

# VILLAGE OF MARCELLUS PLANNING BOARD

**Peter Chapman, Chair**  
**Theresa LaMarre**  
**Gabriel Lutwin**  
**Richelle Schettine**  
**Jill Bristol**  
**Hugh White**

Mayor: John Curtin  
Village Clerk: Charnley Abbott  
Code Official: Bill Reagan

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February 15, 2023

**PRESENT:** Chair Peter Chapman, Planning Board Members Theresa LaMarre, Gabe Lutwin, Richelle Schettine, Jill Bristol and Hugh White, Code Official Bill Reagan, Mayor John Curtin, Trustees Tim Manahan and Jack Murphy, Village Clerk Charnley Abbott, MRB Representatives Jim Oberst and Matt Horn

See List.

**Absent:** None

Pledge of Allegiance

Chairman Chapman called the meeting of the Village of Marcellus Planning Board to order at 7:00 pm and began with introductions.

Chairman Chapman made a motion to approve the minutes from November 16, 2022 meeting of the Village of Marcellus Planning Board. The motion was seconded by Gabe Lutwin. All members voted aye and the motion carried.

Chairman Chapman turned the floor over to Mayor Curtin who stated that he is in receipt of a letter from Justin Rudgick requesting Village support regarding an application they would like to submit to Onondaga County for additional funding to support the Tefft Meadows project. Mayor Curtin stated that there have been no changes to the project narrative. Chairman Chapman asked if there was any discussion on the matter, there was none. Chairman Chapman stated that since there have been no changes to the narrative the Board was in approval.

Chairman Chapman stated that the purpose of the meeting was to discuss the revision of the Village of Marcellus Design Guidelines, and to present an opportunity for the Planning board and Village Board and others to comment and provide feedback.

Chairman Chapman stated that the Village has retained the services of MRB Group to assist with a revision and update of the VOM Design Guidelines, which were adopted in 2009. The intent is to make the guidelines into “standards” that will be legally binding and enforceable.

Chairman Chapman opened the floor to the representatives from MRB. Jim Oberst began, stating that MRB would like to get ideas and opinions from the Planning Board and the Village Board to assist them to revise the guidelines which will eventually be adopted into Code. The

Planning Board and Village representatives participated in a discussion with the representatives from MRB on the matter, which included discussion on paint color palettes for properties located in the Village Center, lighting and materials used, signage, awnings, and expectations. Bill Reagan discussed which circumstances should be subject to Site Plan approval and which should be approved via a building permit application. Mayor Curtin discussed revision of language that will make the standards enforceable. The discussion also included the penalties and the course of action should a property owner be in violation of these standards. At the conclusion of the discussion, Jim Oberst stated that MRB would work on the revision based on the feedback from the Village and submit a draft to be reviewed and discussed at a later meeting.

Bill Reagan then began a discussion regarding air B&B short term rentals and suggested that the Village review the current code regarding this matter and revise it to meet the current needs of the community. Mr. Reagan stated that many municipalities are encountering issues regarding the condition of short-term rentals and the inspection requirements that should be established to ensure the safety of tenants.

Mayor Curtin provided an update on the Main Street Grant projects. There were 17 projects submitted to Onondaga County Community Development Division and 11 of the 17 were approved for funding. The Village is awaiting the necessary contracts to be executed and work is expected to begin this spring. Applications and project descriptions were given to the Planning Board members for their review.

CEO Reagan then discussed enacting a moratorium on changes to exterior facades of buildings in the Village center while the guidelines are being revised. The Planning Board was in support of the moratorium and the Village Clerk will prepare the necessary documents to enact. The Village Attorney and the Village Board will discuss this item at the February meeting of the Board of Trustees.

Mayor Curtin provided the Planning Board members with recent articles regarding proposed changes to housing laws in New York that could have a significant impact on small municipalities such as Marcellus. Mayor Curtin and Chairman Chapman asked the Planning Board members to familiarize themselves with the proposed changes and advised that they stay alert for other proposed changes and laws that the State may consider that will harm our Village.

Chairman Chapman asked if there were any other items from the floor. Hearing none, Chairman Chapman stated that the next meeting of the Planning Board would be tentatively scheduled for April 19, 2023, at which time MRB will have submitted a draft for review.

Chairman Chapman made a motion to close the meeting. The motion was seconded by Gabe Lutwin. All members voted aye, and the meeting was closed at 8:19 pm.

Respectfully Submitted by,

Charnley Abbott, Village Clerk