

# REGULAR MEETING CHECKLIST

City of Oneida Planning Commission & Zoning Board of Appeals

City Hall – 109 N. Main Street, Oneida, NY 13421

Common Council Chambers Tuesday, April 14, 2026, 6:00 PM

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Call to Order time: \_\_\_\_\_

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## Roll Call

### Attendees

Member	Present	Absent	Arrived Late/Time
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

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### Also Attending

Name / Title	Present	Absent	Notes
Steve Vonderweidt / Director of Planning & Development	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jeannie Markle / Codes & Planning	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jay Ackerman / Code Enforcement	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____ / Fire Department	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Date: \_\_\_\_\_

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## Minutes from Meeting Date

### February 10, 2026 Regular Meeting (Amended)

Amendment (if necessary): \_\_\_\_\_

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Approve Minutes – Motion

<b>Member</b>	<b>Moved Second</b>	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_ Total Nay: \_\_\_\_\_ Motion Result:  Passed  Failed

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### March 10, 2026 Regular Meeting

Amendment (if necessary): \_\_\_\_\_

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Approve Minutes – Motion

<b>Member</b>	<b>Moved Second</b>	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>

<b>Member</b>	<b>Moved Second</b>	
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_ Total Nay: \_\_\_\_\_ Motion Result:  Passed  Failed

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## Adjournment

Adjourn Time: \_\_\_\_\_

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Adjourn – Motion

<b>Member</b>	<b>Moved Second</b>	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_ Total Nay: \_\_\_\_\_ Motion Result:  Passed  Failed

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Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# LONG MEETING AGENDA

CITY OF ONEIDA  
PLANNING COMMISSION / ZONING BOARD OF APPEALS

Common Council Chambers  
109 North Main Street  
Oneida, NY

Tuesday, April 14, 2026 – 6:00 PM

- Call to Order
- Roll Call
- Approval of Minutes
  - February 10, 2026 Regular Meeting Minutes (as amended)
  - March 10, 2026 Regular Meeting Minutes

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## **Agenda Item #1 – 1070 Upper Lenox Ave**

Conditional Use Permit & Site Plan Review – Office Addition

Applicant: DK Rental Properties, LLC (Keith Peavey)  
Tax Parcel: 37.-1-44.52  
Zoning District: Neighborhood Commercial (NC)

The applicant proposes construction of a 24' x 36' addition to an existing office building. The project expands the existing office use with no change in use classification.

A public hearing will be held.

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

SEQRA review required.

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## **Agenda Item #2 – 2501 Lake Road**

Conditional Use Permit – Veterinary Clinic

Applicant: Sierra Ruff

Tax Parcel: 14.-1-12

Zoning District: Agricultural (A)

The applicant proposes to operate a veterinary clinic within an existing structure. The project involves interior modifications only with no expansion of the building footprint.

A public hearing will be held.

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

SEQRA review required.

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## **Agenda Item #3 – 1188 Cobb Street**

Minor Subdivision – 2 Lot Subdivision

Applicant: Bernard Haldenwang

Tax Parcel: 030.45-1-1

Zoning District: R-2 Residential

The applicant proposes to subdivide an existing ±4.087 acre parcel into two (2) lots of approximately 2.029 acres and 2.058 acres. The subdivision meets all applicable zoning requirements.

No public hearing required.

SEQRA classification required (anticipated Type II).

- Old Business
- New Business
- Adjournment

# CITY OF ONEIDA

## PLANNING COMMISSION / ZONING BOARD OF APPEALS

### REGULAR MEETING MINUTES

Date: February 10, 2026

Time: 6:00 P.M.

Location: Common Council Chambers, City Hall, 109 N. Main Street, Oneida, NY

#### Call to Order

Chairperson Perry Tooker called the meeting to order at 6:00 P.M.

#### Roll Call

Present:

Perry Tooker (Chair)

Todd Schaal

Gregg Myers

Dave Scholl

Andrea Hitchings

Absent:

Kipp Hicks (Excused)

Pat Thorpe

Also Present:

Steve Vonderweidt (Director of Planning & Development)

Jeannie Markle (Codes & Planning)

Jay Ackerman (Code Enforcement Officer)

Quorum: Achieved.

#### Approval of Meeting Minutes

January 13, 2026 Regular Meeting Minutes

Board discussion included a request that future minutes contain additional detail summarizing discussion points and project benchmarks to better reflect the substance of deliberations.

Motion to Approve Minutes as Presented:

Motion: Scholl

Second: Hitchings

Vote: Ayes – Tooker, Schaal, Myers, Scholl, Hitchings

Nays – None

Absent – Hicks, Thorpe

Motion Carried.

## Item #1 – Conditional Use Permit Modification

Hotel Oneida – 181 Main Street

Applicant: The Oneida Group, LLC

Location: 181 Main Street

Tax Parcel: 30.80-1-54

Zoning: Downtown Commercial (DC)

Request:

Modification of previously approved Conditional Use Permit to extend the construction completion deadline by an additional two (2) years. No changes were proposed to use, intensity, building footprint, layout, parking, or access. All prior conditions would remain in effect.

Background:

The original Conditional Use Permit was approved July 11, 2023, with a two-year construction completion requirement. The applicant requested additional time due primarily to extended financing negotiations and lender due diligence requirements.

239 Review:

Not required. Administrative modification with no change to site conditions.

SEQRA:

Type II Action pursuant to 6 NYCRR §617.5(c)(1) and (26). Administrative action involving no material change to a previously approved project.

## Applicant Presentation:

Ed Riley appeared on behalf of The Oneida Group, LLC.

Mr. Riley stated that the project remains active and that significant preparatory work has been completed. He indicated:

- Contractors conducted walkthroughs earlier the same day to solidify construction cost estimates.
- Financing negotiations are ongoing with two lending institutions.
- A formal loan commitment letter is anticipated within approximately 60–90 days.
- Demolition mobilization is anticipated to begin on or about April 1, 2026.
- General construction and structural renovation is anticipated to begin no later than June 1, 2026.
- Estimated construction timeline is approximately 16 months from commencement.
- Residential apartment units are anticipated to be completed prior to restaurant buildout and opening.

Mr. Riley further stated that temporary electric service has been installed on each floor, potable water service has been extended pending final meter installation, and a permanent six-inch water service line and fire service connection are planned.

## Board Discussion:

The Board discussed:

- Whether a two-year extension was appropriate versus a shorter timeframe.
- The relationship between the Conditional Use Permit timeline and the building permit issuance timeline.
- The impact of NYS Uniform Code updates adopted January 1, 2026.
- The importance of establishing reasonable project milestones.
- Community concerns regarding project progress.
- The previously approved conveyance of the adjacent parking lot through the IDA and coordination of closing with project financing.

The applicant confirmed:

- The parking lot conveyance to the IDA has been completed and filed.
- Final conveyance to the development entity would occur concurrently with project financing closing.
- Approximately 95–98% of asbestos abatement has been completed.
- Remaining abatement work will be finalized prior to full reconstruction.

The Board discussed the concept of project milestones including financing commitment, demolition start, and general construction commencement. The applicant agreed to provide periodic progress updates to City staff as financing is finalized.

During discussion, a Board member asked about the proposed six-inch water service referenced by the applicant, specifically where the service would enter the site and whether installation near Cedar Street or Lennox Avenue / State Route 5 could involve work within a state highway right-of-way. The Board discussed that any work within a state highway right-of-way would require appropriate NYSDOT permitting. The Chair also noted that if utility routing or related work constituted a modification to the previously approved site plan, such modification could require additional review by the Planning Commission / Zoning Board of Appeals.

### **Motion #1 – SEQRA Classification**

Classify the action as a Type II Action pursuant to 6 NYCRR §617.5(c)(1) and (26).

Motion: Schaal

Second: Myers

Vote: Ayes – Tooker, Schaal, Myers, Scholl, Hitchings

Nays – None

Absent – Hicks, Thorpe

Motion Carried.

### **Motion #2 – SEQRA Declaration**

Declare the action a Type II Action requiring no further environmental review.

Motion: Myers

Second: Hitchings

Vote: Ayes – Tooker, Schaal, Myers, Scholl, Hitchings

Nays – None

Absent – Hicks, Thorpe

Motion Carried.

### **Motion #3 – Approve Conditional Use Permit Modification**

Approve the modification to extend the construction completion deadline for the Hotel Oneida project located at 181 Main Street, Tax Map #30.80-1-54, subject to the following conditions:

1. The construction completion deadline is extended for two (2) years from the date of adoption of this action (February 10, 2026).

2. All previously approved Conditional Use Permit conditions remain in full force and effect.
3. No changes to approved use, intensity, layout, footprint, parking, or access are authorized by this action.

Motion: Schaal

Second: Hitchings

Vote:

Ayes – Tooker, Schaal, Scholl, Hitchings

Nays – Myers

Absent – Hicks, Thorpe

Motion Carried (4–1).

## Old Business

None.

## New Business

None

## Adjournment

Motion to Adjourn:

Motion: Schaal

Second: Scholl

Vote: Ayes – Unanimous

Meeting adjourned at approximately 6:26 P.M.

Respectfully submitted,

Steve Vonderweidt, MBA

Director of Planning & Development

City of Oneida

# 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.

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## 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.

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## 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.

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## 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).

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## 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.

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## 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.

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## 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

# AGENDA ITEM 1 CHECKLIST

City of Oneida Planning Commission & Zoning Board of Appeals  
April 14, 2026

Agenda Item 1 – 1070 Upper Lenox Ave  
Conditional Use Permit & Site Plan Review – Office Addition  
Tax Map #: 37.-1-44.52  
Zoning: Neighborhood Commercial (NC)

Applicant: DK Rental Properties, LLC (Keith Peavey)

Applicant in Attendance:  Yes  No

239-m Review

Required – Proximity to State Route  
Referral Sent: Previously completed  
County Response: Return for Local Determination  
Supermajority Required: No

## Motion #1 – Open Public Hearing

Open the public hearing for the Conditional Use Permit application at 1070 Upper Lenox Ave.

Member	Moved Second	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_

Total Nay: \_\_\_\_\_

Motion Result:  Passed  Failed

Public Comment

Notes: \_\_\_\_\_

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## Motion #2 – Close Public Hearing

Close the public hearing for the Conditional Use Permit application at 1070 Upper Lenox Ave.

Member	Moved Second	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_

Total Nay: \_\_\_\_\_

Motion Result:  Passed  Failed

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## Motion #3 – SEQRA Classification

Classify the proposed action as an Unlisted Action pursuant to 6 NYCRR Part 617.

Member	Moved Second	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_

Total Nay: \_\_\_\_\_

Motion Result:  Passed  Failed

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## Motion #4 – SEQRA Determination

Issue a Negative Declaration determining that the proposed Conditional Use Permit and Site Plan Review for a 24' x 36' addition to an existing office building at 1070 Upper Lenox Ave will not result in significant adverse environmental impacts.

Member	Moved Second	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_

Total Nay: \_\_\_\_\_

Motion Result:  Passed  Failed

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## Motion #5 – Conditional Use Permit Approval

Approve the Conditional Use Permit for an office addition at 1070 Upper Lenox Ave, Tax Map #37.-1-44.52, in the Neighborhood Commercial (NC) zoning district, subject to the following conditions:

- The approved use shall remain limited to office use as presented in the application materials.
- The project shall be limited to construction of a 24' x 36' addition to the existing structure.
- The use shall remain consistent with the Neighborhood Commercial district and shall not create undue traffic, noise, or nuisance impacts on adjacent properties.
- All required building permits, inspections, and certificates of compliance shall be obtained prior to occupancy or use of the addition.

- Any signage associated with the property shall comply with Chapter 190 requirements.
- Any future change in use, expansion, or modification shall require further review and approval by the Planning Commission & Zoning Board of Appeals.

<b>Member</b>	<b>Moved Second</b>	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_

Total Nay: \_\_\_\_\_

Motion Result:  Passed  Failed

## **Motion #6 – Site Plan Approval**

Approve the Site Plan for construction of a 24' x 36' addition at 1070 Upper Lenox Ave, in substantial conformance with submitted plans, subject to the following conditions:

- The project shall be constructed in substantial conformance with the approved site plan.
- Parking layout and circulation shall be maintained as shown on the approved plans.
- All grading and drainage shall be constructed in accordance with the approved site plan and shall not result in adverse runoff impacts to adjoining properties.
- Stormwater shall be managed on-site in accordance with applicable standards.
- All exterior lighting shall be downward directed and shielded to prevent light trespass.
- Any future modification to the approved site plan shall require further review and approval by the Planning Commission & Zoning Board of Appeals.

<b>Member</b>	<b>Moved Second</b>	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>

<b>Member</b>	<b>Moved Second</b>	
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_

Total Nay: \_\_\_\_\_

Motion Result:  Passed  Failed

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Chairperson Signature: \_\_\_\_\_

Date: April 14, 2026

**CITY OF ONEIDA**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**  
 109 North Main Street  
 Oneida, New York 13421  
**CITY OF ONEIDA**  
 DEPARTMENT OF PLANNING AND DEVELOPMENT

Project Location:	<b>1070 Upper lenox Ave</b>		
Tax Map #:	<b>37.-1-44.52</b>		
Applicant Name:	<b>Dk Rental Properties</b>		
Applicant Address (If Different):	<b>3280 Pickett Rd Madison NY 13402</b>		
Zone: <b>NC</b>	Ward: <b>5</b>	File #:	<b>2026-06</b>

**Conditional Use Permit Application Submission Receipt**

Received	Item
<input checked="" type="checkbox"/>	Cover Sheet
<input checked="" type="checkbox"/>	Conditional Use Permit Application
<input checked="" type="checkbox"/>	Codes Office Denied Permit
<input checked="" type="checkbox"/>	Location Map from Assessor
<input checked="" type="checkbox"/>	Associated Fee(s)
<input checked="" type="checkbox"/>	Site Map (Per Section 143 of City Code)
<input checked="" type="checkbox"/>	Photos or Drawings
<input checked="" type="checkbox"/>	SEQR Forms
<input checked="" type="checkbox"/>	Up to Date Taxes Proof from Chamberlain
<input checked="" type="checkbox"/>	Other_239 Review
<input checked="" type="checkbox"/>	Other_Review by Engineering
<input checked="" type="checkbox"/>	Other_Email/Mr.Peavey

Date Submitted: 3/13/26

Received By (Print): J. Markle

Signature: Giannio Markle

This receipt acknowledges that the City of Oneida Department of Planning and Development has received the items indicated above. This does not indicate completeness or approval of the application.



CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT



109 North Main Street
Oneida, New York 13421
Tel.: 315-363-7467
Fax: 315-363-2572

APPLICATION FOR A
CONDITIONAL USE PERMIT

Name of Proposed Development:
Turner Insurance Office Addition

Location of Site:
1070 Upper Lenox Ave

Tax Map Number: 37-1-44.52

Current Zoning Classification: N-C

Applicant:
Name: DK Rentals LLC
Address: 3200 Pickett Rd
Medison NY 13402
Phone: 315-263-2130

Owner (if different):
Name:
Address:
Phone:

Proposed Use(s) of Site:
Office Space

Plot Plan: attach a copy of the parcel showing the dimensions of the lot, buildings, and required setbacks.

Signature of Applicant: [Handwritten Signature]

Date: 3/13/2026

FOR OFFICE USE:
Application Number:
Date of Public Hearing:
Date Received by Planning:
Date of Final Action:
Action Filing Date:
[ ] Approved [ ] Denied

Ward: 5

Conditional Use Permit Fee: \$150 Please make a check payable to the City of Oneida

**CITY OF ONEIDA**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**  
 109 North Main Street  
 Oneida, New York 13421

Project Location:	1070 Upper Lenoir Ave	
Tax Map #:	37-1-44.52	
Applicant Name:	DK Rental Properties	
Applicant Address (If Different):	3280 Pickett Rd. Madison N.Y.	
Zone: <u>NC</u>	Ward: <u>5</u>	File #:

**Site Plan Review Application Submission Receipt**

Received	Item
<input checked="" type="checkbox"/>	Cover Sheet
<input checked="" type="checkbox"/>	Site Plan Review Application
<input checked="" type="checkbox"/>	Codes Office Denied Permit
<input checked="" type="checkbox"/>	Location Map from Assessor
<input checked="" type="checkbox"/>	Associated Fee(s)
<input checked="" type="checkbox"/>	Site Plans (Per Section 143 of City Code)
<input checked="" type="checkbox"/>	SEQR Forms
<input checked="" type="checkbox"/>	Photos/Renderings (Optional)
<input checked="" type="checkbox"/>	Owner Authorization (If Applicable)
<input checked="" type="checkbox"/>	Up to Date Taxes Proof from Chamberlain
<input checked="" type="checkbox"/>	Other <u>239 Review</u>
<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____

Date Submitted: 3/13/2026

Received By (Print): Leannie Markle

Signature: J Markle

This receipt acknowledges that the City of Oneida Department of Planning and Development has received the items indicated above. This does not indicate completeness or approval of the application.

CITY OF ONEIDA  
DEPARTMENT OF PLANNING AND DEVELOPMENT



109 North Main Street  
Oneida, New York 13421  
Tel.: 315-363-7467  
Fax: 315-363-2572

APPLICATION FOR SITE PLAN REVIEW

Fee Schedule (please make checks payable to City of Oneida)

- Site Plan Review- 1,000 sq ft or less \$100
- Site Plan Review- 1,001 to 5,000 sq ft \$150
- Site Plan Review- 5,001 to 10,000 sq ft \$350
- Site Plan Review- 10,001 sq ft or larger \$1,100

FOR OFFICE USE:

Application Number: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Date Received by Planning: \_\_\_\_\_

Date of Final Action \_\_\_\_\_

Action Filing Date \_\_\_\_\_

Approved  Denied

Name of Proposed Development:

Tanner Insurance Agency, Addition

Location of Site: 1070 Upper Lenox Ave

Tax Map Number: 37-1-44-52

Current Zoning Classification: N-C Ward: 5

Applicant:

Name: DK Rentals LLC.  
Address: 3280 Pickett Rd  
Madison NY 13402  
Phone: 315-263-2130  
Email: Keith@tanneragency.com

Keith 3/13/2026  
Signature of the Applicant Date

Plans Prepared By:

Name: Jacob Bohner P.E.  
Address: 344 Reese Rd  
Enville NY 13332  
Phone: 315-941-9499  
Email: Keith@tanneragency.com

Owner (if different):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of the Owner Date

Proposed Use(s) of Site:

24 x 36" frame 1 story addition on slab.  
added to east end of existing building

City, County, State, and Federal Permits Needed (list type and department/agency):

City of Oneida N.Y.

Total Site Area (Square feet or acres): 864 Sqft.

Anticipated Construction Time: May 2026 - July 2026

Will Development be Staged? No

Current Condition of Site (buildings, vacant, etc.):

Existing 1 story building

Current Land Use of Site (agricultural, commercial, undeveloped, etc.):

Commercial

Estimated Cost of Proposed Improvements: 125,000.

Anticipated Increase in Residents, Employees, Customers/clients, etc.: possibly 2 more employees eventually

Describe proposed use, including primary and secondary uses, ground floor area, height, number of stories per building. For residential structures, include number of dwelling units by size (# bdrms), number of parking spaces. For non-residential structures, include total floor area and total sales area, number of parking spaces. Use separate sheet if needed.

*Continue to the next page for procedures->*

**CITY OF ONEIDA**  
**CODE ENFORCEMENT DEPARTMENT**

**BOB BURNETT**  
Director of Codes

**JAMES ACKERMAN**  
Code Enforcement Officer



109 North Main Street  
Oneida, New York 13421

TEL: 315-363-8460  
FAX: 315-363-9558

jackerman@oneidacityny.gov

Date: 02/03/2025 Building permit application Permit# \_\_\_\_\_

Applicants name, address, and phone number: DK Rental Properties, LLC., (Keith Peavey, Member) 3280 Pickett Rd Madison, NY 13402
Applicant is (check one or more): <input checked="" type="checkbox"/> Owner ( ) Agent ( ) Contractor ( ) Architect/Engineer ( ) Other _____
Owner's name, address, phone number: DK Rental Properties, LLC., 3280 Pickett Rd Madison, NY 13402
Contractor's name, address, and phone number: To be determined
Are wages being paid for performance of work: <input checked="" type="checkbox"/> Yes ( ) No If yes, attach worker's compensation and disability benefits form or CE-200 exemption form.
Project address: 1070 Upper Lenox Ave Oneida NY 13402 <i>13421</i>
SBL / Parcel #: 37.-1-44.52 City Zoning: MI - Manufact Ind Current principal use: Office occupancy
Will the work being done constitute a change in the principal use of the premises? ( ) Yes <input checked="" type="checkbox"/> No
Is this work subject to certain variances granted by the PZBA? ( ) Yes <input checked="" type="checkbox"/> No If yes attach to application.
Is this permit issued subject to a conditional use permit issued by the PZBA? ( ) Yes <input checked="" type="checkbox"/> No If yes attach to application.
Water supply: <input checked="" type="checkbox"/> Municipal water supply ( ) New well ( ) Existing well
Wastewater: ( ) Municipal sewer <input checked="" type="checkbox"/> Septic system (If applicable, attach Health Department approval)
Flood plain: This Site ( ) is <input checked="" type="checkbox"/> is not within a flood plain.
Wetland: This Site ( ) is <input checked="" type="checkbox"/> is not in a designated wetland.

UNAPPROVED

**City of Oneida**  
Building permit application

Oneida Codes Department  
109 N. Main Street  
Oneida NY 13421

Permit#: \_\_\_\_\_

**PLEASE READ THOROUGHLY BEFORE SIGNING APPLICATION**

**No construction is to commence without first obtaining the appropriate building permit(s).**

Prior to any excavating contact Dig Safely New York 800-962-7962 or [www.digsafelyny.com](http://www.digsafelyny.com)

I understand that NYS Department of Labor Industrial Code Rule requires an asbestos survey and proper abatement (if applicable) prior to commencement of work.

**No changes or alterations to the approved submitted plans shall be made without prior approval from the City of Oneida Codes Department.**

The returned set of stamped approved plans/drawings shall be kept on the construction site for use by City Official(s).

All permits must be prominently displayed to be seen from the street.

I understand that all permits will come with a schedule of inspections. Do not cover any work that needs to be inspected without a sign off from the Inspecting City Official(s). Uninspected portions of the project shall be uncovered so Official(s) can perform the necessary inspection. There may be inspections from different departments of the city with various Inspectors please plan accordingly to avoid unnecessary delays.

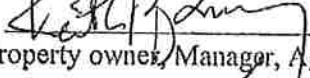
I understand that by signing this application I give authority to City Inspectors to enter premises by appointment to inspect the property in performance of their official duties. A minimum of at least 24-48 hours is required to get on the schedule for inspections, we will do our best to accommodate calls for inspections but cannot guarantee a time without prior notice.

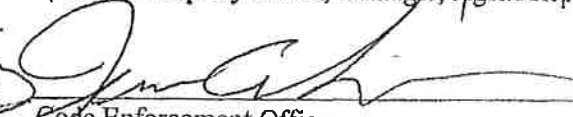
All submissions shall comply with NYS Building Codes and Energy Conservation Codes.

No building, structure, addition, or any portion of, that is subject to a building permit shall not be occupied without a certificate of occupancy or certificate of compliance.

If Construction has not started Building Permits will expire in 6 months / Demo Permits will expire in 3 months

**Declaration:** I declare that the statements made in this application (including information on the accompanying documents and plans) have been examined by me and, to the best of my knowledge and belief, are true and correct. By signing this application, I acknowledge that I understand and agree to the terms of this application.

PERMIT APPLICANT:  DATE: 8/8/2025  
( Circle: Property owner, Manager, Agent/Representative, Contractor )

Approved  
 Disapproved  
 DATE: 8/11/25  
Code Enforcement Officer

Reason for Disapproval Oneida City Code 143 site plan review

**City of Oneida**  
Building permit application

Oneida Codes Department  
109 N. Main Street  
Oneida NY 13421

Permit#: \_\_\_\_\_

**PLEASE READ THOROUGHLY BEFORE SIGNING APPLICATION**

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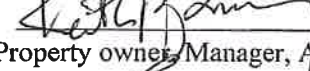
I understand that by signing this application I give authority to City Inspectors to enter premises by appointment to inspect the property in performance of their official duties. A minimum of at least **24-48 hours** is required to get on the schedule for inspections, we will do our best to accommodate calls for inspections but cannot guarantee a time without prior notice.

All submissions shall comply with NYS Building Codes and Energy Conservation Codes.

**No building, structure, addition, or any portion of, that is subject to a building permit shall not be occupied without a certificate of occupancy or certificate of compliance.**

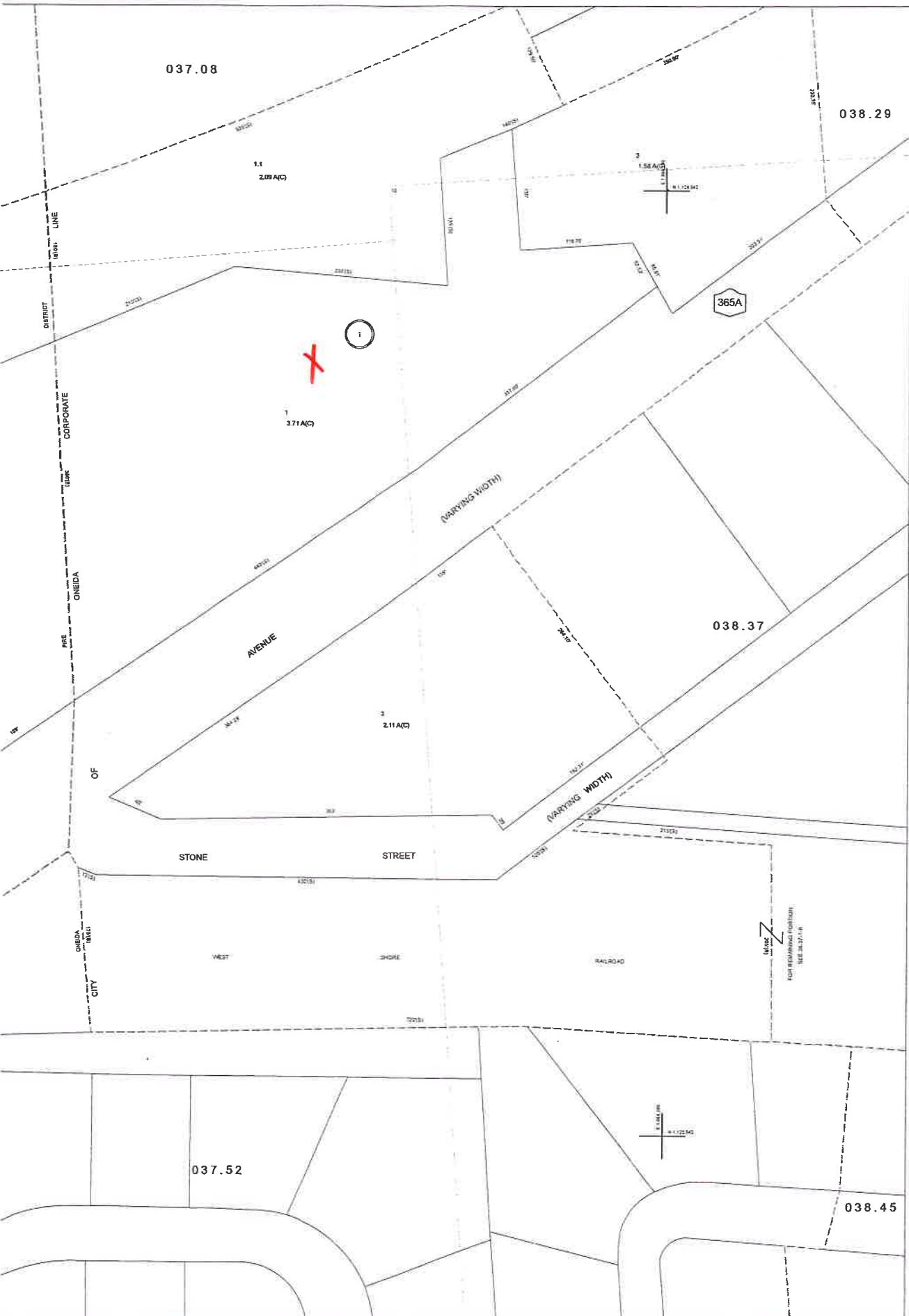
If Construction has not started Building Permits will expire in 6 months / Demo Permits will expire in 3 months

**Declaration:** I declare that the statements made in this application (including information on the accompanying documents and plans) have been examined by me and, to the best of my knowledge and belief, are true and correct. By signing this application, I acknowledge that I understand and agree to the terms of this application.

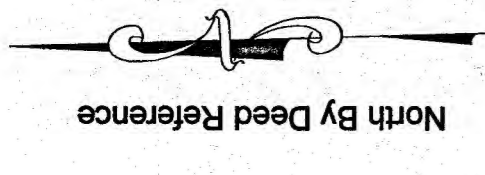
PERMIT APPLICANT:  DATE: 8/8/2025  
( Circle: Property owner, Manager, Agent/Representative, Contractor )

Approved  DATE: 8/13/25  
Disapproved \_\_\_\_\_  
Code Enforcement Officer

Reason for Disapproval Requires safe plan approval Chapter 143

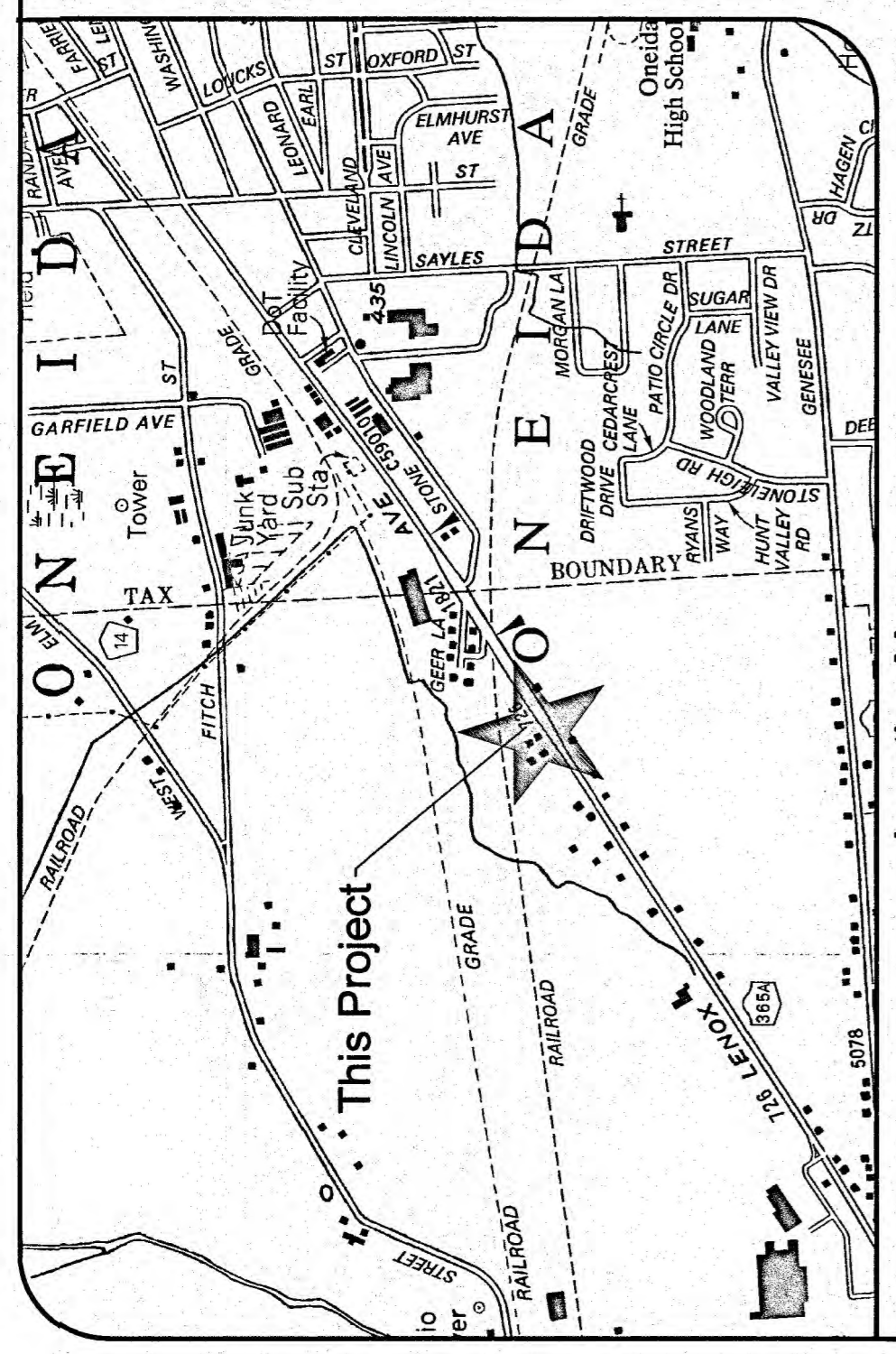


<b>LEGEND</b> SCHOOL DISTRICT LINE FIRE DISTRICT LINE WATER DISTRICT COUNTY DISTRICT STREAM OR CREEK		COMMON OWNERSHIP 3/4 MAP BLOCK NUMBER 3/4 MAP LOT NO. GREAT LOT NO. 1/4 MAP LOT NO.	AREA FROM GDS AREA CALCULATED DIMENSION FROM GDS DIMENSION LOCALS DIMENSION LOCALS	1.24 12.24 61.24 265 ...	ROAD WIDTH INTERSTATE HIGHWAY U.S. HIGHWAY N.Y.S. HIGHWAY	100 FT. 1/4 IN. 100 FT. 1/4 IN. 100 FT. 1/4 IN.	COORDINATES BASED ON NEW YORK STATE PLANE COORDINATE SYSTEM (CENTRAL ZONE AND 81) 49 25 00 N 71 22 50 W 49 25 00 N 71 22 50 W 49 25 00 N 71 22 50 W	<b>TAX MAP</b> <b>CITY OF ONEIDA INSIDE DISTRICT</b> MADISON COUNTY, NEW YORK	<b>037.44</b>
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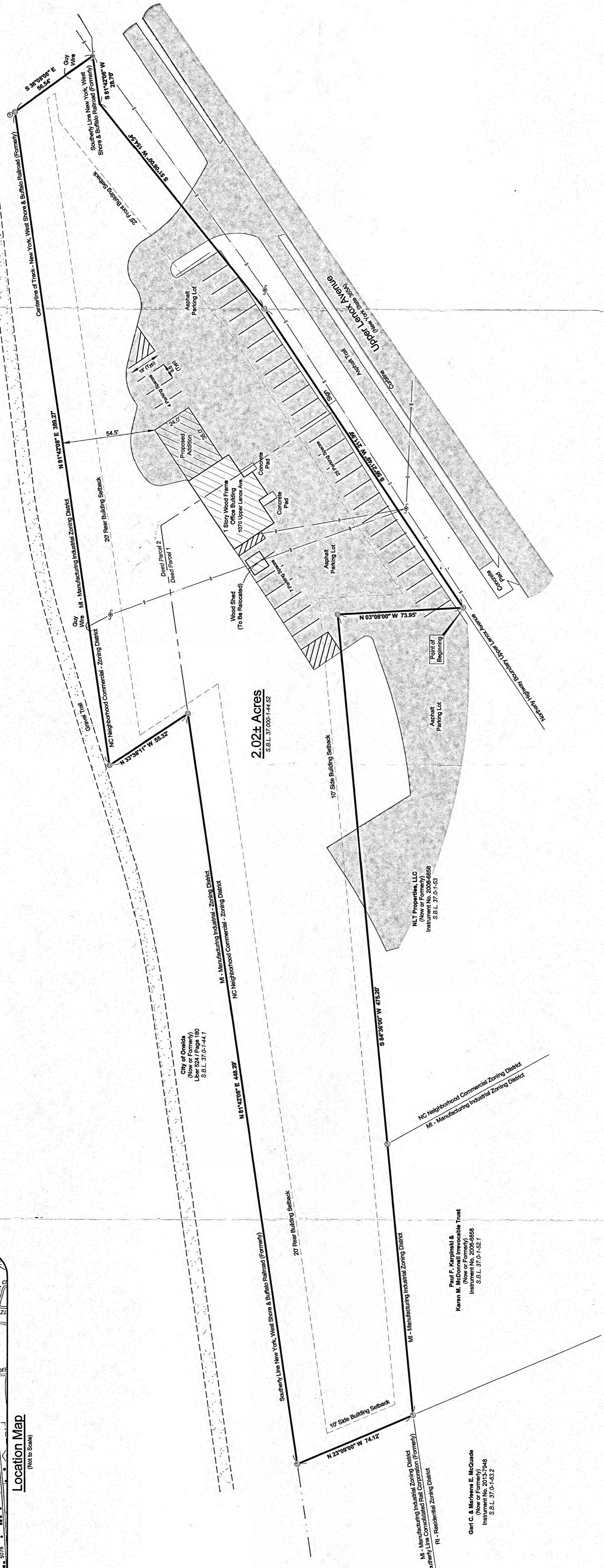


**Survey Notes:**

1. Underground facilities, structures and utilities have been plotted from a combination of field measurements, available maps, records and information provided by the owner, therefore the accuracy of these features may vary from other facilities, the existence of which is presently unknown.
2. By graphic methods, this project is not located in a N.Y.S.D.E.C. Regulated Wetland as delineated per N.Y.S.D.E.C. Environmental Mapper.
3. This project is not located within a 100 year Flood Zone as delineated on official flood plain maps on file with the City of Oneida's Office.
4. Always call DigSafe New York (1-800-952-7822) 2-10 working days prior to your dig or excavation. If you are unsure of the location of any underground utility line, contact the affected facility operator, utility or pipeline company. If damage to an underground facility creates an emergency, take immediate steps to safeguard health and property, contact 911.
5. At time of field work, no abstract or title was provided, as a result this Survey is subject to any facts set up to date abstract of title may discuss.



Location Map  
(Not to Scale)



- Legend:**
- ⊙ Existing 6" Iron Rebar
  - Set 5/8" Iron Rebar
  - Existing Iron Pipe
  - ⊕ Existing Utility Pole
  - Overhead Utility Line

**Deed Reference**  
 Keith R. Pavey & Dana T. Pavey  
 To  
 DK Rental Properties, LLC  
 Warranted Deed  
 Instrument No. 2022-1948  
 S.B.L. 37,000-144.52

File No. 26-24

Boundary Survey Lands of  
**DK Rental Properties, LLC**  
 Upper Lemoine Avenue  
 City of Oneida  
 Madison County - New York

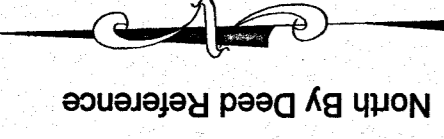
**Moore Land Surveying, P.C.**  
 1721 Black River Boulevard  
 Rome, New York 13440  
 Office: 315-338-9480  
 Fax: 315-329-9428

Dated: January 26, 2026  
 Revised:  
 Scale: 1" = 30' Ft  
 Drawn By: MK  
 Checked By: JM



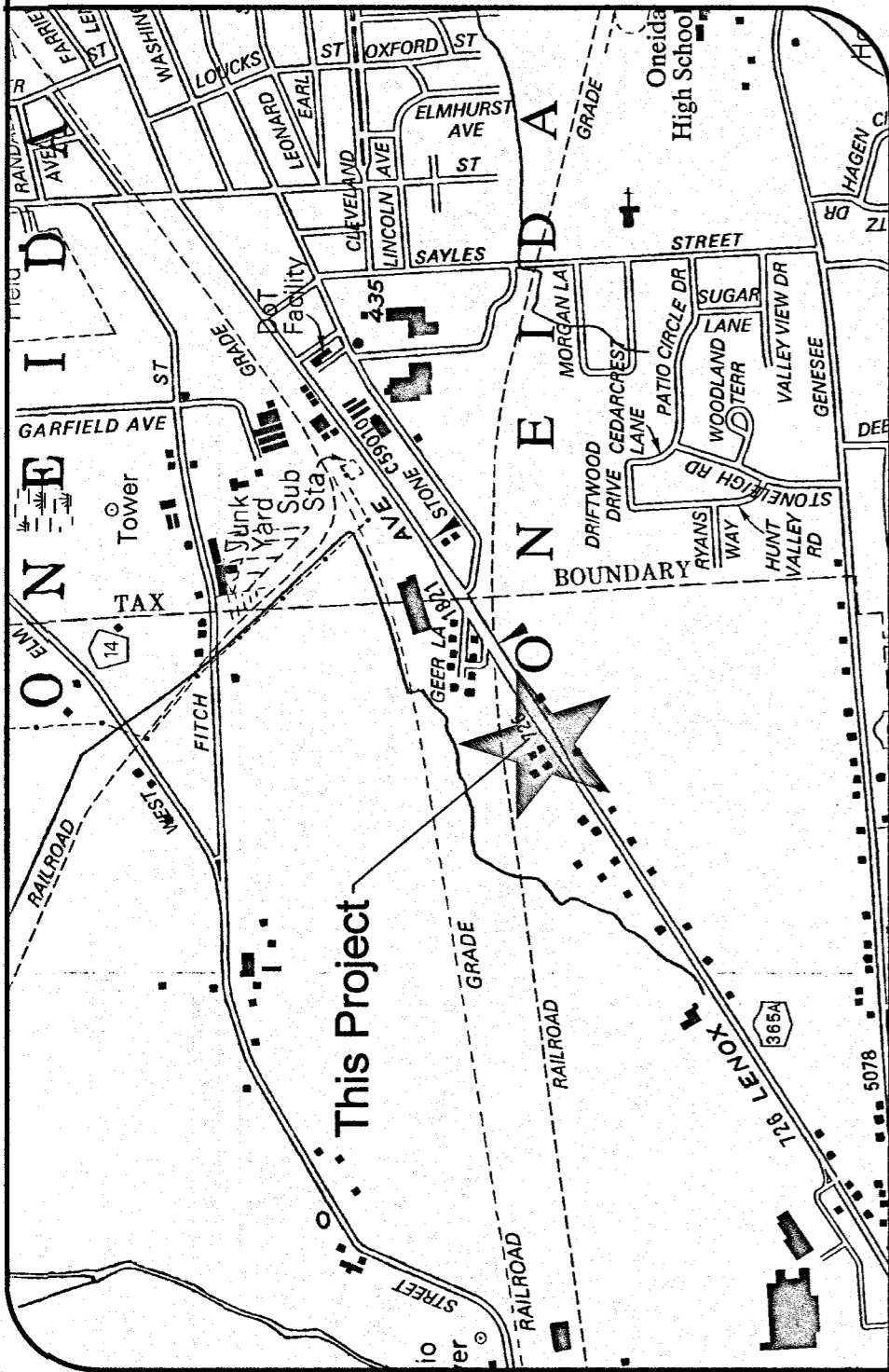
It is hereby certified that this is a correct map made from an actual field survey.  
 Jeffrey D. Moore, L.S. #051016

Unauthorized alteration or addition to a survey map bearing a Licensed Professional Surveyor's Seal is a violation of the State Education Law for any person, unless acting under the direction of a licensed land surveyor, to alter an item in any way.

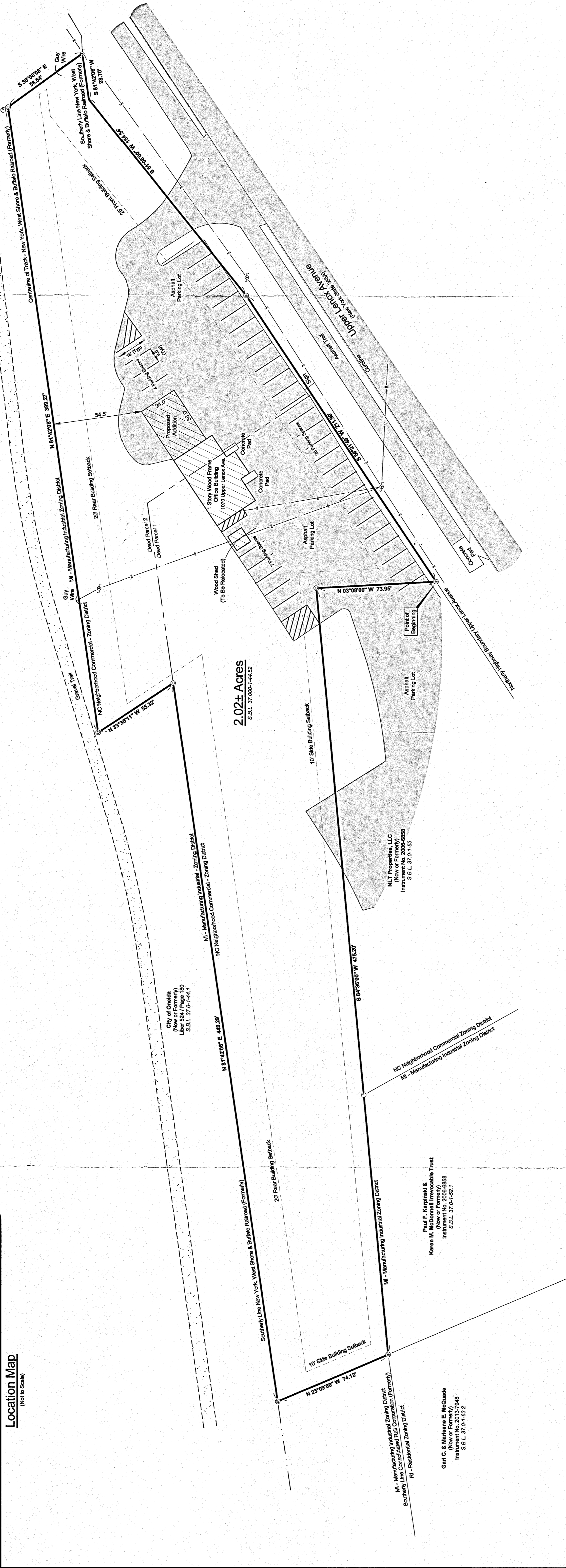


**Survey Notes:**

1. Underground facilities, structures and utilities have been plotted from a combination of field measurements, available maps, records and information provided by the owner, therefore the surveyor is not responsible for the accuracy of any utility lines shown, unless specifically noted otherwise.
2. Drilled shafts, piles, etc. which are not located in a N.Y.S.D.E.C. regulated Wetland as delineated per N.Y.S.D.E.C. Environmental Mapper.
3. This project is not located within a 100 Year Flood Zone as delineated on official flood plain maps on file with the City of Oneida's Office.
4. Always call DigSafe New York (1-800-952-7822) 2-10 working days prior to your dig or excavation. If you are unsure of the location of any underground utility lines, immediately notify the affected facility operator, utility or pipeline company. If damage to an underground facility results in an emergency, take immediate steps to safeguard health and property, contact 911.
5. At time of field work, no abstract or file was provided, as a result this Survey is subject to any files an up to date abstract of file may discuss.



Location Map  
(Not to Scale)



- Legend:**
- ⊙ Existing 6/8" Iron Rebar
  - Set 5/8" Iron Rebar
  - Existing Iron Pipe
  - ⊕ Existing Utility Pole
  - Overhead Utility Line

**Deed Reference**  
 To  
 DK Rental Properties, LLC  
 Warranty Deed - Dated: January 13, 2022  
 Instrument No. 2022-1946  
 S.B.L. 37.0-144.32

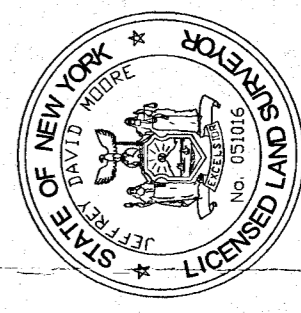
File No. 26-24

Boundary Survey Lands of  
**DK Rental Properties, LLC**  
 Upper Lenox Avenue

City of Oneida  
 Madison County - New York

**Moore Land Surveying, P.C.**  
 1721 Black River Boulevard  
 Oneida, New York 13620  
 Office: 315-338-9480  
 Fax: 315-829-5429

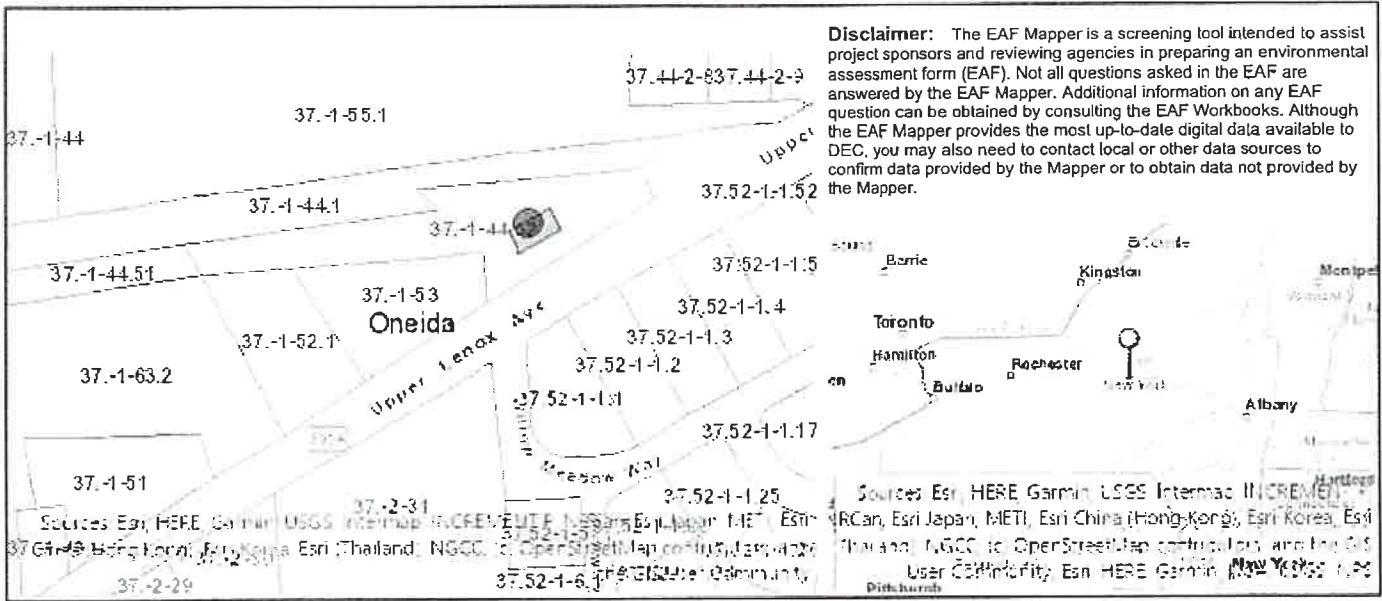
It is hereby certified that this is a correct map made from an actual field survey



Jeffrey D. Moore, L.S. #451016

Unauthorized alteration or addition to a survey map made by a Licensed Land Surveyor is a violation of Section 2025, subdivision 2 of the New York State Education Law. It is a violation of the State Education Law for any person, unless acting under the direction of a licensed land surveyor, to alter an instrument in any way.





Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	No

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Tanner Insurance Agency office addition			
Name of Action or Project: DK Rental Properties, LLC.,			
Project Location (describe, and attach a location map): 1070 Upper Lenox Ave Oneida NY 13421			
Brief Description of Proposed Action: 24' X 36' (864 sq ft) frame addition on eastern end of Tanner Insurance Agency office building			
Name of Applicant or Sponsor: DK Rental Properties, LLC.,		Telephone: 315-263-2130	
		E-Mail: keith@tanneragency.com	
Address: 3280 Pickett Rd			
City/PO: Madison		State: NY	Zip Code: 13402
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: Madison County Planning board			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		_____ 2.02 acres	
b. Total acreage to be physically disturbed?		_____ .066 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ 2.02 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action? <i>Oneida Rail Trail</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,  a. Will storm water discharges flow to adjacent properties?  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:  _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:  _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: <u>Keith R. Peavay</u> Date: <u>3/13/2026</u> Signature: <u><i>Keith R. Peavay</i></u> Title: <u>Owner</u>		



Oneida, NY - Treasurer  
 109 N. Main St.  
 Oneida, NY 13421

# Tax Charge Information Sheet

Interest Date: 03/12/2026

DK Rental Properties LLC  
 3280 Pickett Rd  
 Madison, NY 13402

Parcel Number: 37.-1-44.52      Situs: 1070 UPP LENOX AVE  
 Owner: DK Rental Properties LLC      Legal: 0.00 X 0.00

<b>Payments</b>										
Payor	Date	Type	Year	Bill Number	District/Generic Type	Tax	Penalty	Interest	Additional Costs	Total Paid
DK Rental Pr...	01/16/2025	Tax	2025	003315	OCOUNTY	\$809.17	\$0.00	\$0.00	\$0.00	\$809.17
DK Rental Pr...	01/16/2025	Tax	2025	158087	OCITY	\$466.07	\$0.00	\$0.00	\$0.00	\$466.07
DK Rental Pr...	01/16/2025	Tax	2025	158088	FD121Oneida Fire	\$176.77	\$0.00	\$0.00	\$0.00	\$176.77
DK Rental Pr...	01/16/2025	Tax	2025	158089	HY121Hydrant	\$5.97	\$0.00	\$0.00	\$0.00	\$5.97
DK Rental Pr...	01/16/2025	Tax	2025	158090	LT121Oneida Library Dist.	\$41.99	\$0.00	\$0.00	\$0.00	\$41.99
DK Rental Pr...	01/16/2025	Tax	2025	158091	LT122Library Construction	\$16.41	\$0.00	\$0.00	\$0.00	\$16.41
DK Rental Pr...	01/20/2026	Tax	2026	003309	OCOUNTY	\$747.59	\$0.00	\$0.00	\$0.00	\$747.59
DK Rental Pr...	01/20/2026	Tax	2026	212654	OCITY	\$468.80	\$0.00	\$0.00	\$0.00	\$468.80
DK Rental Pr...	01/20/2026	Tax	2026	212655	FD121Oneida Fire	\$177.80	\$0.00	\$0.00	\$0.00	\$177.80
DK Rental Pr...	01/20/2026	Tax	2026	212656	HY121Hydrant	\$6.00	\$0.00	\$0.00	\$0.00	\$6.00
DK Rental Pr...	01/20/2026	Tax	2026	212657	LT121Oneida Library Dist.	\$42.62	\$0.00	\$0.00	\$0.00	\$42.62
DK Rental Pr...	01/20/2026	Tax	2026	212658	LT122Library Construction	\$16.53	\$0.00	\$0.00	\$0.00	\$16.53
<b>Total Payments For Parcel Number 37.-1-44.52 from 01/01/2025 through 03/12/2026:</b>										<b>\$2,975.72</b>

### Tax Charge Summary for 1 Parcel

Total Unpaid Charges:	
<b>Total Due:</b>	<b>\$0.00</b>
<b>Grand Total Unpaid:</b>	<b>\$0.00</b>
<b>Total Payment From 01/01/2025 Through 03/12/2026:</b>	<b>\$2,975.72</b>

# PLANNING DEPARTMENT



PO Box 506  
 Wampsville, NY 13163  
 (315) 366-2376

Scott Ingmire  
 Director

## GML Recommendation Report

This application or petition has been referred to the Madison County Planning Department, as the County Planning Agency pursuant to General Municipal Law 239-l and -m, because it applies to property within 500' of at least one of the following:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> State or County Highway      | <input type="checkbox"/> Land on which a Public Building is located  |
| <input type="checkbox"/> State or County Park/ Recreational Area | <input type="checkbox"/> Cowaselon Creek (County-owned or delineated stream or drainage channel)             |
| <input type="checkbox"/> Municipal Boundary                      | <input type="checkbox"/> Farm operation in a State-certified Agricultural District (excluding area variance) |

Which is/ are:

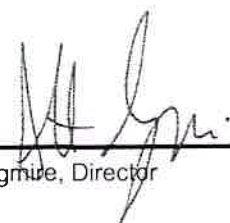
NOTE TO THE LOCAL REFERRING BOARD: Article 12-b Section 239 of the General Municipal Law requires that final action by your Board contrary to the Madison County Planning Department's recommendation of either "Modification" or "Disapproval" requires a super-majority (majority-plus-one) vote of all members thereof, and that you set forth the reasons of such contrary action in the report to be filed with the Madison County Planning Department within 30 days of your final action. (An Official Notice of Action form is enclosed for this purpose.)

GML Log#: <u>110- 25</u>	Company Name: <u>DK Rental Properties, LLC</u>
Municipality: <u>City of Oneida</u>	Applicant Name: <u>Keith Peavey</u>
TaxMapID: <u>37.-1-44.52</u>	Applicant Address: <u>3280 Pickett Rd.</u>
	Applicant City/St/Zip: <u>Madison, NY 13402</u>
Date Received: <u>10/3/2025</u>	Date of Recommendation: <u>10/14/2025</u>
GML Action 1: <u>Site Plan Review</u>	Recommendation 1: <u>Return for Local Determination</u>
GML Action 2:	Recommendation 2:

**Comments:**

County records indicate that this parcel is located in a Neighborhood-Commercial district, rather than a Manufacturing-Industrial district as indicated by the submitted materials. No countywide or intermunicipal impact will occur from the construction of a storage barn and addition to the existing building, so this application is being returned for local determination.

As they were unclear from the submitted site plans, the City of Oneida Joint PCZBA may wish to inquire into the proximity of the proposed constructions to the property boundary to determine if additional permitting will be necessary.

  
 \_\_\_\_\_  
 Scott Ingmire, Director

Jeannie Markle

---

**From:** Jeff Rowe  
**Sent:** Tuesday, March 17, 2026 2:34 PM  
**To:** Jeannie Markle  
**Cc:** Steve Vonderweidt  
**Subject:** RE: 1070 Upper Lenox Ave

Hi Jeannie

Thanks for the information. Upon review of proposed project, I do not have any comments or questions.

Jeff

**Jeffrey A. Rowe, P.E.**  
City Engineer  
[CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS](#)  
109 North Main Street, Oneida NY 13421  
T: 315.363.7222 E: [jrowe@oneidacityny.gov](mailto:jrowe@oneidacityny.gov)

**From:** Jeannie Markle <[jmarkle@oneidacityny.gov](mailto:jmarkle@oneidacityny.gov)>  
**Sent:** Tuesday, March 17, 2026 11:54 AM  
**To:** Jeff Rowe <[jrowe@oneidacityny.gov](mailto:jrowe@oneidacityny.gov)>  
**Cc:** Steve Vonderweidt <[svonderweidt@oneidacityny.gov](mailto:svonderweidt@oneidacityny.gov)>  
**Subject:** 1070 Upper Lenox Ave

Jeff,

This project is for an addition at Tanner Insurance, the proposed addition is a 24'x36' being added to the east end of the building.

Could you please review and let us know if you have any questions or concerns .

Thank you

*Jeannie Markle*  
*Account Clerk*  
*Codes/Planning Dept.*  
*109 N. Main St*  
*Oneida NY 13421*  
*315-363-8460*

Jeannie Markle

---

**From:** Keith Peavey <keith@tanneragency.com>  
**Sent:** Tuesday, March 17, 2026 12:21 PM  
**To:** Steve Vonderweidt  
**Cc:** Jeannie Markle; Jay Ackerman; Steve Yaworski  
**Subject:** RE: 1070 Upper Lenox Ave – Information Needed for April 14 PCZBA Review

Hi Steve, thank you for your attention to my application. Per your request, please see below:

1. Confirmation of scope
  - The proposed project is limited to a 36' x 24' addition to the existing office building. No storage units or storage structures are proposed as part of this application.
2. Building square footage
  - Existing building square footage is 1,440 sq ft
  - Addition square footage (36' x 24') = 864 sq ft
  - Total building square footage after the addition 2,304 square foot
3. Parking
  - Current parking is approximately 35 spaces.
  - Proposed parking will also be 35 spaces as we're eliminating the drive thru and drive thru turn around.
4. Setbacks
  - Rear set back, which is also nearest property line, is 54'.5
5. Septic / utilities
  - The existing septic system will remain unchanged, and no additional approvals are required.

Please do not hesitate to contact me with any questions or clarifications. Also please confirm when this project is added to the April 14 Planning Commission/Zoning Board meeting for Site Plan and Conditional Use Permit review.

Thank you.

Keith Peavey

Tanner Insurance Agency, Inc.

7324 Rt 20

Madison, NY 13402

315-893-7790

**SCHEDULE A MEETING WITH ME** *(In Person or By Phone)*



*\*\*Remember to refer your friends, co-workers, neighbors and family for a chance to win a \$50 gift certificate!~\*\**

Disclaimer: This Message (and any attachments) is confidential and is intended for the addressee's. This message may contain information that is protected by one or more legally recognized privileges. If the reader of this message is not the intended recipient, I did not intend to waive, and I do not waive, any legal privilege or the confidentiality of the message. If you receive this message in error, please notify me immediately by return e-mail and delete this message from your computer and network without saving it in any manner. The unauthorized use, dissemination, distribution, or reproduction of this message, including attachments, is prohibited and may be unlawful.

**From:** Steve Vonderweidt <svonderweidt@oneidacityny.gov>  
**Sent:** Tuesday, March 17, 2026 11:55 AM  
**To:** Keith Peavey <keith@tanneragency.com>  
**Cc:** Jeannie Markle <jmarkle@oneidacityny.gov>; Jay Ackerman <jackerman@oneidacityny.gov>; Steve Yaworski <syaworski@oneidacityny.gov>  
**Subject:** 1070 Upper Lenox Ave – Information Needed for April 14 PCZBA Review

Hi Keith,

I took a careful pass through your updated plans for 1070 Upper Lenox Ave.

This version is much better—especially with the storage units removed. At this point, we're in a good position to move this forward to the April 14 Planning Commission/Zoning Board meeting for Site Plan and Conditional Use Permit review.

Before I can formally place it on the agenda, I just need a few specific items from you so the Board has a clean, complete record and we don't risk having to table it again.

If you can, please just reply directly to this email and include the following (simple bullet points are perfectly fine—no need to redo drawings):

**1. Confirmation of scope**

Please include a sentence that says something like:

“The proposed project is limited to a 36' x 24' addition to the existing office building. No storage units or storage structures are proposed as part of this application.”

**2. Building square footage**

Please list:

- Existing building square footage
- Addition square footage (36' x 24' = 864 SF)
- Total building square footage after the addition

**3. Parking**

Please confirm:

- Total number of parking spaces currently on site

- “The existing septic system will remain unchanged and no additional approvals are required,”  
OR
- “We will coordinate with Madison County Health Department if required based on the addition.”

We have also forwarded your plans for engineering review. If anything comes back from that, I'll pass it along.

None of this is meant to slow you down—this just helps us avoid questions at the meeting and keeps things moving smoothly toward a decision.

Once I have this, I'll get you onto the April 14 agenda.

Let me know if anything above is unclear.

Respectfully,

**Steve Vonderweidt, MBA**  
**Director of Planning and Development**  
City of Oneida  
109 N. Main St  
Oneida NY, 13421  
<https://www.oneidacityny.gov/>  
(315) 363-4800 ext 135

CITY OF ONEIDA  
PLANNING COMMISSION & ZONING BOARD OF APPEALS

RESOLUTION OF APPROVAL

Project: Conditional Use Permit & Site Plan Review – Office Addition  
Address: 1070 Upper Lenox Ave, Oneida, NY 13421  
Tax Map #: 37.-1-44.52  
Zoning: Neighborhood Commercial (NC)  
Meeting Date: April 14, 2026 – 6:00 p.m. (Council Chambers, City Hall)

---

WHEREAS, the applicant has submitted an application for a Conditional Use Permit and Site Plan Review to construct an addition to an existing office building located at 1070 Upper Lenox Ave, Oneida, New York, Tax Map #37.-1-44.52, located in the Neighborhood Commercial (NC) zoning district; and

WHEREAS, the proposed action involves construction of a 24' x 36' addition to the existing office building; and

WHEREAS, the application was reviewed pursuant to Chapter 190 (Zoning) of the City of Oneida Code; and

WHEREAS, the proposed action was referred to the Madison County Planning Board pursuant to General Municipal Law §239-m and was returned for local determination; and

WHEREAS, the City of Oneida Planning Commission & Zoning Board of Appeals classified the proposed action as an Unlisted Action pursuant to the State Environmental Quality Review Act (SEQRA) and 6 NYCRR Part 617; and

WHEREAS, the Board issued a Negative Declaration determining that the proposed action will not result in significant adverse environmental impacts; and

WHEREAS, the Board has reviewed the submitted site plan materials for the proposed addition; and

WHEREAS, the City of Oneida Planning Commission & Zoning Board of Appeals considered the application at a duly convened public meeting on April 14, 2026;

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NOW, THEREFORE, BE IT RESOLVED that the City of Oneida Planning Commission & Zoning Board of Appeals hereby APPROVES the Conditional Use Permit and Site Plan for

construction of an addition to the existing office building at 1070 Upper Lenox Ave, subject to the following conditions:

1. The project shall be constructed in substantial conformance with the submitted and approved site plan materials.
2. The approved use shall remain limited to office use as presented in the application materials and shall comply with the requirements of the Neighborhood Commercial (NC) zoning district.
3. The addition shall be limited to the proposed 24' x 36' expansion as presented in the application.
4. All required building permits, inspections, and certificates of compliance shall be obtained prior to occupancy or use of the addition.
5. All parking, access, and circulation areas shall be maintained as shown on the approved site plan.
6. All grading and drainage shall be constructed so as not to result in adverse runoff impacts to adjoining properties or public infrastructure.
7. All exterior lighting shall be downward directed and shielded so as to prevent light trespass onto adjoining properties.
8. The project shall comply with all applicable provisions of the City of Oneida Code, including but not limited to Chapter 190 (Zoning) and all applicable New York State Uniform Fire Prevention and Building Code requirements.
9. Any future modification to the approved site plan, expansion of the structure, or change in use shall require further review and approval by the Planning Commission & Zoning Board of Appeals.

---

Adopted: April 14, 2026

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote:  Approved  Denied  Tabled

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

# AGENDA ITEM 2 CHECKLIST

City of Oneida Planning Commission & Zoning Board of Appeals  
April 14, 2026

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Agenda Item 2 – 2501 Lake Road  
Conditional Use Permit – Veterinary Clinic  
Tax Map #: 14.-1-12  
Zoning: Agricultural (A)

Applicant: Sierra Ruff

Applicant in Attendance:  Yes  No

---

239-m Review

Required – Property fronts Lake Road

Referral Sent: Completed  
County Response: Return for Local Determination  
Supermajority Required: No

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## Motion #1 – Open Public Hearing

Open the public hearing for the Conditional Use Permit application at 2501 Lake Road.

<b>Member</b>	<b>Moved Second</b>	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_

Total Nay: \_\_\_\_\_

Motion Result:  Passed  Failed

---

Public Comment

Notes: \_\_\_\_\_

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## **Motion #2 – Close Public Hearing**

Close the public hearing for the Conditional Use Permit application at 2501 Lake Road.

<b>Member</b>	<b>Moved Second</b>	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_

Total Nay: \_\_\_\_\_

Motion Result:  Passed  Failed

---

## **Motion #3 – SEQRA Classification**

Classify the proposed action as an Unlisted Action pursuant to 6 NYCRR Part 617.

<b>Member</b>	<b>Moved Second</b>	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>

<b>Member</b>	<b>Moved Second</b>	
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_

Total Nay: \_\_\_\_\_

Motion Result:  Passed  Failed

## **Motion #4 – SEQRA Determination**

Issue a Negative Declaration determining that the proposed Conditional Use Permit for operation of a veterinary clinic at 2501 Lake Road will not result in significant adverse environmental impacts.

<b>Member</b>	<b>Moved Second</b>	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_

Total Nay: \_\_\_\_\_

Motion Result:  Passed  Failed

## **Motion #5 – Conditional Use Permit Approval**

Approve the Conditional Use Permit to allow operation of a veterinary clinic at 2501 Lake Road, Tax Map #14.-1-12, in the Agricultural (A) zoning district, subject to the following conditions:

- The approved use shall be limited to a veterinary clinic with appointment-based services as described in the application materials.
- The use shall operate within the existing structure and no exterior expansion or site modification is authorized without further review and approval by the Planning Commission & Zoning Board of Appeals.
- No increase in intensity of use beyond what is presented in the application shall occur without further review and approval.
- Adequate on-site parking shall be maintained to accommodate the proposed use without creating hazards or congestion on Lake Road.
- All access to and from the site shall be maintained in a safe manner and shall not create traffic hazards.
- All required building permits, inspections, and certificates of compliance shall be obtained prior to operation.
- All wastewater and septic system use shall comply with Madison County Department of Health requirements, and any required upgrades shall be completed prior to operation.
- The handling, storage, and disposal of animal waste and medical waste shall comply with all applicable state and local regulations.
- All exterior lighting, if installed or modified, shall be downward directed and shielded to prevent glare onto adjacent properties and the roadway.
- Any signage shall comply with the requirements of Chapter 190 of the City of Oneida Code.
- Any future modification to the approved use, structure, or site shall require further review and approval by the Planning Commission & Zoning Board of Appeals.

<b>Member</b>	<b>Moved Second</b>	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_

Total Nay: \_\_\_\_\_

Motion Result:  Passed  Failed

---

Chairperson Signature: \_\_\_\_\_

Date: April 14, 2026

**CITY OF ONEIDA**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**  
 109 North Main Street  
 Oneida, New York 13421  
**CITY OF ONEIDA**  
 DEPARTMENT OF PLANNING AND DEVELOPMENT

Project Location:	2501 Lake Rd	
Tax Map #:	14-1-12	
Applicant Name:	Sieria Ruff	
Applicant Address (If Different):		
Zone: A	Ward: 6	File #: 2026-05

**Conditional Use Permit Application Submission Receipt**

Received	Item
<input checked="" type="checkbox"/>	Cover Sheet <span style="float: right;">codes</span>
<input checked="" type="checkbox"/>	Conditional Use Permit Application
<input checked="" type="checkbox"/>	Codes Office Denied Permit
<input checked="" type="checkbox"/>	Location Map from Assessor <span style="float: right;">codes</span>
<input checked="" type="checkbox"/>	Associated Fee(s) <span style="float: right;">from Chamberlain</span>
<input checked="" type="checkbox"/>	Site Map (Per Section 143 of City Code) <span style="float: right;">codes</span>
<input checked="" type="checkbox"/>	Photos or Drawings
<input checked="" type="checkbox"/>	SEQR Forms
<input checked="" type="checkbox"/>	Up to Date Taxes Proof from Chamberlain
<input type="checkbox"/>	Other 239 Review
<input type="checkbox"/>	Other
<input type="checkbox"/>	Other

Date Submitted: 2/10/26

Received By (Print): J. Markle

Signature: *J. Markle*

This receipt acknowledges that the City of Oneida Department of Planning and Development has received the items indicated above. This does not indicate completeness or approval of the application.

**CITY OF ONEIDA**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**



109 North Main Street  
 Oneida, New York 13421  
 Tel.: 315-363-7467  
 Fax: 315-363-2572

**COMBINED PLANNING COMMISSION ZONING BOARD OF APPEALS**  
**COVER SHEET**

**Fee Schedule** (please make checks payable to City of Oneida)

- Site Plan Review— 1,000 sq ft or less \$100
- Site Plan Review— 1,001 to 5,000 sq ft \$150
- Site Plan Review— 5,001 to 10,000 sq ft \$350
- Site Plan Review— 10,001 sq ft or larger \$1,100
- Conditional Use Permit *pa - 2/10/26* **\$150**
- Site Plan Modification \$100
- Area Variance \$100
- Use Variance \$200
- Zoning Amendment \$200

**FOR OFFICE USE:**

Application Number: 2026-05  
 Date of Fee Collection: 2/10/26  
 Date of Public Hearing: \_\_\_\_\_  
 Date Received by Planning: 2/10/26  
 Date of Final Action \_\_\_\_\_  
 Action Filing Date \_\_\_\_\_

Location of property 2501 Lake Rd.

Zone A Ward 6 Tax Map # 14.-1-12

**Property Owner (If Different):**

Address: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Applicant:**

Address: Sierra M Ruff  
 City/State/Zip Code: 2501 Lake Rd. Oneida NY  
 Phone: 607-244-1578  
 Email: mr.nickscherer@gmail.com.

\_\_\_\_\_  
 Signature of Owner Date

Sierra M Ruff 2/18/26 740  
 Signature of Applicant Date

\_\_\_\_\_  
 Print Name of Owner

\_\_\_\_\_  
 Print Applicant Name

**Description of Proposal (Attach additional pages if necessary):**

Convert existing structure into small animal  
clinic.

**Explain why your proposal is in harmony with the character of the area, and will not have a negative impact on other persons or properties in the area (attach additional pages if necessary):**

Agricultural zoning area, limited appointment based small  
animal practice. We also own adjoining property.

CITY OF ONEIDA  
DEPARTMENT OF PLANNING AND DEVELOPMENT



109 North Main Street  
Oneida, New York 13421  
Tel.: 315-363-7467  
Fax: 315-363-2572

APPLICATION FOR A  
CONDITIONAL USE PERMIT

Name of Proposed Development:  
Ruff Family Animal Care

Location of Site:  
2501 Lake Rd Oneida NY 13421

Tax Map Number: 14-1-12

Current Zoning Classification: A

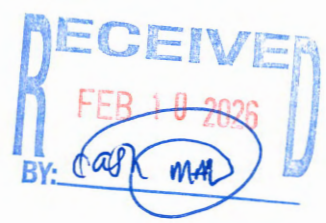
Applicant:  
Name: Sierra M. Ruff  
Address: 2489 Lake Rd  
Oneida NY 13421  
Phone: 607 244 1578

Owner (if different):  
Name: same  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: mr.nick.scherer@gmail.com

Proposed Use(s) of Site:  
Veterinary clinic - limited appointment based use

FOR OFFICE USE:  
Application Number: \_\_\_\_\_  
Date of Public Hearing: \_\_\_\_\_  
Date Received by Planning: \_\_\_\_\_  
Date of Final Action \_\_\_\_\_  
Action Filing Date \_\_\_\_\_  
 Approved  Denied

Ward: 6



Plot Plan: attach a copy of the parcel showing the dimensions of the lot, buildings, and required setbacks.

Sierra M. Ruff  
Signature of Applicant

2/10/2026  
Date

Conditional Use Permit Fee: \$150 Please make a check payable to the City of Oneida

CITY OF ONEIDA  
CODE ENFORCEMENT  
DEPARTMENT

James Ackerman  
Code Enforcement Officer



109 N. Main Street  
Oneida, NY 13421

TEL: (315) 363-8460  
FAX: (315) 363-9558

jackerman@oneidacityny.gov

UNAPPROVED

BUILDING PERMIT APPLICATION

Date: 2/10/26  
Permit#: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

APPLICANT INFORMATION

Applicant Name: Sierra Ruff and Nick Scherer  
Address: 2489 Lake Road Oneida, NY 13421  
Phone: 607-244-1578, 315-264-1790  
Email: Mr. Nick Scherer @gmail.com

Applicant is (check one or more):

Owner  Agent  Contractor  Architect/Engineer  Other: \_\_\_\_\_

OWNER INFORMATION (If Different than Applicant)

Owner's Name: Sierra Ruff Scherer  
Address: 2489 Lake Road Oneida, NY 13421  
Phone: 607-244-1578

CONTRACTOR INFORMATION (If Different than Applicant)

**Brief Description of Work:**

N/A → Animal hospital conversion from existing structure

**Estimated Project Cost:**

\$ N/A

**NVS Occupancy Classification:**

\_\_\_\_\_

**NVS Construction Type:**

\_\_\_\_\_

**Sprinkler System:**  Yes  No

\_\_\_\_\_

\_\_\_\_\_

**FEE CALCULATIONS (Office Use Only)**

**Residential Electric Only (\$25):** \$ \_\_\_\_\_

**Residential Plumbing Repair Only (\$50):** \$ \_\_\_\_\_

**Commercial Plumbing Repair Only (\$150):** \$ \_\_\_\_\_

**Construction (sq. ft.):** \_\_\_\_\_

**Certificate of Occupancy/Compliance:** \$ \_\_\_\_\_

**NVS Truss Fee (\$50):** \$ \_\_\_\_\_

**Sewer Permit (\$100):** \$ \_\_\_\_\_

**Miscellaneous:** \$ \_\_\_\_\_

**Total Fee:** \$ \_\_\_\_\_

*Make checks payable to: City of Oneida*

\_\_\_\_\_

**NOTICE OF UTILIZATION OF TRUSS, PRE-ENGINEERED WOOD, AND/OR TIMBER CONSTRUCTION**

To: City of Oneida Code Enforcement Officer

From: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Tax Map#: \_\_\_\_\_

Type of Structure (check applicable line):

- New Residential Structure
- Addition to Existing Residential Structure
- Commercial Building

Contractor's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Are wages being paid for performance of work?

Yes  No

(If yes, attach worker's compensation and disability benefits form or CE-200 exemption form.)

### PROPERTY DETAILS

Project Address: 2501 Lake Rd.  
SBL/Parcel #: 14-1-1a  
City Zoning: A - Agriculture  
Current Principal Use: \_\_\_\_\_

- Will the work being done constitute a change in the principal use of the premises?  Yes  No
- Is this work subject to variances granted by the PZBA?  Yes  No (Attach approval to application.)
- Is this permit issued subject to a conditional use permit by the PZBA?  Yes  No (Attach approval to application.)

Water Supply:  Municipal  New Well  Existing Well

Wastewater:  Municipal Sewer  Septic System (Attach Health

Department approval if applicable.)

Floodplain:  Yes  No

Designated Wetland:  Yes  No

### NATURE OF WORK (Check all that apply):

- Residential  Commercial
- New Building  Addition  Alteration  Change of Use
- Demolition  Pool  Miscellaneous (Describe): \_\_\_\_\_
- Residential Electric Only  Residential Plumbing Repair Only  Commercial Plumbing Repair Only
- Certificate of Occupancy  Certificate of Compliance

2501 Lake Rd SBL 14.-1-12

**FINAL REMINDERS**

- Do not cover any work without approval and sign-off from inspectors.
- Inspections must be scheduled with 24-48 hours' notice.

**All permits except Demo permits are valid for 1 year, demo permits are issued 6 months**

**Permits expire after 6 months if construction has not started; demolition permits expire after 3 months.**

**BUILDING PERMIT CONDITIONS & DECLARATION**

By signing this application, I declare that all statements made herein and on accompanying documents are true to the best of my knowledge and belief. I agree to comply with all NYS Building Codes and Energy Conservation Codes. I understand that all work must be inspected and approved by City Officials before continuing to the next phase.

I give City Inspectors permission to enter the premises for inspection purposes by appointment.

Signature: *Thi H*

Date: 2/9/26  
(Circle: Property Owner, Manager, Agent/Representative, Contractor)

**OFFICE USE ONLY**

Approved:  Yes  No

Code Enforcement Officer: *Joseph*

Date: 2/10/26

**REASON FOR DISAPPROVAL (If applicable):**

City Code 190 zoning schedule of uses allows animal hospital in A zone but requires a conditional use permit

**\*\*\* RECEIPT \*\*\***

**Date:** 02/10/26

**Receipt#:** 77273

<b>Quantity</b>	<b>Transactions</b>	<b>Reference</b>	<b>Subtotal</b>
1	Conditional Use Permit	875	\$150.00

**Total Paid:** \$150.00

**Notes:**

<b>Payment Type</b>	<b>Amount</b>	<b>Paid By</b>
CASH	\$150.00	Ruff, Sierra

**Name:** Ruff, Sierra  
248 Belmont Ave.  
Oneida, NY 13421

**Clerk ID:** MONIQUE

Internal ID: 875





2400 LAKE RD

2501 LAKE RD

CITY OF ONEIDA

Lake Road (NY 316)

2500 LAKE RD



Views of current structure  
and interior



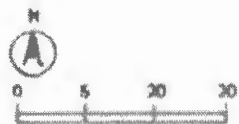




*Proposed look if approved -*



*Floor plan for clinic*



## Short Environmental Assessment Form

### Part 1 - Project Information

#### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
<div style="font-size: 1.2em; font-family: cursive;">Ruff Family Animal Care</div>			
Name of Action or Project:			
<div style="font-size: 1.2em; font-family: cursive;">2501 Lake Rd Onondaga NY 13421</div>			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
<div style="font-size: 1.2em; font-family: cursive;">Construction/operation of a small, owner-occupied animal care facility on an existing property with associated site improvements. No significant change in land use or environmental disturbance is proposed.</div>			
Name of Applicant or Sponsor:		Telephone: <div style="font-size: 1.2em; font-family: cursive;">607 244 1578</div>	
<div style="font-size: 1.2em; font-family: cursive;">Siema m Ruff Scherer, DVM</div>		E-Mail: <div style="font-size: 1.2em; font-family: cursive;">siemarruffscherer@gmail.com</div>	
Address:			
<div style="font-size: 1.2em; font-family: cursive;">2489 Lake Rd Onondaga NY 13421</div>			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval: <div style="font-size: 1.2em; font-family: cursive;">Madison County</div>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		<div style="font-size: 1.2em; font-family: cursive;">3.27</div> acres	
b. Total acreage to be physically disturbed?		<div style="font-size: 1.2em; font-family: cursive;">&lt; 1</div> acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		<div style="font-size: 1.2em; font-family: cursive;">3.27</div> acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input checked="" type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input checked="" type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES
If Yes,	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If Yes, briefly describe:		
<i>There is a roof but property has drain systems already in place and adequate runoff</i>		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO	YES
If Yes, explain the purpose and size of the impoundment:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO	YES
If Yes, describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor/name: <i>DeRuffson Sierra M Ruff</i> Date: <i>Scherer</i>		
Signature: <i>DeRuffson</i> Title: _____		

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: <u>should be within energy requirements</u>	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: <u>septic</u>	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



109 N. MAIN STREET  
ONEIDA, NY 13421

Receipt Number: R00125334

Cashier Name: BRANDON PARRY

Terminal Number: 2

Receipt Date: 2/4/2026 11:57:04 AM

**Trans Code: 100 - Tax Collections**

Parcel: 14.-1-12 Full Payment

Owner: Ruff Scherer Sierra

211258 - 2026 LT122Library Construction 9.68

211257 - 2026 LT121Oneida Library Dist. 24.95

211256 - 2026 HY121Hydrant 3.51

211255 - 2026 FD121Oneida Fire 121.51

211254 - 2026 Tax 274.40

002966 - 2026 Tax 437.59

**Account: 14.-1-12 Ruff Scherer Sierra**

**\$871.64**

**Total Balance Due: \$871.64**

Amount: \$871.64

**Total Payment Received: \$871.64**

**Change: \$0.00**

Payment Method: CHECK

Payor: Ruff Scherer Sierra

Reference: 1068



PO Box 606  
Wampsville, NY 13163  
(315) 366-2376

Scott Ingmire  
Director

## GML Recommendation Report

This application or petition has been referred to the Madison County Planning Department, as the County Planning Agency pursuant to General Municipal Law 239-l and -m, because it applies to property within 500' of at least one of the following:

- State or County Highway
- State or County Park/ Recreational Area
- Municipal Boundary
- Land on which a Public Building is located
- Cowaselon Creek (County-owned or delineated stream or drainage channel)
- Farm operation in a State-certified Agricultural District (excluding area variance)

Which is/ are:

NOTE TO THE LOCAL REFERRING BOARD: Article 12-b Section 239 of the General Municipal Law requires that final action by your Board contrary to the Madison County Planning Department's recommendation of either "Modification" or "Disapproval" requires a super-majority (majority-plus-one) vote of all members thereof, and that you set forth the reasons of such contrary action in the report to be filed with the Madison County Planning Department within 30 days of your final action. (An Official Notice of Action form is enclosed for this purpose.)

GML Log#: 014- 26  
Municipality: City of Oneida  
TaxMapID: 14.-1-12

Company Name:  
Applicant Name: Sierra Ruff  
Applicant Address: 248 Belmont Ave.  
  
Applicant City/St/Zip: Oneida, NY 13421

Date Received: 2/20/2026  
GML Action 1: Special Permit  
GML Action 2:

Date of Recommendation:  
Recommendation 1: Return for Local Determination  
Recommendation 2:

### Comments:

This application for a conditional use permit to convert an existing structure into a small animal clinic (limited appointment-based use) on a 3.2 acre parcel off Lake Road in the Agricultural zone (the zoning schedule allows animal hospitals in zone A with conditional use permit) will have no adverse countywide impact and is returned for local determination. Items the Board may want to focus on include signage, parking, and hours of operation. We note that the parcel is within 500 feet of the Town of Lenox so GML 239-nn would apply which states that notice be given to any adjacent municipality when a hearing is held relating to a certain land use decisions, including special use permits, within five hundred feet of an adjacent municipal boundary.

  
\_\_\_\_\_  
Scott Ingmire, Director

CITY OF ONEIDA  
PLANNING COMMISSION & ZONING BOARD OF APPEALS

RESOLUTION OF APPROVAL

Project: Conditional Use Permit – Veterinary Clinic  
Address: 2501 Lake Road, Oneida, NY 13421  
Tax Map #: 14.-1-12  
Zoning: Agricultural (A)  
Meeting Date: April 14, 2026 – 6:00 p.m.

---

WHEREAS, the applicant has submitted an application for a Conditional Use Permit to allow operation of a veterinary clinic within an existing structure located at 2501 Lake Road, Oneida, New York; and

WHEREAS, the proposed use is classified as a veterinary clinic / animal hospital which requires a Conditional Use Permit within the Agricultural (A) zoning district pursuant to Chapter 190 of the City of Oneida Code; and

WHEREAS, the proposed action involves interior conversion of an existing structure with minimal site disturbance; and

WHEREAS, the application was referred to the Madison County Planning Department pursuant to General Municipal Law §239-m and was returned for local determination; and

WHEREAS, the Planning Commission & Zoning Board of Appeals classified the proposed action as an Unlisted Action pursuant to SEQRA; and

WHEREAS, the Board issued a Negative Declaration determining that the proposed action will not result in significant adverse environmental impacts; and

WHEREAS, the Board considered the application at a duly convened public meeting on April 14, 2026;

---

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission & Zoning Board of Appeals hereby APPROVES the Conditional Use Permit for operation of a veterinary clinic at 2501 Lake Road, subject to the following conditions:

1. The approved use shall be limited to a veterinary clinic with appointment-based services as described in the application materials.

2. The use shall operate within the existing structure and no exterior expansion or site modification is authorized without further review and approval.
  3. No increase in intensity of use beyond what is presented in the application shall occur without further review and approval.
  4. Adequate on-site parking shall be maintained to accommodate the proposed use without creating hazards or congestion on Lake Road.
  5. All access to and from the site shall be maintained in a safe manner and shall not create traffic hazards.
  6. All required building permits, inspections, and certificates of compliance shall be obtained prior to operation.
  7. All wastewater and septic system use shall comply with Madison County Department of Health requirements, and any required upgrades shall be completed prior to operation.
  8. The handling, storage, and disposal of animal waste and medical waste shall comply with all applicable state and local regulations.
  9. All exterior lighting, if installed or modified, shall be downward directed and shielded to prevent glare onto adjacent properties and the roadway.
  10. Any signage shall comply with the requirements of Chapter 190 of the City of Oneida Code.
  11. Any future modification to the approved use, structure, or site shall require further review and approval by the Planning Commission & Zoning Board of Appeals.
- 

Adopted: April 14, 2026

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote:  Approved  Denied  Tabled

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

# AGENDA ITEM 3 CHECKLIST

City of Oneida Planning Commission & Zoning Board of Appeals  
April 14, 2026

---

Agenda Item 3 – 1188 Cobb Street  
Minor Subdivision – 2 Lot Subdivision  
Tax Map #: 030.45-1-1  
Zoning: R-2 Residential

Applicant: Bernard Haldenwang

Applicant in Attendance:  Yes  No

---

239-m Review

Required: No  
Supermajority Required: No

---

## Motion #1 – SEQRA Classification

Classify the proposed action as a Type II Action pursuant to 6 NYCRR Part 617 as a minor subdivision not involving construction or expansion of use.

<b>Member</b>	<b>Moved Second</b>	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_

Total Nay: \_\_\_\_\_

Motion Result:  Passed  Failed

---

## Motion #2 – Subdivision Approval

Approve the Minor Subdivision for property located at 1188 Cobb Street, Tax Map #030.45-1-1, creating two (2) lots from an existing ±4.087 acre parcel, as shown on the subdivision plat prepared by Myers and Associates, P.C., dated March 2, 2026, subject to the following conditions:

- The subdivision shall be filed with the Madison County Clerk’s Office within the required time period.
- All property taxes shall be current prior to filing of the subdivision.
- Any future development of either lot shall comply with all applicable zoning, building, and health department requirements.
- Any future development within or near mapped wetlands shall require all applicable permits from the New York State Department of Environmental Conservation and/or the U.S. Army Corps of Engineers.
- Each lot shall meet all minimum lot size, frontage, and yard requirements of the R-2 zoning district.

Member	Moved Second	
Perry Tooker (Chair)	<input type="checkbox"/>	<input type="checkbox"/>
Todd Schaal	<input type="checkbox"/>	<input type="checkbox"/>
Gregg Myers	<input type="checkbox"/>	<input type="checkbox"/>
Kipp Hicks	<input type="checkbox"/>	<input type="checkbox"/>
Pat Thorpe	<input type="checkbox"/>	<input type="checkbox"/>
Dave Scholl	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Hitchings	<input type="checkbox"/>	<input type="checkbox"/>

Total Aye: \_\_\_\_\_

Total Nay: \_\_\_\_\_

Motion Result:  Passed  Failed

---

Chairperson Signature: \_\_\_\_\_

Date: April 14, 2026

**CITY OF ONEIDA**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**  
 109 North Main Street  
 Oneida, New York 13421

Project Location:	1188 Cobb St.	
Tax Map #:	30.45-1-1	
Applicant Name:	Bernard Haldenwang	
Applicant Address (If Different):	1188 Cobb St. Oneida NY	
Zone: R2	Ward: 5	File #: 2026-07

**Subdivision Application Submission Receipt**

Received	Item
<input checked="" type="checkbox"/>	Cover Sheet
<input checked="" type="checkbox"/>	Subdivision Application
<input type="checkbox"/>	Pre-Application Process Meeting
<input checked="" type="checkbox"/>	Location Map from Assessor
<input checked="" type="checkbox"/>	Associated Fee(s)
<input checked="" type="checkbox"/>	Sketch Plat (Minor and Major Subdivision)
<input type="checkbox"/>	Preliminary Plat (Major Only Subdivision)
<input checked="" type="checkbox"/>	Final Plat (Minor and Major Subdivision)
<input checked="" type="checkbox"/>	Up to Date Taxes Proof from Chamberlain
<input type="checkbox"/>	SEQR Forms
<input type="checkbox"/>	<del>Up to Date Taxes Proof from Chamberlain</del>
<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____

Date Submitted: 3/27/26  
 Received By (Print): J. Markle  
 Signature: J. Markle

This receipt acknowledges that the City of Oneida Department of Planning and Development has received the items indicated above. This does not indicate completeness or approval of the application.

**CITY OF ONEIDA**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**



109 North Main Street  
 Oneida, New York 13421  
 Tel.: 315-363-7467  
 Fax: 315-363-2572

**COMBINED PLANNING COMMISSION ZONING BOARD OF APPEALS**  
**COVER SHEET**

**Fee Schedule** (please make checks payable to City of Oneida)

- Site Plan Review-- 1,000 sq ft or less \$100
- Site Plan Review-- 1,001 to 5,000 sq ft \$150
- Site Plan Review-- 5,001 to 10,000 sq ft \$350
- Site Plan Review-- 10,001 sq ft or larger \$1,100
- Conditional Use Permit \$150
- Site Plan Modification \$100
- Area Variance \$100
- Use Variance \$200
- Zoning Amendment \$200

**FOR OFFICE USE:**

Application Number: \_\_\_\_\_  
 Date of Fee Collection: \_\_\_\_\_  
 Date of Public Hearing: \_\_\_\_\_  
 Date Received by Planning: \_\_\_\_\_  
 Date of Final Action: \_\_\_\_\_  
 Action Filing Date: \_\_\_\_\_

Location of property #1188 Cobb Street, Oneida NY 13421

Zone R-2 Ward Inside Tax Map # 030.45-1-1

**Property Owner (If Different):**

Address: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Applicant:**

*1188 Cobb St Oneida NY 13421*  
 Address: Bernard Haldenwang  
 City/State/Zip Code: ~~#2182 Oran Delphi Road Manlius, NY 13104~~  
 Phone: 315-761-3783  
 Email: \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

*Bernard Haldenwang* *3-4-26*  
 Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Owner \_\_\_\_\_

Print Applicant Name \_\_\_\_\_

**Description of Proposal (Attach additional pages if necessary):**

Subdivision of tax parcel 030.45-1-1. Create two lots from 4.087 +/- acre parcel being Lot #1(2.029 +/- acres) and Lot#2(2.058 +/- acres)

Explain why your proposal is in harmony with the character of the area, and will not have a negative impact on other persons or properties in the area (attach additional pages if necessary):  
Subdivision conforms with zoning law.



CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT



109 North Main Street
Oneida, New York 13421
Tel.: 315-363-7467
Fax: 315-363-2572

APPLICATION FOR A SUBDIVISION
ADJUSTMENT

FEE SCHEDULE:

Please make the check payable to the City of Oneida

- Sketch Plat \$100 per lot x 2
Preliminary Plat \$100 per lot
Waiver of Subdivision \$175
Amendment of Plat \$200

FOR OFFICE USE:

Application Number:
Date of Public Hearing:
Date Received by Planning:
Date of Final Action:
Action Filing Date:
Approved Denied

Name of Proposed Development: Subdivision Lands of Bernard Haldenwang

Location of Site: #1188 Cobb Street Oneida, NY 13421

Tax Map Number: 030.45-1-1

Current Zoning Classification: R-2 Ward: Inside

Applicant: 1188 Cobb St Oneida N.Y. 13421
Name(Print): Bernard Haldenwang
Address: #2182 Oran Delphi Road Manlius, NY 13104
Phone: 315-761-3783
Email:

Plans Prepared By:
Name (Print): Myers and Associates, P.C.
Address: #127 South Peterboro Street Canastota, NY 13032
Phone: 315-697-2281
Email: Myers@myersandassociatespc.com

Signature of the Applicant: [Signature] Date: 3-4-26

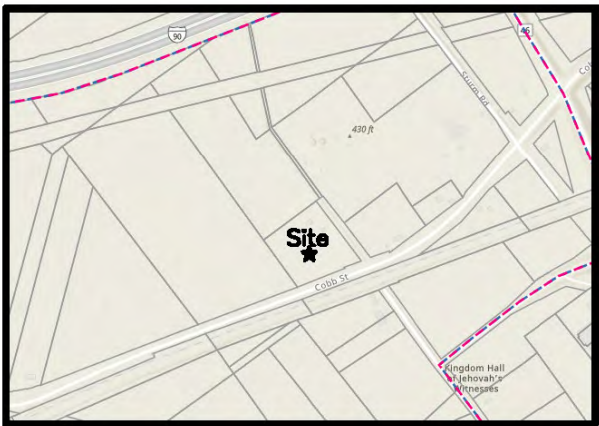
Property Owner (if different):

Name (Print):
Address:
Phone:
Email:

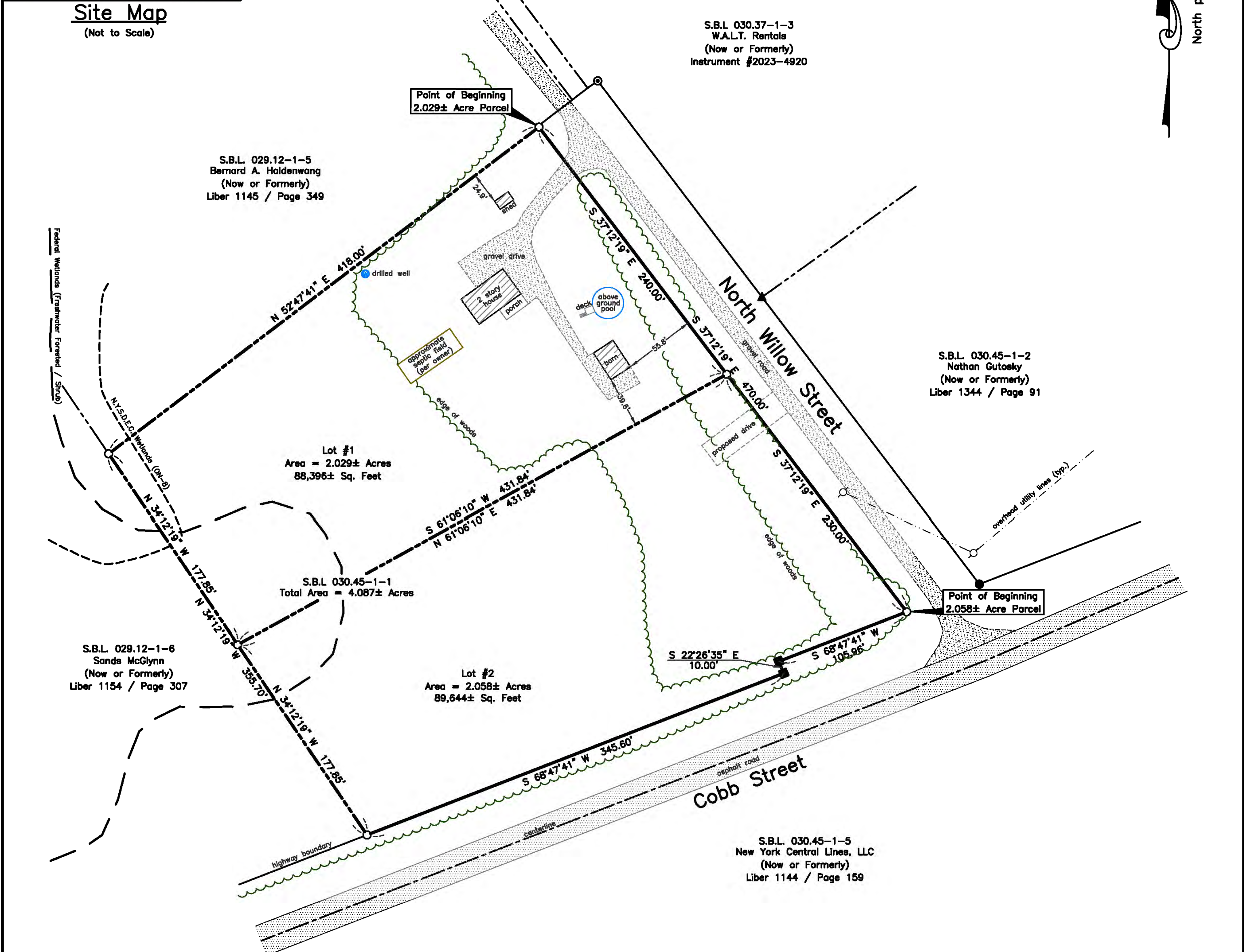
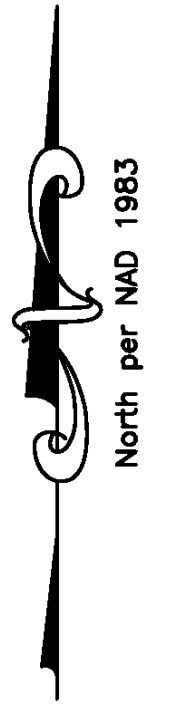
Property Owner Signature Date

Proposed Use(s) of Site: Residential





Site Map  
(Not to Scale)



**Notes:**

- 1) Total Area Surveyed = 4.087± Acres
- 2) Area is zoned R-2 (Residential)  
Minimum Lot Size: 40,000 Sq. Ft.  
Minimum Lot Frontage: 150'  
Minimum Yard Dimensions: Front: 25', Side: (One: 15', Both: 30'), Rear: 50'  
\*On site water supply (drilled well) and sanitary sewage disposal system (Septic)
- 3) Area does not lie within an Agricultural Significant Area per Cornell University Geospatial Information Repository (CUGIR)
- 4) Area does lie within N.Y.S.D.E.C. Wetlands and Federal Wetlands per N.Y.S.D.E.C. Freshwater Wetlands Maps and the National Wetlands Inventory Maps
- 5) Area does not lie within a Flood Hazard Zone per N.F.I.P. Flood Insurance Rate Maps, Community Panel Number 3604080002D, Map Revised 2/23/2001
- 6) No Significant Contours present per U.S.G.S. Quad. Sheet
- 7) Area does not lie within a Archaeological Sensitive Area per Cultural Resource Information System (C.R.I.S.)
- 8) Survey conducted with 2± feet of snow cover.

UNAUTHORIZED ALTERATION OR ADDITION TO A SURVEY MAP BEARING A LICENSED LAND SURVEYOR'S SEAL IS A VIOLATION OF SECTION 7209, SUBDIVISION 2 OF THE NEW YORK STATE EDUCATION LAW.  
THE ALTERATION OF SURVEY MAPS BY ANYONE OTHER THAN THE ORIGINAL PREPARER IS MISLEADING, CONFUSING, AND NOT IN THE GENERAL WELFARE AND BENEFIT OF THE PUBLIC. LICENSED LAND SURVEYORS SHALL NOT ALTER SURVEY MAPS, SURVEY PLANS, OR SURVEY PLATS PREPARED BY OTHERS.

MAP BY: NCM  
CHECKED BY: RM

It is hereby certified that this map was made from an actual field survey dated March 2, 2026 and that both map and survey are correct.

*Frederick W. Myers Jr.*  
Frederick W. Myers Jr., E.S.#049229

\*PRELIMINARY\*

**Deed Reference:**

Edward Wimmer  
To  
Bernard Haldenwang  
by Warranty Deed dated May 31, 1983  
Filed in the Madison County Clerk's Office on  
July 14, 1983 in Liber 758 of Deeds at Page 262

**Legend:**

- iron pin set
- existing iron pin
- ⊙ existing iron rod
- ▲ existing railroad spike
- existing concrete monument
- ⊘ utility pole

Scale 1" = 60'

File No. 26-24

	Subdivision Lands of	Revisions
	Bernard Haldenwang #1188 Cobb Street City of Oneida - Madison County State of New York	
Date of Drawing	Myers and Associates, P.C.	
3/2/2026	127 South Peterboro Street Canastota, New York 13032 Telephone (315) 697-2281 Fax (315) 697-5232	





Oneida, NY - Treasurer  
 109 N. Main St.  
 Oneida, NY 13421

# Tax Charge Information Sheet

Interest Date: 03/27/2026

Haldenwang Bernard  
 1188 Cobb St  
 Oneida, NY 13421

Parcel Number: 30.45-1-1 Situs: 1188 Cobb St  
 Owner: Haldenwang Bernard Legal: 0.00 X 0.00

<b>Payments</b>										
Payor	Date	Type	Year	Bill Number	District/Generic Type	Tax	Penalty	Interest	Additional Costs	Total Paid
Haldenwang...	04/22/2025	Tax	2025	000059	ICOUNTY	\$744.44	\$0.00	\$44.67	\$0.00	\$789.11
Haldenwang...	04/22/2025	Tax	2025	143371	ICITY	\$848.11	\$0.00	\$50.89	\$0.00	\$899.00
Haldenwang...	04/22/2025	Tax	2025	143372	LT121Oneida Library Dist.	\$38.63	\$0.00	\$2.32	\$0.00	\$40.95
Haldenwang...	04/22/2025	Tax	2025	143373	LT122Library Construction	\$15.08	\$0.00	\$0.91	\$0.00	\$15.99
Haldenwang...	01/22/2026	Tax	2026	000055	ICOUNTY	\$687.79	\$0.00	\$0.00	\$0.00	\$687.79
Haldenwang...	01/22/2026	Tax	2026	197941	ICITY	\$853.07	\$0.00	\$0.00	\$0.00	\$853.07
Haldenwang...	01/22/2026	Tax	2026	197942	LT121Oneida Library Dist.	\$39.21	\$0.00	\$0.00	\$0.00	\$39.21
Haldenwang...	01/22/2026	Tax	2026	197943	LT122Library Construction	\$15.21	\$0.00	\$0.00	\$0.00	\$15.21
<b>Total Payments For Parcel Number 30.45-1-1 from 01/02/2025 through 03/27/2026:</b>										<b>\$3,340.33</b>

### Tax Charge Summary for 1 Parcel

Total Unpaid Charges:	
<b>Total Due:</b>	<b>\$0.00</b>
<b>Grand Total Unpaid:</b>	<b>\$0.00</b>
<b>Total Payment From 01/02/2025 Through 03/27/2026:</b>	<b>\$3,340.33</b>

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Subdivision lands of Bernard Haldenwang			
Project Location (describe, and attach a location map): #1188 Cobb Street Oneida, NY 13421			
Brief Description of Proposed Action: Subdivide Tax parcel 030.45-1-1 into 2 lots.			
Name of Applicant or Sponsor: Bernard Haldenwang		Telephone: 305-761-3783	
Address: #2182 Oran Delphi Road		E-Mail:	
City/PO: Manlius		State: New York	Zip Code: 13104
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: City of Oneida Planning Board - Subdivision approval		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		4.087+/- acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		4.087+/- acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ On site water supply. (Drilled Well) _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ On site Sanitary Sewage Disposal. _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	YES <input type="checkbox"/>  <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/>  <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>  <input type="checkbox"/>	



CITY OF ONEIDA  
PLANNING COMMISSION & ZONING BOARD OF APPEALS

RESOLUTION OF APPROVAL

Project: Minor Subdivision – 2 Lot Subdivision  
Address: 1188 Cobb Street, Oneida, NY 13421  
Tax Map #: 030.45-1-1  
Zoning: R-2 Residential  
Meeting Date: April 14, 2026 – 6:00 p.m.

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WHEREAS, the applicant has submitted an application for a subdivision of lands located at 1188 Cobb Street, Oneida, New York; and

WHEREAS, the proposed action involves subdivision of an existing ±4.087 acre parcel into two (2) lots of approximately 2.029 acres and 2.058 acres; and

WHEREAS, the proposed subdivision is located within the R-2 zoning district and meets all applicable minimum lot size and dimensional requirements; and

WHEREAS, the Planning Commission & Zoning Board of Appeals has reviewed the subdivision plat prepared by Myers and Associates, P.C., dated March 2, 2026; and

WHEREAS, the Board classified the proposed action as a Type II Action pursuant to SEQRA; and

WHEREAS, the Planning Commission & Zoning Board of Appeals considered the application at a duly convened meeting on April 14, 2026;

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NOW, THEREFORE, BE IT RESOLVED that the Planning Commission & Zoning Board of Appeals hereby APPROVES the Minor Subdivision for property located at 1188 Cobb Street, subject to the following conditions:

1. The subdivision shall be completed in substantial conformance with the approved subdivision plat.
2. The approved subdivision plat shall be filed with the Madison County Clerk within the required time period.
3. All property taxes shall be current prior to filing of the subdivision.
4. Any future development of either lot shall comply with all applicable provisions of the City of Oneida Code and New York State Uniform Fire Prevention and Building Code.

5. Any future development within or near mapped wetlands shall require all applicable permits from the New York State Department of Environmental Conservation and/or the U.S. Army Corps of Engineers.
  6. Each lot shall meet all minimum lot size, frontage, and yard requirements of the R-2 zoning district.
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Adopted: April 14, 2026

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote:  Approved  Denied  Tabled

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_