

Town of Marcellus
PLANNING BOARD
22 East Main Street
Marcellus, New York 13108

Date: December 1, 2025

Board Members Present: Jerry Wickett, Chairperson
Kathy Carroll
Chris Christensen
Ron Schneider
Scott Stearns
Mark Taylor
Holly Tufenkjian

Board Members Absent:

Town Counsel: James Gascon of Costello, Cooney, and Fearon

Town Engineer: TDK Engineering (Absent)

Codes Officer: John Houser

The Planning Board of the Town of Marcellus met in regular session December 1, 2025 at 6:30pm in the Marcellus Town Hall located at 22 East Main Street, Marcellus, New York.

PUBLIC HEARING – SUBDIVISION

Deborah O’Brien

4000 Bishop Hill Rd.

1-lot

Deborah and Seth O’Brien and Joe Durand were all present to continue discussions regarding the subdivision application. Ms. O’Brien owns approximately 54 acres of land which includes an active quarry, pole barn, and house. Ms. O’Brien would like to subdivide the home with 6.419 acres (lot 1) from the parcel, leaving the quarry and pole barn with 47.350 acres (lot 2). Mr. Durand stated the water source to the house was located and the surveyor, Doug Reith, is still working on the location of the electrical easement. Both easements will be added to the final map. Ms. O’Brien noted that the road cut towards the South end of the property is the snowmobile trail and the shared driveway between the mine and the house will be blocked off.

Chairman Wickett asked if there was anyone who would like to speak in favor or in opposition to the application and there was none. Scott Stearns made a motion to close the public hearing and Ron Schneider seconded. The motion carried with the following vote:

J. Wickett, K. Carroll, C. Christensen, R. Schneider, S. Stearns, M. Taylor, H. Tufenkjian – AYE

Kathy Carroll made a motion to approve the one (1) lot subdivision for 4000 Bishop Hill Road, based on the supporting documentation and public hearing where no one spoke in favor or against. Ron Schneider seconded and the motion carried with the following vote:

J. Wickett, K. Carroll, C. Christensen, R. Schneider, S. Stearns, M. Taylor, H. Tufenkjian – AYE

WHEREAS, application for PRELIMINARY/FINAL PLAT APPROVAL has been duly filed by Deborah O’Brien on a one (1) lot subdivision located at 4000 Bishop Hill Road, Marcellus, in a Residential 1 and Agricultural zone; and

WHEREAS, the Planning Board duly called and held a public hearing thereon December 1, 2025 commencing at 6:30 PM, local time, to consider said application at which time and place all persons desiring to be heard were duly heard; and

WHEREAS, the Planning Board, as lead agency, determined an unlisted negative SEQR declaration; and

WHEREAS, the Planning Board duly considered the application, map, data, and supporting documents submitted by the applicant as well as all comments and suggestions received at the public hearing;

NOW THEREFORE BE IT RESOLVED that the Planning Board of the Town of Marcellus hereby grants preliminary/final plat approval on the subdivision known as “Deborah O’Brien Subdivision,” such approval being based on a map made by CNY Land Surveying dated October 20, 2025.

BE IT FURTHER RESOLVED that such approval is contingent upon compliance with all regulations set forth in the Marcellus Subdivision Regulations adopted March 14, 1988, including, but not limited to:

1. Applicant complies with the Planning Board resolution of February 2, 1987 regarding runoff:

That in all developments in the Town of Marcellus, the peak runoff flow rate of the discharge from a proposed site after development shall not exceed the peak runoff flow rate that prevailed prior to development. In general, this requirement will necessitate the design and construction of detention/retention facilities of various types. The design frequency should be that of a twenty-five-year storm with an overflow facility to handle a one-hundred-year storm with no erosion.

2. Successful drainage plan approved by the Onondaga County Health Department.
3. Submission of the final (2 copies) maps (final map-see subdivision regulations for specifications) which shows monuments, submitted within six (6) months after approval of the preliminary plat as outlined in Sec 205-10;A.
4. Timely filing of the approved map as outlined in Section 205-11, and submission of the receipt, or copy thereof, to the Town Clerk’s office within sixty days of the Planning Board final approval.
5. No building permits are to be issued until maps are filed with the County and/or all contingencies are met.

DISCUSSION – SITE PLAN

3722 Bishop Hill Rd.

No representative was present for the discussion.

MINUTES

Chairman Wickett made a motion to approve the November minutes as written, Scott Stearns seconded. The motion carried with the following vote:

J. Wickett, K. Carroll, C. Christensen, R. Schneider, S. Stearns, M. Taylor, H. Tufenkjian – AYE

Chairman Wickett made a motion to adjourn the meeting and Kathy Carroll seconded. The motion carried with the following vote:

J. Wickett, K. Carroll, C. Christensen, R. Schneider, S. Stearns, M. Taylor, H. Tufenkjian – AYE

The meeting adjourned at 7:05 PM.

Respectfully submitted,
Joanna Clarke
Secretary