CITY OF ONEIDA

PLANNING COMMISSION / ZONING BOARD OF APPEALS

REGULAR MEETING MINUTES — DRAFT

Tuesday, October 13, 2026 | 5:30 p.m.
Common Council Chambers, City Hall
109 North Main Street, Oneida, New York

Call to Order and Attendance

Chair Perry Tooker called the regular meeting to order at 5:30 p.m.

Board Members Present: Perry Tooker (Chair), Todd Schaal, Gregg Myers, Kipp Hicks, Pat Thorpe, and Dave Scholl.

Pat Thorpe and Dave Scholl arrived after the initial roll call and participated in subsequent meeting business.

Others Present: Jay Ackerman, Steve Yaworski, Brian Burkle, Jeannie Markle, applicants, representatives, and members of the public. Councilor Janet Jones attended and participated in the discussion of Agenda Item 3.

Approval of September 8, 2026 Meeting Minutes

Kipp Hicks made a motion to approve the September 8, 2026 regular meeting minutes as presented. Todd Schaal seconded the motion.

Motion carried: 5 ayes, 0 nays.

Agenda Item 1 — 4410 Kelley Road / Schoolheimer Road

Sketch Plat and Final Plat Approval — Four-Lot Minor Subdivision

Applicant: Peter D. Johnson
Property Owner: Clara Jean Johnson Living Trust
Representative: Jeff Moore, Moore Land Surveying
City Tax Map: 21.00-1-4.11
Town of Lenox Tax Maps: 20.00-4-39 and 20.00-4-39.4
Zoning: Agricultural (A)
Ward: 6

The applicant proposed a four-lot minor subdivision and associated lot-line consolidation involving property along Kelley Road and Schoolheimer Road, located partly within the City of Oneida and partly within the Town of Lenox.

The proposed lots contain approximately 8.00 acres, 22.16 acres, 14.89 acres, and 4.82 acres. No new roads or extensions of municipal infrastructure were proposed.

The Board previously reviewed the application at its September 8, 2026 meeting. The applicant's representative indicated that the Town of Lenox had approved the related subdivision and that no material changes had been made to the plans.

The Chair stated that referral to Madison County Planning under General Municipal Law §239-m was not required. Notice under General Municipal Law §239-nn had been provided to the Town of Lenox. No Town representative appeared.

Public Hearing

Dave Scholl moved to open the public hearing. Kipp Hicks seconded.

Motion carried: 5 ayes, 0 nays.

No members of the public spoke regarding the proposed subdivision.

Todd Schaal moved to close the public hearing. Gregg Myers seconded.

Motion carried: 5 ayes, 0 nays.

The public hearing closed at approximately 5:33 p.m.

State Environmental Quality Review (SEQRA)

The Board reviewed the Short Environmental Assessment Form and accepted Part 1 as submitted. The Board then reviewed the environmental impact questions in Part 2.

Todd Schaal moved to classify the proposed four-lot minor subdivision and associated lot-line consolidation as an Unlisted Action pursuant to 6 NYCRR Part 617. Gregg Myers seconded.

Motion carried: 5 ayes, 0 nays.

Gregg Myers moved to issue a Negative Declaration, determining that the proposed subdivision and associated lot-line consolidation would not result in significant adverse environmental impacts. Todd Schaal seconded.

Motion carried. The handwritten checklist records 4 ayes and 0 nays; the tally requires confirmation before adoption of these minutes.

Sketch Plat Approval

Kipp Hicks moved to approve the sketch plat for the proposed four-lot minor subdivision and associated lot-line consolidation involving the Kelley Road and Schoolheimer Road property. Gregg Myers seconded.

Motion carried: 6 ayes, 0 nays.

Final Plat Approval

Gregg Myers moved to approve the final plat for the proposed four-lot minor subdivision and associated lot-line consolidation, subject to the following conditions:

1. Approval is limited to the four-lot subdivision and associated lot-line consolidation shown on the approved plat.
2. The final plat shall substantially conform to the subdivision plat reviewed and approved by the PCZBA, subject to required technical corrections before signature and filing.
3. Approval applies only to the portion of the subdivision within the jurisdiction of the City of Oneida and does not supersede any approval required by the Town of Lenox.
4. Subdivision approval does not authorize site development, building construction, grading, excavation, road construction, utility installation, or any change in use. Future development shall require all otherwise applicable approvals.
5. Remaining technical comments from the Department of Planning, Development & Codes, City Engineer, City Attorney, or other applicable officials shall be addressed before final plat signature.
6. The final plat shall contain the required owner, surveyor, and PCZBA signature blocks and comply with Chapter 155 filing requirements.
7. The approved final plat shall be filed with the Madison County Clerk within the applicable statutory filing period following approval and signature.
8. Any material modification to the approved subdivision configuration shall require further review and approval as required by Chapter 155.

Todd Schaal seconded the motion.

Motion carried: 6 ayes, 0 nays.

Following approval, the applicant presented the mylar plat. The Chair and applicant discussed signatures and filing requirements.

Agenda Item 2 — Oneida Community Mansion House Cemetery

Preliminary and Final Plat Approval — Major Subdivision

Applicant/Property Owner: Oneida Community Mansion House
Representative: Cale P. Decker, L.S., Decker Land Surveying, P.C.
Property: 1017 Golf Course Road
City Tax Map: 47.00-1-41.1
Zoning: Agricultural (A)

The applicant proposed a major subdivision separating an existing cemetery parcel from the Oneida Community Mansion House golf course property.

The proposal included an approximately 3.53-acre cemetery parcel, a proposed 20-foot right-of-way over an existing roadway to provide continued cemetery access, and an approximately 0.04-acre boundary-line adjustment addressing an existing swimming pool encroachment.

The Director of Planning issued a Major Subdivision Classification Determination and Notice of Compliance on August 28, 2026. The Board conducted an initial review in September, and the applicant subsequently submitted revised plans dated September 23, 2026.

The applicant's representative described revisions to the signature blocks, location of the trail on the plans, and inclusion of the parking area in the proposed right-of-way.

The Chair stated that Madison County Planning referral was not required and applicable adjacent-municipality notice had been completed.

Public Hearing

Todd Schaal moved to open the public hearing. Dave Scholl seconded.

Motion carried: 6 ayes, 0 nays.

No members of the public spoke regarding the proposed subdivision.

A motion was made to close the public hearing and was seconded by Pat Thorpe. The maker of the motion was not identified in the handwritten checklist.

Motion carried: 6 ayes, 0 nays.

State Environmental Quality Review (SEQRA)

Pat Thorpe moved to classify the proposed action as an Unlisted Action pursuant to 6 NYCRR Part 617. Todd Schaal seconded.

Motion carried: 6 ayes, 0 nays.

The Board accepted Part 1 of the Short Environmental Assessment Form and reviewed Part 2.

The Board then considered a Negative Declaration determining that the proposed subdivision would not result in significant adverse environmental impacts.

The action was limited to subdivision of the existing cemetery parcel, establishment of legal access over an existing roadway, and the associated boundary-line adjustment. No new construction, grading, streets, utility installation, cemetery expansion, or other physical development was proposed.

A motion was made to issue the Negative Declaration and was seconded by Pat Thorpe. The motion maker was not conclusively identified in the handwritten checklist.

Motion carried: 6 ayes, 0 nays.

Preliminary Plat Approval

Kipp Hicks moved to approve the preliminary plat for the Oneida Community Mansion House major subdivision, substantially as shown on the plans prepared by Decker Land Surveying, P.C., last revised September 23, 2026, subject to the following conditions:

1. Approval is limited to the proposed subdivision of the existing cemetery parcel and associated boundary-line adjustment shown on the September 23, 2026 plans.
2. Pursuant to §190-5, the PCZBA approves the proposed front lot line for the cemetery parcel as shown and dimensioned on the Cemetery Front Lot Line Exhibit.
3. The proposed 20-foot right-of-way shall provide permanent legal access to the cemetery parcel. The final easement instrument shall be reviewed and approved as to form by the City Attorney before final signature and filing.
4. The approximately 0.04-acre boundary-line adjustment involving the existing swimming pool encroachment shall be legally conveyed and merged with the adjoining parcel as shown on the approved plans.
5. Approval does not authorize physical development, construction, grading, utility installation, cemetery expansion, or other site work.
6. The final plat shall substantially conform to the approved preliminary plat and incorporate all approval conditions.
7. Remaining technical comments from the Department of Planning, Development & Codes, City Engineer, City Attorney, or other applicable officials shall be addressed before final plat approval or signature, as applicable.
8. The final plat shall contain all required owner, surveyor, and PCZBA approval signature blocks and comply with Chapter 155 filing requirements.

Todd Schaal seconded the motion.

Motion carried: 6 ayes, 0 nays.

Discussion of Chapter 155 Waiver

Following preliminary approval, the Chair initially indicated that an additional meeting would be required before final plat approval because the application was classified as a major subdivision.

Board members and the applicant discussed the subdivision review timeline, the September meeting, and the applicable Chapter 155 procedures.

The Chair then asked whether the Board wished to waive the applicable Chapter 155 requirement to allow final plat consideration at the October meeting.

Kipp Hicks moved to grant the waiver. Pat Thorpe seconded.

Motion carried by voice vote without stated opposition.

The specific Chapter 155 provision waived and a separate numerical vote tally were not identified in the meeting record.

Final Plat Approval

Following the waiver vote, the Chair presented a motion for final plat approval using the same substantive conditions previously stated for preliminary approval.

Kipp Hicks moved to grant final plat approval. Todd Schaal seconded.

Motion carried: 6 ayes, 0 nays.

The applicant had a mylar plat available for signature.

Agenda Item 3 — Proposed Storage Trailers and Containers Local Law

PCZBA Advisory Review and Recommendation to Common Council

Applicant: City of Oneida
Proposed Action: Amendment to Chapter 190 — Zoning

The Chair introduced the proposed local law regulating storage trailers, storage containers, semitrailers, motor vehicle bodies, portable fabric storage structures, recreational vehicles, utility trailers used for stationary storage, and similar units.

The proposed law was referred to the PCZBA for advisory review and recommendation to the Common Council following prior Council discussion, public comment, departmental review, and review by Corporation Counsel.

Board Discussion

Todd Schaal questioned the necessity of the proposed amendment, citing existing Chapter 147 provisions governing junk storage, including the use of trucks, trailers, semitrailers, and similar units to store junk.

He asked whether existing regulations could be enforced or amended instead of adopting additional regulations.

Board members discussed the adequacy of current City regulations, including provisions relating to junk, debris, abandoned vehicles, vehicle registration, and outdoor storage.

Members expressed concerns about the potential effects of the proposed law on customary residential activities, including the parking and storage of utility trailers, boat trailers, kayak trailers, campers, recreational vehicles, and other seasonal equipment.

Questions were also raised about the proposed 60-day long-term storage standard, permitting requirements, definitions, and enforcement discretion.

Several members expressed concern that regulations should be sufficiently clear to ensure consistent enforcement by current and future City officials, without relying solely on individual judgment or assurances that the law would be administered with common sense.

Participants also discussed the distinction between the storage of junk and the long-term use of trailers as storage facilities for otherwise lawful merchandise, equipment, or commercial inventory.

A participant familiar with the City's prior code-enforcement issues explained that existing Chapter 147 provisions addressing junk do not necessarily provide sufficient authority to address commercial trailers being used to store usable products or inventory.

Comments from Councilor Janet Jones

Councilor Janet Jones attended the meeting and participated in the discussion.

Jones described previous Common Council consideration of the proposed law and indicated that concerns had been expressed about provisions already contained in the City Code.

In describing the earlier Council discussion, Jones stated, **“We feel like the law was already on the books,”** and **“we weren't going to approve it.”**

Jones raised concerns that an earlier version of the proposed law could affect her personal kayak trailer and another Council member's pop-up camper.

During the discussion, Jones also stated, **“I haven't seen the version you all have,”** acknowledging that she had not reviewed the revised version of the proposed local law before the PCZBA.

Her statements described her understanding of previous Council discussions and did not constitute a formal position or action adopted by the Common Council at this meeting.

Additional Board Comments

Members continued discussing whether amendments to Chapter 147 or existing vehicle regulations might address the City's concerns without adopting a separate regulatory provision.

Pat Thorpe, responding to a question from the Chair about past City practices, described previous consideration of assessing trailers or similar units that had remained permanently on properties for extended periods.

Discussion also addressed the distinction between registered trailers actively used for transportation or recreation and trailers maintained primarily as stationary storage structures.

Members generally acknowledged the City's interest in addressing abandoned, deteriorated, or improperly maintained trailers and similar structures but requested additional clarification of the proposed law's relationship to existing provisions and its treatment of ordinary residential uses.

Todd Schaal suggested that the Board defer a recommendation until the Director of Planning, Development & Codes could attend and explain why the new law was necessary rather than relying on revisions to existing provisions.

Board Action

The Chair asked whether the Board wished to make a formal advisory recommendation to the Common Council.

Members discussed allowing additional time for review and further discussion with the Director of Planning, Development & Codes.

Although the matter was described during discussion as being tabled for further review, **no formal motion to table, approve, deny, or recommend the proposed local law was adopted.**

Accordingly, the PCZBA took no formal advisory action on the proposed amendment at the October 13 meeting. The matter remained pending for further discussion.

Adjournment

Pat Thorpe moved to adjourn the meeting. Todd Schaal seconded.

Motion carried by voice vote.

The meeting adjourned at approximately **6:34 p.m.**

Respectfully submitted,

Steve Vonderweidt
Director