

**DOCUMENT J – APPLICATION FOR SITE PLAN APPROVAL  
VILLAGE OF MARCELLUS**

New Site Plan  Modification of Existing Site Plan

Part 1

Tax Map Number: 006-02-37.0 Property Zoning: 05

Property Location: 4 E. MAIN ST. MARCELLUS, NY

Prior Site Plan/Subdivision Action: \_\_\_\_\_ Date: \_\_\_\_\_

Prior ZBA Action: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Name: Gretchen + William Christenson Phone: 315-415-9416

Property Owner's Address: 2314 W. LAKE RD. STANFORD, NY 13152

Property Owner's Email Address: gretchenschocolates@gmail.com

Owner's Representative's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Attorney: Dominic Giacoma, Esq Phone: 315-370-3642

Architect: Dave Tucker Phone: 315-481-0630

Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

Existing Land Use: 482 DET ROW BLDG Total Land Area: \_\_\_\_\_

Is Property in floodway or floodplain? No Is Property in Federal or State wetlands? No

Is Property in a Critical Environmental Area? No

Part 2

Briefly describe the project. Include existing structures to remain, new structures, and general changes in grades. Attach a separate sheet if necessary.

Entire building will remain the same. Will add a bar, 2 banquettes, oven + electric stove in kitchen. Possibly install a dumbwaiter.

Part 3

Statutory Requirements:	<u>REQUIRED</u>	<u>PROPOSED</u>
Number of parking spaces	_____	_____
Lot coverage	_____	_____
Bldg./ pavement coverage	_____	_____
Front yard setback	_____	_____
Side yard setbacks	_____	_____
Rear yard setback	_____	_____
Maximum height of building	_____	_____

II. Elevations of all sides of the structure to be added or modified including:

YES/NO  
   Any rooftop HVAC or other equipment  
   Maximum height of building  
   Loading area

Part 5

Is the subject property within 500' of the Onondaga County Ag District #5? No  
Is the subject property within 500' of an operating farm? NO

**\*\*If the answer to any of the questions in Part 5 is "yes", you must complete and attach to this application the Agricultural Data statement which may be obtained from the clerk.**

Part 6

General Notes:

- a) Site plans must be signed by a licensed professional and must be scaled no larger than 1:20 and no less than 1:50.
- b) Submit one application, disclosure affidavit and EAF with original signatures along with a set of plans and ten (10) copies of all submittals.
- c) Application must be filed with the Planning Board Clerk 15 days prior to the meeting date.
- d) Meetings are 7:00 p.m. on the first Monday of the month except for holidays.
- e) Professional fees to be paid by applicant will be determined by the Planning Board at the first meeting at which your application is considered.

Applicant Signature:

I have read the above list of items to be included with this application and to the best of my knowledge this application is accurate. If I am not the property owner, the property owner has authorized me to make this application, which is indicated by the signature below.

March 27, 2014  
Date

Stephenson Christensen  
Signature of Applicant

Approved       Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chairperson

March 23, 2024

To Whom It May Concern:

My husband William and I own the business Gretchen's Confections, as well as the building at 4 E. Main St. Marcellus, NY. For the past five years, we have leased a space for our chocolate cafe and commercial kitchen in Auburn. We had originally planned to move our business into 4 E. Main St. in 2020, but changed plans because of the Covid pandemic, and we remained in Auburn. Riseform Brewing Co. asked for a short term lease of our building, which we agreed to. As you know, 4 E. Main St is currently permitted for a brewery. We are submitting a request to change this building's status to permit it to be used as a chocolate production kitchen, bakery and cafe.

Riseform Brewing Co. has moved out of our building, and we have been working diligently to finish the interior in preparation for us to move in and open. Our hopes are that we will be ready to open in June, perhaps sooner. Our building lease in Auburn ends this July, and our landlord has tenants who want to take over the lease. If we are unable to open our business in Marcellus before July, then we will no longer have a location to operate from, and we will completely lose our business income, in addition to being responsible for our six dedicated employees on payroll. In essence, our business will fold.

I know that Gretchen's Confections will bring a lot to Marcellus, just as we have done for Auburn. We create a warm and inviting atmosphere, provide excellent and personable customer service, and offer uniquely delicious chocolates, baked goods, and espresso drinks. We strive to put a sparkle into people's day.

I hope you consider our request favorably. We are sincerely looking forward to becoming a contributing and valuable member of the Marcellus community.

Thank you for your time,

A handwritten signature in cursive script that reads "Gretchen Christenson". The signature is written in black ink and is positioned above the printed name.

Gretchen Christenson

VILLAGE OF MARCELLUS  
PLANNING BOARD  
REGULAR MEETING JULY 17, 2019

**PRESENT:** Chairman Tim Manahan, Planning Board Members Richelle Schettine and Ed Carlson, Code Enforcement Official Bill Reagan, Village Trustee Sara Tallman, and Village Clerk Charnley Abbott. Property Owners William C. Vanderhoof, William D. Vanderhoof, and William Christenson, Architect Dave Tucker.

**ABSENT:** Pete Chapman, Theresa LaMarre, Gabe Lutwin

The Planning Board for the Village of Marcellus met in regular session in the Village Hall, 6 Slocombe Ave, Marcellus, NY 13108 on July 17, 2019.

The meeting was opened at 7:00 pm by Tim Manahan.

**17 North Street:** William C. and William D. Vanderhoof, owners of 17 North Street, presented a building permit and site plan to completely renovate the property, which is zoned as Village Center. The intention is to convert the existing structure into residential dwellings, two 2-bedroom units and two 1-bedroom units, and to construct 8 parking spaces to be used by occupants in the rear of the building.

CEO Bill Reagan discussed the following and the property owners agreed to comply:

-Drainage: CEO Reagan stated that the excess water must be directed away from adjacent buildings and properties, including snow removal and heavy rainfall.

-Outdoor Lighting: must be well lit and safe for tenants, but not invasive to neighbors and adjoining properties.

Chairman Tim Manahan made a motion to approve the Site Plan, contingent upon the Village Board approval for a Special Use Permit and review and approval by Onondaga County. A Public Hearing is scheduled for 7pm on July 29, 2019 at the Village Hall, 6 Slocombe Ave, Marcellus, NY 13108. The motion was seconded by Ed Carlson. All members voted aye and the motion carried.

**SEORA Review-** The short form EAF for 17 North Street was completed and reviewed and will be acted upon after response from Onondaga County.

**4 East Main Street:** William Christenson, owner of 4 East Main Street and representative of Gretchen's Confections, and Dave Tucker, Architect, presented a Site Plan to renovate the existing structure and open a second location for an existing business, Gretchen's Confections, a

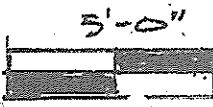
chocolatier, with a production kitchen, seating for customers, and sale of good and services. The building was previously zoned for occupancy as M (merchant) and was changed to A-2 (Restaurant) by the previous owner. The intention of the current owner is to have the occupancy changed from A-2 to B (Business), to comply with the plans for the property. Deputy CEO Dave Weber has been consulted on the project and agrees with the plans provided to the Village. CEO Bill Reagan advised that the planning board waive the Site Plan Review due to the history of the building and the fact that the building has a very limited site.

Chairman Manahan made a motion to waive the Site Plan Review at this time. The motion was seconded by Ed Carlson. All members voted aye and the motion carried.

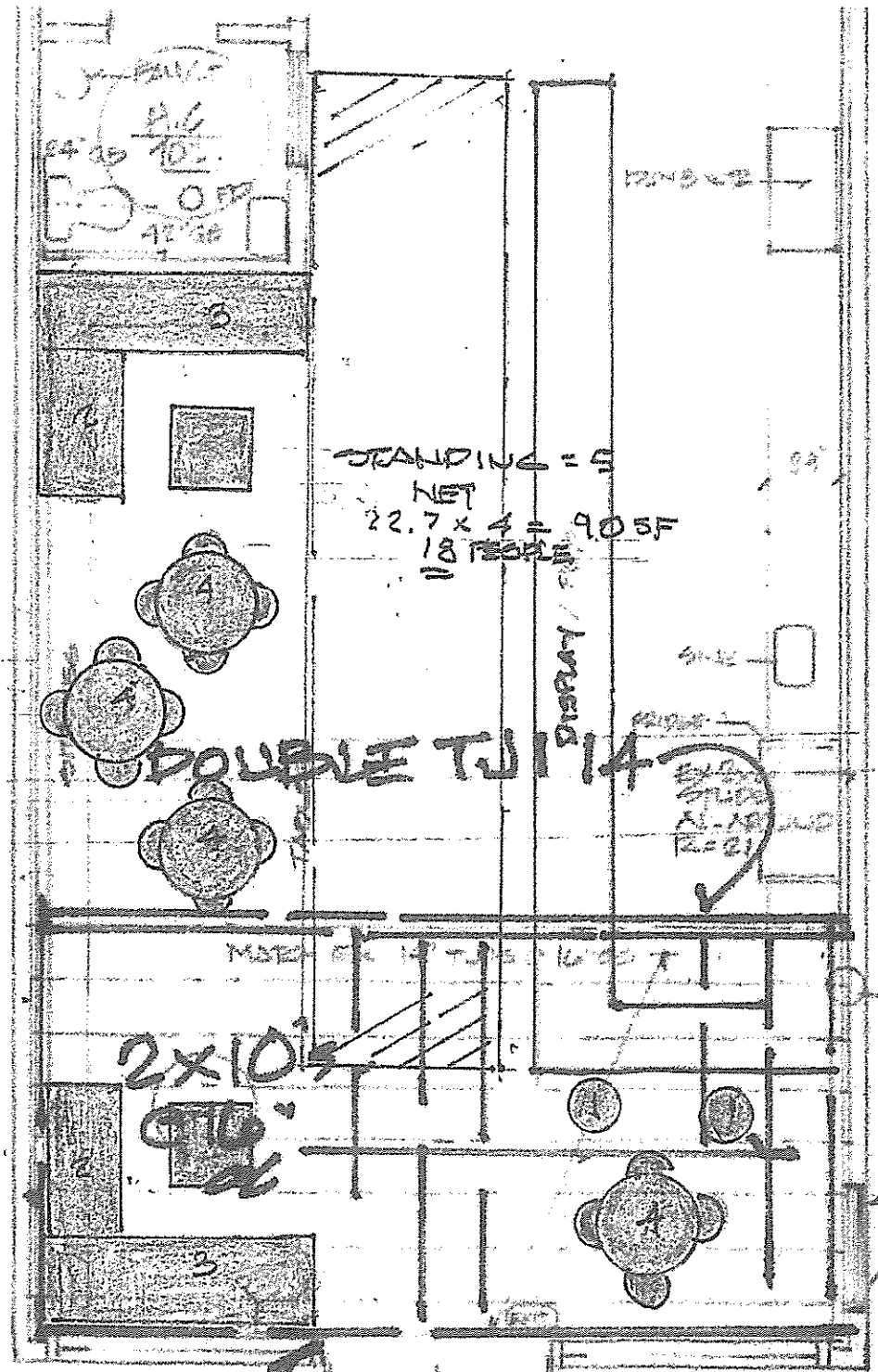
Chairman Manahan asked if there were any comments from the floor. There were none.

The meeting was adjourned at 7:48pm.





1/4" = 1 FT  
LESS 10%



STANDING = 5  
NET  
 $22.7 \times 4 = 90 \text{ SF}$   
18 PEOPLE

DOUBLE TUFT

2x10

LEDGER BOLT @  
24" OC

NEW  
FLOOR PLAN