

# VILLAGE OF MARCELLUS PLANNING BOARD

**Peter Chapman, Chair**  
**Gabriel Lutwin**  
**Richelle Schettine**  
**Patricia White**  
**Jesse Faulkner**  
**Maribeth Rayfield, Alternate**

6 Slocombe Ave.  
Marcellus, NY 13108

T 315 673-3112  
codes@villageofmarcellusny.gov  
www.villageofmarcellus.com

Mayor: Chad A. Clark  
Village Clerk: Charnley A. Abbott  
Code Official: Paul E. Stacey

December 18, 2024

**PRESENT:** Acting Chair Gabe Lutwin, Jesse Faulkner, Maribeth Rayfield, Code Official Paul Stacey, 15 North Street owner Nancy Calley-Rudd.

See List.

**Absent:** Chairman Peter Chapman, Richelle Schettine, Patricia White, Village Clerk Charnley Abbott

Pledge of Allegiance

Acting Chair Lutwin made a motion to open the meeting, seconded by Maribeth Rayfield, and the meeting of the Village of Marcellus Planning Board was called to order at 7:03 pm.

Acting Chair Lutwin made a motion to approve the minutes from October 16, 2024 and November 20, 2024 meetings of the Village of Marcellus Planning Board. The motion was seconded by Jesse Faulkner. All members voted aye and the motion carried.

Acting Chair Lutwin stated that the purpose of the meeting was to conduct a site plan review regarding a proposed renovation of the rear portion of the hardware store located at 15 North Street into a residential unit available for rental. Ms. Calley-Rudd presented her site plan to the Planning Board members and Code Official Stacey explained that the current zoning allows for mixed use commercial and residential. Ms. Calley-Rudd and the Planning Board members discussed parking accommodations and the removal of the existing free-standing garage to provide access to the unit. Code Official Stacey stated the DPW and the Village Board had no concerns or comments related to the project.

Acting Chair Lutwin, the Planning Board members and the applicant completed the required short form SEQR Part 2 and determined that the proposed action would not result in any significant adverse environmental impacts.

Acting Chair Lutwin made a motion, seconded by Maribeth Rayfield, to approve a change in occupancy from mercantile to mixed-use at 15 North Street. All members voted aye and the motion carried.

Acting Chair Lutwin made a motion, seconded by Maribeth Rayfield, to approve the site plan as submitted. All members voted aye and the motion carried.

Acting Chair Lutwin asked if there were any items from the floor, there were none.

Acting Chair Lutwin made a motion to adjourn the meeting, seconded by Maribeth Rayfield. All members voted aye and the meeting was closed at 7:13 pm.

Respectfully Submitted by,

Charnley Abbott, Village Clerk