF ELBRIDGE
Planning Board
September, 2023

The Village of Elbridge Planning Board met in regular session on the above date at the Village Office, 210 West Main Street. The meeting was called to order at 7:00 p.m.

Present were: Chairperson Whitford, Members: VanZandt, DeMarco, Hare and Kunz. Acting Secretary Tammy Kunz was also present.

Chairperson Whitford led began with the Pledge of Allegiance.

All members reviewed the minutes from the previous meeting on August 22, 2023 and member Kunz made a motion to accept the minutes, seconded by member DeMarco and carried.

Chairperson Whitford relayed information from Mayor DeCola that the Board of Trustees have approved several training options; including training offered by NYCOM, NYMIR, Department of State and/or Howard Tanner, Codes Enforcement. Discussion on training with members. They will begin training during the next meeting if there is no new business that prevents them from doing so.

Discussion re: December meeting. Will plan to cancel unless something urgent comes up. If an urgent matter requires a meeting, they will plan the date accordingly.

Discussion re: FOIL process.

The meeting was adjourned at 7:44 p.m. on a motion offered by Member Kunz, seconded by Member VanZandt and carried.

Respectfully submitted,

Tammy L. Kunz
Acting Secretary

VILLAGE OF ELBRIDGE
Planning Board
October 24, 2023

The Village of Elbridge Planning Board met in regular session on the above date at the Village Office, 210 West Main Street. The meeting was called to order at 7:00 p.m.

Present were: Chairperson Whitford, Members: VanZandt, DeMarco, Hare and Kunz. Secretary Tammy Kunz and Code Enforcer Howard Tanner were present. Also in attendance were residents Karen Sanderson, Cindy Sanderson, Kathy Sanderson, Gary Switzer, and Debra Switzer.

Chairperson Whitford led began with the Pledge of Allegiance.

All members reviewed the minutes from the previous meeting on September 26, 2023 and member VanZandt made a motion to accept the minutes, seconded by member Kunz and carried.

Chairperson Whitford recognized residents in attendance and opened the floor for comments. Code Enforcer Tanner offered a synopsis of arguments regarding the fence between the properties between 225 and 231 Valley Drive. He also cited Local Law 137-33 and explained his reasons for approval, including but not limited to, standing structures of similar nature in close proximity as well as no obstruction of visibility.

Resident Switzer expressed his concerns, primarily maintenance as well as the stockade portion toward the back. Back and forth discussion with question/answers from all parties. Resident Sanderson expressed that the stockade fence portion was due to the large tree on the property line. Resident Switzer stated that they refuse to agree to have the tree removed and want something different in place of the stockade portion. They also do not want to maintain their side of the fence, considering they did not install it.

Both parties agreed that they will create a written agreement regarding maintenance and all parties will sign the agreement. Sanderson agreed that they will remove the stockade section and replace it with something closer in look and white to match as close as possible with the fence while keeping the tree intact.

Planning Board agreed to approve the special use permit on a motion by Trustee Kunz, seconded by Trustee DeMarco and carried.

All residents left at 7:43 p.m.

Member Kunz specifically addressed Local Law 137-33 and its intent. He expressed his concern with allowing such fences on the Main Road, understanding that side roads are unique. Discussion amongst Board and Code Enforcer Tanner. All fence requests that ask for front fencing will be referred to the Planning Board.

Discussion on 101 W. Chariot, informational on a site plan that is going before the ZBA and may come before the Planning Board if ZBA so chooses. Member Kunz asked for clarification on which types of issues will go to Planning Board first vs ZBA first. Discussion with Code Enforcer Tanner.

Training will be planned for the following month. Meeting for December will be canceled due to holiday. If there is important business, the Board will schedule a meeting ASAP.

The meeting was adjourned at 8:14 p.m. on a motion offered by Member VanZandt, seconded by Member DeMarco and carried.

Respectfully submitted,

Tammy L. Kunz
Secretary

VILLAGE OF ELBRIDGE
Planning Board
November 28, 2023

The Village of Elbridge Planning Board met in regular session on the above date at the Village Office, 210 West Main Street. The meeting was called to order at 7:00 p.m.

Present were: Chairperson Whitford, Members: VanZandt, DeMarco, Hare and Kunz. Secretary Tammy Kunz was also present.

Chairperson Whitford led began with the Pledge of Allegiance.

Resident Natalia Meyer arrived at 7:04 p.m.

All members reviewed the minutes from the previous meeting on October 24, 2023 and member VanZandt made a motion to accept the minutes, seconded by member DeMarco and carried.

Chairperson Whitford recognized resident Natalia Meyer who resides at 224 E. Main Street. She expressed upset and concern about renovations at her new neighbors' home at 226-230 E. Main Street. States she first noticed an issue after the flooding/large storm. Neighbor had installed a temporary gutter directed toward her property. She notified Howard Tanner of Codes, who inspected the property and asked the new owner to face the temporary gutter away from her property, which he did. She then expressed concern over renovations that are being done. She had done a FOIL request, which was completed, and did not see what she felt were the proper permits. Ms. Meyer mentioned several times that the neighbors garage is a non-conforming structure and she questioned if he should be allowed to do anything with this structure. Ms. Meyer also feels neighbors should not be allowed to pave his driveway. Ms. Meyer had several photos as well as a map to review, Board reviewed all. Discussion between Ms. Meyer and Board. Both Member VanZandt and Member Kunz expressed that the garage was in place long before she purchased her home. Member VanZandt addressed issues regarding water flow, expressing that water certainly can't be redirected onto her property but nothing can be done about the topography of the land if water naturally flows in that direction. Ms. Meyer was informed that she would have to get sewer permits from the County, when requested. Chairperson Whitford stated that the Board would meet with Code Enforcement Tanner to review the codes as well as the outstanding permits for the neighboring property. The Board does feel that neighbor can pave his driveway as needed, as that is an upkeep and not an addition, but will confirm with Codes.

Ms. Meyer left the meeting at 7:40 p.m.

Board Discussion on Training – Will try to do training session in January. If Board members wish to do approved training on their own, they can receive a reimbursement or allow enough time for payment by check or Village credit card online.

Fence issue from previous meeting has been resolved.

Chairperson Whitford updated Board that ZBA approved the request for second driveway that came before them. The issue would not be forwarded to the Planning Board.

Confirmed that December meeting has been cancelled. Next meeting is in January.

The meeting was adjourned at 8:06 p.m. on a motion offered by Member DeMarco, seconded by Member Kunz and carried.

Respectfully submitted,

Tammy L. Kunz
Secretary