

CITY OF ONEIDA

PLANNING COMMISSION / ZONING BOARD OF APPEALS

REGULAR MEETING MINUTES

March 10, 2026

6:00 PM

Common Council Chambers

109 North Main Street

Oneida, NY

Chair Perry Tooker called the meeting to order at 6:00 PM.

Roll Call

Present:

Perry Tooker – Chair

Todd Schull

Gregg Myers

Kipp Hicks

Dave Scholl

Absent / Excused:

Pat Thorpe

Andrea Hitchings

Also Present:

Steve Vonderweidt – Director of Planning & Development

Jeannie Markle – Codes & Planning

Steve Yaworski – Code Enforcement Officer (training)

Quorum Achieved.

Minutes summarize the substance of discussion and actions taken by the Board and are not intended to be a verbatim transcript of proceedings.

Approval of February 10, 2026 Minutes

Board member Dave Scholl stated that a question he raised at the February meeting regarding the proposed six-inch water service associated with the Hotel Oneida project should be reflected in the minutes because the location of that utility connection could potentially affect permitting or project review.

Director of Planning & Development Steve Vonderweidt clarified that meeting minutes summarize the substance of discussion and actions taken by the Board and are not intended to capture every question or comment verbatim as a transcript would. Following discussion, the Board agreed that the February minutes should be amended to include a brief summary of the discussion regarding the water service connection.

Motion to Amend the February 10, 2026 Minutes

Motion: Scholl

Second: Hicks

Vote:

Ayes – Tooker, Schull, Myers, Hicks, Scholl

Nays – None

Absent – Thorpe, Hitchings

Motion Carried.

Motion to Approve the February 10, 2026 Minutes as Amended

Vote:

Ayes – Tooker, Schull, Myers, Hicks, Scholl

Nays – None

Absent – Thorpe, Hitchings

Motion Carried.

Agenda Item #1

Site Plan Review – Accessory Parking Lot

121 St. Joseph Place

Applicant: St. Joseph's Church

Tax Parcel: 30.63-1-82

Zoning District: R-3 Residential

The applicant presented a proposal to construct an accessory off-street parking lot to serve the church property. The Board reviewed the site plan and discussed parking layout, traffic circulation, drainage, lighting, and pedestrian considerations.

The applicant explained that increased attendance at St. Joseph's following closure of St. Patrick's has created additional parking demand. The proposed layout provides one-way ingress from St. Joseph Place and egress onto North Street.

During discussion the Board raised questions regarding site drainage, curb cuts, lighting impacts on neighboring residences, and traffic flow. A revised site plan was presented during the meeting which provided additional detail regarding drainage and layout. The Board reviewed the updated plan and determined it acceptable subject to review by the City Engineer.

Madison County Planning reviewed the application and returned the matter for local determination.

SEQRA

The Board reviewed the Short Environmental Assessment Form and determined the action would not result in significant adverse environmental impacts.

Motion – SEQRA Determination Based on EAF Review

Motion: Hicks

Second: Scholl

Vote:

Ayes – Tooker, Schull, Myers, Hicks, Scholl

Nays – None

Absent – Thorpe, Hitchings

Motion Carried.

Motion #1 – SEQRA Classification

Classify the proposed action as an Unlisted Action.

Motion: Myers

Second: Scholl

Vote: 5-0 Ayes

Motion Carried.

Motion #2 – Negative Declaration

Issue a Negative Declaration under SEQRA.

Vote: 5-0 Ayes

Motion Carried.

Motion #3 – Site Plan Approval

Approve the Site Plan for construction of an accessory parking lot at 121 St. Joseph Place subject to the following conditions:

1. The project shall be constructed in substantial conformance with the approved site plan.
2. Parking layout and circulation shall be constructed as depicted on the approved plan.
3. All grading and drainage shall be completed in accordance with the approved plans and shall not result in adverse runoff to adjoining properties.
4. All site lighting shall be downward directed and shielded to prevent light trespass onto neighboring properties.
5. All required building permits shall be obtained prior to construction.
6. No change in principal use is authorized by this approval.
7. Any future modification to the approved site plan shall require review by the Planning Commission / Zoning Board of Appeals.
8. Approval is contingent upon review by the City Engineer and any required revisions identified during that review shall be addressed.

Motion: Schull

Second: Myers

Vote:

Ayes – Tooker, Schull, Myers, Hicks, Scholl

Nays – None

Absent – Thorpe, Hitchings

Motion Carried.

Agenda Item #2

Conditional Use Permit and Site Plan Extension

130 Broad Street

Board member Todd Schull recused himself from discussion and voting on this item.

The Board reviewed the request for a twelve-month extension of the Conditional Use Permit and Site Plan approval originally granted March 11, 2025 for redevelopment of the former Oneida Dispatch building. No changes to the approved plans were proposed.

SEQRA

The Board determined the request constituted a Type II action as an extension of a previously approved project with no material changes.

Motion #1 – SEQRA Classification

Motion: Hicks

Second: Scholl

Vote:

Ayes – Tooker, Myers, Hicks, Scholl

Nays – None

Recused – Schull

Absent – Thorpe, Hitchings

Motion Carried (4-0).

Motion #2 – Approval of Extension

Approve a twelve-month extension of the previously granted Conditional Use Permit and Site Plan approval.

Motion: Myers

Second: Hicks

Vote:

Ayes – Tooker, Myers, Hicks, Scholl

Nays – None

Recused – Schull

Absent – Thorpe, Hitchings

Motion Carried (4-0).

Agenda Item #3

Conditional Use Permit

200 Genesee Street

Applicant: Antonio's To Go

Tax Parcel: 38.57-1-6.3

The applicant presented a proposal to operate a take-out restaurant with limited seating. The Board discussed the nature of the operation, parking availability, and site circulation. The applicant indicated the business would primarily operate as a take-out establishment.

Madison County Planning returned the application for local determination.

SEQRA

The Board reviewed the Environmental Assessment Form and determined the action would not result in significant adverse environmental impacts.

Motion – Accept EAF Part 1

Vote: 5-0 Ayes

Motion – SEQRA Determination Based on EAF Review

Vote: 5-0 Ayes

Motion to Open Public Hearing

Vote: 5-0 Ayes

Public Hearing

No public comment was received opposing the application.

Motion to Close Public Hearing

Vote: 5-0 Ayes

Motion #3 – SEQRA Classification

Classify the action as Unlisted.

Vote: 5-0 Ayes

Motion #4 – Negative Declaration

Motion: Hicks

Second: Schull

Vote: 5-0 Ayes

Motion #5 – Conditional Use Permit Approval

Approve the Conditional Use Permit for operation of a take-out restaurant subject to the following conditions:

1. The approved use shall be limited to operation of a take-out restaurant.
2. No exterior building expansion or site modifications are authorized.
3. All required building and health department permits must be obtained prior to operation.
4. The applicant shall comply with all applicable Fire Code requirements including installation of an ox box and any required fire suppression systems.
5. Any future exterior alterations, signage changes beyond standard permitting, or intensification of use shall require review by the Planning Commission / Zoning Board of Appeals.

Motion: Myers
Second: Scholl

Vote: 5-0 Ayes
Motion Carried.

New Business

Board member **Gregg Myers** asked whether the City maintains a master list of Conditional Use Permits and other zoning approvals and inquired about how conditions associated with those approvals are tracked over time.

Staff explained that some historical records are incomplete but that efforts are underway to improve recordkeeping and organization of planning approvals. Staff further noted that moving forward, approvals and associated conditions are being tied more directly to the permit and inspection process through coordination with Code Enforcement, and that improved digital recordkeeping systems will help track approvals, conditions, and expiration dates.

Adjournment

Motion to Adjourn
Motion: Scholl

Vote: 5-0 Ayes

Meeting adjourned at approximately 7:21 PM.

Respectfully submitted,

Steve Vonderweidt, MBA
Director of Planning & Development
City of Oneida