

**TOWN OF ONONDAGA
Planning Board**

TOWN HALL
5020 Ball Road · Syracuse, NY 13215

Marc A. Malfitano, Chairman
Alfred Fuller David Hillery
James Hagan Otey Marshall

**Meeting Conducted at 7:00 p.m.
June 22, 2026**

Present:
Marc Malfitano, Chairman
Alfred Fuller
David Hillery
Otey Marshall
Wendy Loughnot, Attorney
Bill Perrine, Engineer

Chairman Malfitano called the Planning Board to order at 6:58 p.m. noting that Mr. Hagan is excused.

Woodridge Heights- Section 2

Mr. Bill Morse of W-M Engineering, DPC, appeared before the Planning Board. It was noted that Mr. Perrine had reviewed the final plan prepared by Robert Porcello, Land Surveyor, last revised April 22, 2026, however, the Planning Board was not provided with a copy of that plan. Mr. Morse provided updated construction drawings last revised May 5, 2026, and the general plan last revised June 2, 2026. The plans reflect the comments of Mr. Perrine's June 3, 2026, letter.

Chairman Malfitano asked if the comments in Mr. Perrine's letter relating to the individual grading plan and the elevations can be reflected on the preliminary subdivision plan. Mr. Perrine stated that they are on there now and they are also on the general plan. He noted that the Planning Board may want to consider including that in a resolution because it is a coordinated review with the Codes Office for the building permit. It was noted that the SWPPP for the entire development was done previously during Section 1. Chairman Malfitano noted that the only missing item is the updated preliminary plan from Ianuzi and Romans. Mr. Morse stated that the revised road profiles are shown on the third sheet which includes the sanitary sewer.

Chairman Malfitano made a motion to approve the construction drawings for Woodridge Heights Section 2, as listed below and in Mr. Perrine's letter to the Planning Board dated June 3, 2026, and incorporate by reference the Storm Water Pollution Prevention Plan (SWPPP) previously submitted and approved dated August 13, 2021, last revised November 14, 2023; and including the individual lot grading plans for Lots 24, 25A and 25B at the time of the building permit application; and that the minimum garage floor elevation should be established and enforced during the building permit review for Lot 24 at 771 feet as the elevation, and Lots 25A and 25B at 770.5 feet as the elevation, Lots 21A and 21B, 22A and 22B, 23A and 23B, 26A and 26B and 27A and 27B at 768 feet of elevation; and not included in the approval are the road profiles last revised May 3, 2026, and the Preliminary Plan from Ianuzi and Romans.

CONTRACT DOCUMENTS

- Title Sheet, Contemporary Clusters Section 2, dated June 2, 2026
- Sheet C506-1G – General Plan, Sanitary and Storm Sewers, dated May 5, 2026, last revised June 2, 2026
- Sheet C506-1S – Plan and Profile, Sanitary Sewer System Black Road, dated May 5, 2026
- Sheet C506-1D – Plan and Profile, Storm Sewer System Black Road, dated May 5, 2026
- Sheet C506-1EC – Plan, Grading and Erosion Control, dated May 5, 2026
- Sheet C506-1DS – Details, Sanitary Sewer System, dated May 5, 2026
- Sheet C506-1DD – Details, Drainage System & Road Construction, dated May 5, 2026
- Sheet C506-1DE – Details, Grading and Erosion Control, dated May 5, 2026
- Final Plan – Contemporary Clusters Section No. 2, dated February 24, 2026, last revised April 22, 2026
- Preliminary Plan – Contemporary Clusters, dated December 24, 2020, last revised April 29, 2022
- Road Profiles, Blue Circle, Black Road, and Freefall Lane, dated June 21, 2021, last revised May 3, 2026
- Stormwater Pollution Prevention Plan (SWPPP), dated August 13, 2021, last revised November 14, 2023

Contract Drawings:

1. The sanitary sewer connection to the existing sewer manhole may require approval from Onondaga County, as it's a County owned trunk sewer.
2. Note there is minimal usable, flat area behind Lot Nos. 21 – 22 (A&B) for backyard amenities.
3. All grading notes from the approved preliminary plan, dated December 24, 2020, last revised April 29, 2022 have been added to both the Final Plan and Contract Drawings for Section No. 2.
 - a. We recommend that the Codes Officer review and file these requirements as they will become critical items to capture during future building permit applications.
 - b. Individual lot grading plans should be required for Lot Nos. 24, 25A, 25B. Grading plans should be submitted to the Codes Officer and Town Engineer for approval.
 - c. The minimum garage floor elevations should be established and enforced during building permit review.
 - i. Lot No. 24 – 771'
 - ii. Lot Nos. 25A & 25B – 770.5'
 - iii. Lot Nos. 21A & B, 22 A&B, 23 A&B, 26 A&B, and 27 A&B – 765'
4. The SWPPP was prepared for the entire Woodridge Heights Subdivision and was previously approved during the development of Section No. 1.

Mr. Marshall seconded the motion which passed with all in favor.

Norton-Limestone Subdivision

Jay Holbrook, Land Surveyor, appeared with the applicant and provided an updated plan. He noted that the configuration of the lot was previously discussed with the Planning Board and since then the perc tests were done. There was a question as to the lots being located in the Ag District. Chairman Malfitano noted from correspondence dated June 26, 2025, from Ms. Bell that stated that there was contact with the Department of Agricultural and Markets and they discussed the

lateral restriction resolution and the provision of water service that is a limitation that can apply to no more than four lots of any tract of land that is subdivided and parceled after the date and filing of the NOI which she had at length. It was also noted that there was a proposal to subdivide 8 lots all of which are in the Ag District but only 4 of which are located on Bussey and Norton Road. The letter further states that the developer may create 4 lots in the Bussey Norton Road water district with water service without an issue. The water district is now formed but there is serious question about whether it is going to happen.

Chairman Malfitano stated that the lots can be created with no public water and sewer and the size requirement is 2 acres. If that district is created, a limit of 4 of the lots can be in the water district. Mr. Holbrook explained that only 4 of the lots would be in the district because the other lots already have water available. The limitation is if the property is located in the district and is subdivided there cannot be more than 4 lots.

Mr. Holbrook asked how that would affect this subdivision. Chairman Malfitano explained that as he understands it, if this application gets approved, up to 4 lots could be included if the property owners want to make it subject to the water district but it cannot be more than 4 lots because the Ag and Markets has a restriction that they imposed that if you are in the State Ag District this will limit lots being removed from the Ag District so they are limiting the number of lots that can be created.

Mr. Perrine noted that it is his understanding that the water district has been formed and proposed Lots 1 through 4 are outside of the current district. The Story property and Lots 5, 6, 7 and 8 are part of the Onondaga Hill Extension No. 10 water district and they are already served. Lots 1 through 4, because they are not part of the existing district and the district has already been formed, have to be an extension to the Bussey Road or there would have to be some type of agreement for the purposes of debt service. If the water is installed it will go across the front of those lots and they are not part of the legal metes and bounds for that district.

It was noted that the application has been filed and Mr. Perrine has completed his review of the proposed subdivision and provided a comment letter. Mr. Holbrook noted that he has since retired as a licensed surveyor so a different person will sign the map but he will represent the applicant at the Planning Board meetings. He noted that perc tests are done and approved by the County Health Department and the driveway approval was received. Mr. Perrine stated that the SWPPP last revised January 22, 2026, has been received and there are some minor storm water management control measures on these lots and it was suggested that the applicant work with the Town Attorney to prepare maintenance covenant and easement agreement because they will be private and they are located on Lots 1 through 4, 6 and 7.

A Public Hearing for this matter will be scheduled for July 13, 2026.

Paladin Park Subdivision

Robert DeForest of Cordelle Development Corporation appeared and provided an updated plan and site plan for this 4 lot subdivision. He stated he made the changes that were requested at the meeting he attended in February.

Chairman Malfitano explained that this property is located on E. Seneca Turnpike and at one point in time a convenience store and gas facility were planned for this property but that is no longer the plan. The subdivision was approved but not filed and the zone change was done. Currently there is a portion that will fall under Neighborhood Shopping and apartments in the rear are planned which are permitted in the PRC District. Parcel 4 will have office space. The earlier plan included

a cul-de-sac but it was suggested that since the cul-de-sac would have to be conveyed to the Town, a hammerhead would be easier for snow plows to maneuver and it would be easier to delineate the limits of the privately owned land in the subdivision and the publically owned right of way.

Chairman Malfitano noted that we are here now to advance the subdivision plan and the rest of it is subject to Town Board site plan approval. A Public Hearing for this subdivision will be scheduled for July 13, 2026. Mr. Perrine asked if this is being treated as a new application since the original application is from 2017. Mr. DeForest stated that a new application was submitted on February 9, 2026, and fees were paid. A copy will be provided to Mr. Perrine and Ms. Bell.

Oak Ridge Farms Re-Subdivision

Applicant Susan DeRienzo of 3430 Case Road appeared before the Planning Board. She explained that Oak Ridge Farm is next door to her property and she is the trustee of that property. She is seeking to adjust the property lines giving approximately 50 feet of her property back to the farm and taking some back to her property. A copy of the proposed plan was reviewed. Her property was a subdivision off of Oak Ridge Farm in 1988.

Ms. DeRienzo indicated that her lot is just under 5 acres and she has a well and septic system. She would still have more than the minimum of 2 acres and more than the minimum 200 feet of road frontage if the subdivision is approved. The farm property has a house and a pole barn and she is planning to sell that property once the subdivision is approved.

Chairman Malfitano indicated that he does not see any issue with the proposal but he asked if the original survey and subdivision plan can be provided for review as this is really a modification of that plan. It was suggested that fees should be paid and this matter can be added to the agenda for the July 13, 2026, Planning Board meeting for further discussion and review of the prior plan.

Seneca Ridge PRC

Brian Bouchard, CHA Consultants, returned with a cover letter and updated documents based on prior comments from the Planning Board. One prior suggestion which is now on the plan was intermixing lot widths along the main entrance road to break up the frontages. A traffic study for this development was completed and reviewed and confirmed by New York State Department of Transportation. Mr. Bouchard noted that the prior traffic study for Peregrine Landing included the neighborhood shopping land off to the west that is not part of their project. For consistency, adding that component into the traffic study will be a benefit for anyone moving forward with that piece. The traffic study was provided for the record. The confirm findings show that a traffic signal is not warranted at that intersection but there will be mitigation by way of a turn lane for west bound traffic. There was a suggestion that at a point in time when that property will be developed the traffic study should be redone.

Chairman Malfitano clarified that the study indicated that they should tie into the existing signal which will be modified to add a left turn lane for west bound traffic. Mr. Bouchard further clarified that for their residential development, they would be required to add a traffic signal across from OCC. There is an existing hatch area in the median that needs to be restriped. They will be adding the 4th leg to the signal and some minor timing changes as well. It was suggested if a commercial development does occur, that the study be done again to be site specific.

Mr. Bouchard also noted that the architectural drawings have been provided and include the building materials for all components of the various single family homes. Several footprints are

shown and example pictures were provided capturing the architectural style in terms of finishes and material palettes. He also noted that the Planning Board had inquired about the sewer and water capacities previously and now they have received service approval from the Onondaga County Water Authority and sanitary sewer capacity approval from the Department of Water Environment Protection. Both agencies are willing to serve the project.

Mr. Bouchard also explained that John O'Brien has been working with the Town's Attorney and the Town's Engineer and the existing land owner of Peregrine Way to make some improvements and repairs to the existing roadway and they are ready to have it dedicated based on that and including the drainage easement and slope of Lot 3.

Mr. Bouchard noted that they have met with the single family home builder, discussed some options and are drafting a Home Owner's Association to control any site improvements related to the single family lots. They have an example that the home builder used with a different subdivision that they are using as a template.

Lastly, Mr. Bouchard noted that they have increased the density since the original plan was approved and there are additional impacts to be studied, so they have provided a Long form EAF which will also be used as part of the Town Board review and decision.

Chairman Malfitano asked for copies of the DOT comment/approval letters for our records. He also asked that the proposed building elevations, materials and dimensions for all buildings be added to the plans so that would include the palette of colors for the apartments. He noted that the Zoning Code does not distinguish between building size or between multi or single family. The information was provided previously for the 60 foot lots but we will also need that for the 80 and 100 foot lots. Mr. Bouchard noted that the building materials for the single family houses are fairly consistent. Chairman Malfitano asked that the elevations and materials be added for the larger lots. Chairman Malfitano also noted that it was suggested by Mr. Hagan that there be a condition that one tree be planted on each lot. Mr. Bouchard agreed.

Chairman Malfitano expressed that he generally concurs with what was said about the creation of the HOA. He would like to see the template that is being used. He noted that there was a statement in the template that it could be extinguished but he thinks it should run with the land. Chairman Malfitano noted that there was previously discussion about the requirement that there can be no free standing accessory structures and any accessory structures should be integrated to the existing house and that should be one of the covenants. Additionally, any pools must be in-ground only and for the 60 foot and 80 foot lots the only fences permitted are for those necessary to enclose a pool and no closer to the side lot line than the main building side yard width. Additionally, the fencing cannot be opaque and must be slat fencing of aluminum or wrought iron. That requirements needs to be in writing as part of the covenants as well. Chairman Malfitano asked if they will be asking for an IDA Deal for this. The applicant was not sure but responded that they probably will.

Mr. Hillery asked what will be built first when the project begins. Mr. Bouchard indicated that the single family homes will be built first but the roadway, sewer and water infrastructure will be created first so the lots will be ready for building. He asked how many houses are planned. Mr. Bouchard responded 100 houses. Chairman Malfitano noted that there has to be infrastructure ready for at least 24 lots before the building permit for the apartments will be issued.

Chairman Malfitano spoke with Ms. Bell and they are still sorting through some of the issues with Peregrine and the easements. He also noted that the Peregrine Basin was on a maintenance agreement. He asked if it is being maintained and noted that some of the storm water drains into

what is there. Mr. Perrine noted that some of the residential lots will drain into a new basin further south. Chairman Malfitano noted that it has to be determined if it is being maintained. Mr. Perrine noted that the punch list for Peregrine Way is all set but the physical swale was built in a different location than what is shown on the approved map for Peregrine Landing. That will be cleaned up when an amended map is filed. Chairman Malfitano noted that Peregrine made some additional conveyances that were not approved by the Planning Board. The modification is on the Peregrine land, not Seneca Ridge and Ms. Bell is looking into it.

This matter will be added to the July 13, 2026, Planning Board meeting agenda.

Michelle Boellmann

A referral for variances from the ZBA for property located at 4386 W. Seneca Tnpk (Tax Map No. 026.-01-01.2) was received. Chairman Malfitano explained that a pool permit was issued by the Codes Office and it should not have been issued. It was discovered that there are at least three National Grid lines that cross the property and there is a blanket easement in place. Clarification was needed from National Grid and a letter was received stating as long as it was outside of 20 feet of their pole it is acceptable. It was noted that the drawing received is not to scale. The letter and materials were reviewed and discussed.

Chairman Malfitano then dictated a response letter to the ZBA. A copy is attached hereto.

Planning Board Minutes

A motion was made by Mr. Fuller, seconded by Mr. Hillery, that after minor changes, the Board approve and accept the meeting minutes of the June 8, 2025, meeting. The motion passed with all in favor.

A motion was made by Mr. Marshall, seconded by Mr. Fuller, that there being no further business to come before the Board the meeting be adjourned. The motion passed unanimously and the meeting was adjourned at approximately 8:59 p.m.

Respectfully submitted,

Melinda L. Mayer
Secretary

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Marc A. Malfitano, Chairman
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June 23, 2026

Mr. John B. Elleman, Chairman
Town of Onondaga Zoning Board of Appeals
5020 Ball Road
Syracuse, NY 13215

Re: Michelle Boellmann, 4386 W. Seneca Tnpk, Tax Map No. 026.-01-01.

Dear Chairman Elleman and Members of the Zoning Board of Appeals:

We reviewed the file and have the following comments.

1. Despite the existence of a survey plan of 2025, all of the other plans contain handwritten references without dimensions or scale.

The plan referenced by a National Grid representative would seem to show a very large pool compared to the 14 X 30 foot size that is referenced on the application.

The more definitive plan should be required which shows actual distances between the pole line referenced by National Grid and the 20 feet of suggested easement boundary. Based upon the markup, the existing framed shed and the metal building may be in violation.

2. Even though it may not be the subject of the variances, are there permits that exist for those structures? This issue is raised because to the extent that they are metal buildings it may be problematic with a high voltage line above it.
3. There does not seem to be any support for the location of the pool that it could not be more closely compliant with the requirement that the pool and all equipment be located to the rear of the residence and no closer than the side yard line. All that was given is the applicant's desire and we suggest that there is a lot of room to make it more compliant.

Very truly yours,

Town of Onondaga Planning Board

Marc A. Malfitano
Chairman

cc N. Bell, Town Attorney