



July 31, 2024

Via email

North Area Meals on Wheels (NAMOW)  
c/o Mark Petranchuk, Board Vice President  
413 Church Street  
North Syracuse, NY 13212

**Re: SITE PLAN APPLICATION REVIEW**

**CHA File No.:** 22015.1033  
**Applicant:** North Area Meals on Wheels (NAMOW)  
**Owner:** North Area Meals on Wheels (NAMOW)  
**Address:** 413 & 415 Church Street  
**Tax Map No.:** 022.-02-01.2 & 022.-02-01.1  
**Parcel Size:** 4.025± acres  
**Zone:** Residential 9,000 (R-9)  
**SEQR Determination:** Unlisted  
**Planning Commission Meeting Date:** 8/15/24  
**OCPB Meeting:** 7/10/24

**INFORMATION SUBMITTED:**

- Site Plan Review and Approval Application dated 6/13/24
- Application for Special Use Permit
- Use Variance Application
- Area Variance Application (not reviewed) – side yard setback, parking, lot width
- Interpretation of Zoning Code Application
- Short Environmental Assessment Form dated 6/14/24
- Long Environmental Assessment Form
- Survey Map** prepared by **Ianuzi & Romans Land Surveying, P.C.** dated 9/12/22 consisting of 1 sheet
- Site Plan Set** dated 6/14/24 prepared by **C&S Companies** consisting of the following 10 sheets:
 

1) G-001 Cover Sheet	6) C-104 Erosion & Sediment Control Plan
2) C-001 General Notes, Legend, & Plan	7) C-501 Site Details
3) C-101 Existing Site Plan	8) A-101 First Floor Plan
4) C-102 Proposed Site Plan	9) A-201 Elevations
5) C-103 Proposed Grading - Utility Plan	10) A-202 Elevations
- Other Information Provided:
  - Project Narrative dated 6/14/24

On behalf of the Village of North Syracuse Planning Commission, CHA Consulting, Inc. has reviewed the above information regarding the referenced application and offers the following comments for the Commission’s consideration:

1. The proposed project includes construction of a one-story 2,400 sf addition to the rear of the existing North Area Meals on Wheels building. Per the submitted documents, the proposed site improvements include additional parking, relocating the dumpster and on-site structures, a sewer connection, and a drainage swale, as well as the removal of asphalt, concrete, and grass.
2. The property use is allowed within the Residential 9,000 District (R-9) zone with a Special Use Permit due to its designation as a community center.

3. The site has a current Special Use Permit and is therefore, not a new part of this Application. However, the Planning Commission has the authorization to confirm that the Special Use Permit is still applicable. In particular, the Planning Commission's decision shall be based upon the criteria listed in §240-58 and the following factors:
  - That the proposed use or structure in all respects meets the minimum requirements.
  - That all other necessary approvals, permits, or authorizations required by any department, agency, or bureau of any other governmental agency, including the County of Onondaga, State of New York, or the United States, have been obtained or, if not, that any grant of a special use permit shall be conditioned upon obtaining such approvals, etc.
  - That the character and neighborhood integrity of the land in the vicinity of the proposed use or structure will not be significantly disrupted or disturbed by the proposed use.
  - Traffic generation and impact on existing transportation systems.
  - Proximity to other uses inherently incorporated with the proposed use.
  - Visual and aesthetic considerations regarding the proposed use.
  - General compatibility of the proposed use with other uses in the vicinity.
  - Availability of all municipal services.
  - Any other factors affecting the general health, safety, or welfare of the inhabitants of the Village of North Syracuse as the Village Board may deem germane or important.
  - Compliance with any other specific criteria as hereinafter set forth as may be applicable to the proposed use.
  - The location and size of the use, the nature and intensity of the operations involved, the size of the site in relation to it and the location of the site with respect to the existing or future streets giving access to it shall be such that it will be in harmony with the orderly development of the district, and the location, nature and height of buildings, walls and fences will not discourage the appropriate development and use of the adjacent land and buildings or unreasonably impair the value thereof.
  - The Planning Commission may, but shall not be required to, condition the approval of any such special permit upon the applicant's obtaining site plan approval.
4. Please confirm that the plat map has been filed with the County, as the online tax information does not reflect combined parcels. This was also mentioned in the Onondaga County Planning Board (OCPB) comments.
5. The following three (3) variances are currently in application to the ZBA:
  - 1) side yard setback – 2.3' (30' required, 27.7' proposed)
  - 2) lot width – 45.5' (200' required, 154.5' proposed). Applicant's Narrative states that ZBA approved 80' variance on 2/28/2003, Codes to confirm.
  - 3) parking – 22 parking spaces (74 required, 52 proposed)
6. Code sections to note regarding the variances:
  - Variance 1 - The roof overhang within the setback per §240-25 Projections into required yards.
    - A. Every part of a required yard shall be open from its lowest part to the sky, unobstructed except for the ordinary projections of sills, cornices, pilasters, chimneys and eaves, provided that no such projections may extend more than two feet into any required yard, with the exception of permitted or required screening devices.
  - Variance 3 – Since the use is designated as a community center via a Special Use Permit the ZBA may want to reference the following off-street parking requirements rather than business:
    - A. §240-29C.(4) Places of public assembly. Every structure used as a theater, amusement facility, auditorium, community center, club, stadium, library, museum, church, lodge hall or other place of public or private assembly which provides facilities for seating people: 1 space



for every 5 seats. Where there are no seats provided in the place of assembly, 1 space shall be provided for every 100 square feet of gross floor area or a fraction thereof. Therefore, the variance would be for 24 spaces ( $7400\text{sf}/100\text{sf} = 74$  req. - 49 prop. = 25 spaces).

- B. §240-29A. All driveways, access and maneuvering areas shall be at least 25 feet in width for access to ninety-degree parking or according to reference standards as approved by the Fire Marshal. The proposed drive aisle to the new parking area in the rear is 13'.
  - C. §240-31E. No required front, side or rear yard or part thereof shall be used to provide required parking or loading space except for single- and two-family dwellings. The parking appears to be in the front setback and both side setbacks.
7. Please add all approved (previous and recent) variances and dates to plan.
  8. Note that as a Site Plan Application, the entire site is at the review of the Planning Commission. Therefore, existing conditions may need to be revised to adhere to the Village Code.
  9. The ingress/egress for the property are two existing full access curb-cuts along Church Street. There appears to be no changes to either of these curb cuts. Dimensions for these curb-cuts, drive aisles and existing parking spaces shall be shown. The eastern curb-cut appears to be excessively wide. Please clarify the purpose of the stone area to the east of this curb-cut. If this is used for parking in any capacity, please denote that use since it is not part of the Applicant's property. Any damage to the sidewalk within the ROW shall be repaired to as new or better condition.
  10. With respect to parking, there are 49 assumed existing parking spaces. Four (4) discrepancies for the parking count are 1) no handicap spaces are shown on the plans with the exception of the aerial on sheet C001, 2) an unloading space must accommodate each handicap space, 3) the most western parking space along the front of the building cannot be used due to a bench in that location, and 4) some of the parking along the east side appear be non-conforming. All spaces shall be 9'x18', handicap shall be 13'x18' (includes 5' unloading zone), and drive aisles shall be 25'. Please show dimensions of all parking spaces and drive aisles to confirm conformance.
  11. Per the Code, based upon the parking requirements for a community center, 1 space per 100 square feet is required for NAMOW. Therefore, 74 spaces are required [ $(5000\text{sf}+2400\text{sf}) / 100 \text{ sf} = 74$ ] with 3 required to be handicap. There are 49 total proposed spaces including 4 handicap spaces.
  12. On the zoning table on sheet C102, the provided east side setback should be 104.1.' The setback dimension should reflect the shortest dimension regardless if it is the existing building.
  13. Sheet C102 refers to "Proposed Location for Existing Structures" adjacent to the proposed parking, please clarify these structures.
  14. Clarify if the chain link fence will remain across the drive aisle that provides access to the rear of the site.
  15. Clarify if the storage container will be removed from the site.
  16. There is a sign shown on the plans at the rear of the site. Please denote its purpose and if it will remain.
  17. Please provide the location of snow storage on the plan.
  18. According to the narrative and the plans, utilities within the addition will connect to existing exterior utilities. Interior utilities include new electrical, plumbing/sanitary, sprinkler system, and water to connect to the



existing systems. It is the Applicant's responsibility to confirm that there is adequate capacity with the associated utility owners. This is also noted in the OCPB comments, along with coordination with both Onondaga County Department of Water Environment Protection (OCWEP) and Onondaga County Water Authority (OCWA).

19. The proposed sanitary sewer connections will all be private and are the responsibility of the property owner. Any connections will be coordinated with and follow the OCWEP requirement of a 1:1 flow offset, as noted in the OCPB comments. Show the sanitary sewer easement on the plans.
20. The general slope of this area drains from the west side near Church St/ I-81 area to the east side of the property through catch basins, pipes, or overland flow and outlets into a managed stormwater tributary to Oneida Lake. All stormwater incidental to the site is considered private and shall be maintained by the property owner and shall not negatively affect the adjacent properties or the right-of-way.
21. The proposed drainage includes the addition of a swale along the west and north side of the property that outlets to the existing swale at the rear of the property. The proposed 1' swale as labeled on the plan is only the base of the channel and doesn't include the side slopes or the entire capacity of the swale. Please show the swale on the plan as represented in the detail.
22. It is the Applicant's responsibility to confirm that this stormwater measure will adequately function as proposed. The proposed swale outlets to a heavily vegetated existing swale that is narrow in size. This area then drains via a pipe (CPP) to the west and then to the stormwater tributary offsite. The condition of the CPP should be confirmed and that drainage is not impeded, especially due to its importance to maintain drainage from the site, its shallow depth and the previous storage container on top of it.
23. Show the drainage easement on the plans.
24. Although where the proposed contours meet the existing contours are shown at sharp angles it is the expectation that when constructed these will be smooth and more natural to blend in with the grass area they are in.
25. Please confirm the slope of new concrete pad at the southeastern door adjacent to the new building doesn't exceed 5%.
26. Since no spot elevations are provided at the front of the building this will be the Applicant's responsibility to confirm ADA accessibility for the handicap spaces.
27. Restoration of the stabilized construction entrance as shown on sheet C104 shall be shown as new asphalt and represented as such on the plans.
28. Provide outlet protection at the new swale and inlet protection at the CPP inlet.
29. There is no proposed landscaping.
30. There is no proposed or existing lighting shown.
31. Please provide the locations and details of the exterior lighting on the site plan or elevations.

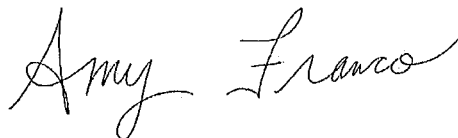


32. The elevations, floor plan, and site plans should be consistent with door and window locations. If the overhead door is to remain please show on the East Elevation. There is a third window shown on the floor plan but not on the North Elevation.
33. There is no proposed changes to the property's signage. The Applicant's Narrative states that the ZBA approved a variance for an electronic message sign on 8/15/2019, Codes to confirm. Please label on the plan.
34. Per the OCPB comments, the Applicant has indicated that they will be providing a wetland delineation, and if applicable will be shown on the plans.
35. Both the Village and SMTC have identified this area as a priority sidewalk zone along Church Street.
36. Due to its proximity, a connection to Sleeth Park is encouraged.
37. Since this project is not disturbing more than 1 acre, NYSDEC SPDES permit, SWPPP, NOI, or MS4 SWPPP Acceptance Form are not required.
38. Finally, with respect to SEQR, the Applicant has submitted a Short Environmental Assessment Form (SEAF). Based upon our review of the project and the Part 1 of the SEAF, it appears that this project will be classified as an Unlisted Action that will not have any potentially significant environmental impacts.

Additional comments may be forthcoming from the North Syracuse Fire Department, Code Enforcement Office, DPW Department, and/or the Village Attorney.

The Applicant should form a response to the above comments and a revised plan set prior to or in preparation for the Planning Commission meeting. If you should have any questions or require additional information, please feel free to contact me at 315-257-7236 or [afranco@chasolutions.com](mailto:afranco@chasolutions.com).

Very truly yours,



Amy M. Franco, RLA  
Municipal Engineer Representative

AMF

cc (via email):

Planning Commission members (via Code Clerk)  
Pearl Fuller, Code Clerk  
Nick Rohm, Village Code Enforcement  
Greg Lancette, Planning Commission Chairman  
David Robinson, ZBA Chairperson  
Neil Germain, Esq., Village Attorney