

**TOWN OF MANLIUS
PLANNING BOARD MINUTES
September 22, 2025**

APPROVED

The Town of Manlius Planning Board hybrid meeting in-person and virtual live streaming with Acting Chairperson Arnie Poltenson presiding and the following members present: Richard Rossetti, Judy Salamone, Erin Reynolds, Don Western and David A. Shomar. Also, present were Attorney Jamie Sutphen and Planning Board Engineer Douglas Miller.

Absent: Chair Beecher

In-Person Attendees: Pat Reynolds, William Gray, Tom Douglas, Scott Freeman and Chris Danaher

Virtual Attendees: Zach Anderson

The Pledge of Allegiance was recited.

Minutes

Member Rossetti made a motion, seconded by Member Shomar and carried unanimously to approve the minutes of September 8, 2025. Member Salamone abstained.

Time:6:31PM - Timothy Kohlbrenner & Donna Sequin – 408 Park Street, Sherrill, NY 13461 - Initial Presentation – 3-Lot Subdivision - Lot 2 - Corner of Sweet Road and State Route 173, Manlius, NY 13104 – Zoning Classification Restricted Agricultural (RA) Tax Map # 109.-01-01.1

Pat Reynolds, Ianuzzi and Romans, was present and spoke on behalf of the application. He stated that the applicant would like to subdivide the current parcel into 3 new lots. 3 new homes will eventually be built; they are waiting on approvals from the County for driveway cuts.

Member Reynolds made a motion, seconded by Member Rossetti and carried unanimously to hold a Public Hearing on October 20, 2025, at approximately 6:30PM

Time:6:44PM - Zachary Anderson & Kathleen Kane – 206 E. Yates St., E. Syracuse, NY 13057 - Initial Presentation – 2-Lot Subdivision - Lot 1 - Sweet Road, Manlius, NY 13104 – Zoning Classification Restricted Agricultural (RA) – Tax Map # 109.-01-01.4

Pat Reynolds, Ianuzzi and Romans, was present and spoke on behalf of the application. He stated that the applicant would like to subdivide the current parcel into 2 new lots. New homes will eventually be built; they are waiting on approvals from the County for driveway cuts.

Member Reynolds made a motion, seconded by Member Rossetti and carried unanimously to hold a Public Hearing on October 20, 2025, at approximately 6:30PM

Time:6:48PM - Highbridge Senior Living Property, LLC – 5280 Hoag Lane, Fayetteville 13066 - SEQR & Decision – Highbridge Senior Apartments – Highbridge Street Fayetteville, 13066 – Zoning Classification – Planned Unit Development (PUD) Tax Map # 093.-01-05.1

Attorney Sutphen reviewed the 11 questions in Part 2 of the EAF with the Board and the Board agreed unanimously that the action would have no, or a small impact on the environment.

Member Shomar made a motion, seconded by Member Western and carried unanimously to issue a Negative Declaration under SEQR and authorized the Chair to sign the short form EAF.

Acting Chair Poltenson read the following resolution aloud:

This is a Resolution to approve the Site Plan last dated 8/27/2025 for the Project known as “Highbridge Senior Apartments” with the following findings and conditions:

Findings:

The Town of Manlius Town Board passed a Planned Unit Development District Plan for this property and Project on June 11, 2025, and being known as Highbridge Senior Apartments (“Highbridge PUD”).

A requirement of the Highbridge PUD legislation is that the Planning Board of the Town of Manlius approve a Site Plan for the Project.

As part of the Site Plan approval, this Board reviewed the SEAF of the applicant dated 12/27/2024 and after review of all items per Part 2 SEAF, has issued a negative declaration for the Project on this date, September 22, 2025.

This Board has reviewed the Onondaga County Planning Board referral dated April 30, 2025, which recommended the following modifications, all of which this Board makes conditions of this approval:

1. “The applicant must continue to coordinate Highbridge Street access plans with the Onondaga County Department of Transportation.” Any mitigation as may be determined by the department must be completed.
2. “The applicant must continue to coordinate wastewater plans with the Onondaga County Department of Water Environment Protection.” Any mitigation as may be determined by the department must be completed.
3. “Any proposed development on a property that may contain NYS jurisdictional wetlands must obtain a negative parcel jurisdictional determination from the NYS Department of Environmental Conservation (DEC) or coordinate with regional DEC staff to determine if a wetland permit is required.”

This Board held a public hearing on the Site Plan on August 25, 2025. The Board heard from members of the public, all of which comments have been considered by this Board. There were specific questions and matters raised in the August 25th meeting relating to the traffic study, fire safety, slope stability. The Board subsequently heard and considered a presentation about the stability of the adjacent slope at its September 8th meeting and how it is being addressed in the construction of the Project. The Fire Department has reviewed this Project and has determined that the accesses provided, and other fire preventive measures proposed as part of this Project sufficiently meet applicable Codes. Those findings of the Fire Department are part of this record and compliance with any requirements of the Fire Department as may be required are a condition of this approval. The traffic study for the Project was updated and found to be satisfactory. At the request of the Planning Board, each of the issues raised at the Public Hearing were reviewed by the Planning Board engineer who has reported that the issues have now been satisfactorily addressed by the applicant in its plan presented.

This Project includes several easements that are critical to the success of this Project as it relates to connectivity between the adjacent Brookdale property and this Project. Additionally, the right of the applicant to enter upon the premises of the adjoining Brookdale property is important so that sidewalks along Highbridge Road can be completed as a requirement of and part of the Project. The Project also requires shared stormwater easement between the Brookdale property and this Project. It has been represented to this Board that the Brookdale property owners are favorable to the easements as presented. The proposed easements for all of these matters have been supplied to this Board and conditions relating to same are part of this approval.

There had been significant discussion regarding the dedication of the proposed road between the Brookdale property and this Project. This included discussion of whether that "road" should be a dedicated road or an easement between parcels. The issue of the road dedication is in the purview of the Town Board with consultation of the Town Engineer and Town Highway Superintendent. Currently, it appears that the Town Board is in favor of the road dedication, accordingly, this Project is approved with the condition that the Town accepts the proposed roadway as a dedicated Town Road. However, If that does not come to fruition, the applicant must return to this Board for further discussion as to any terms and conditions of a shared roadway easement for this Project.

This Board requested that, as part of this approval, the applicant clarify, for approval of this Board, the intent of the applicant to supply of a portion of the Project as "senior housing" as set forth in the PUD. The definition of same as attached hereto as Exhibit A is acceptable to this Board as largely following the Federal guidelines for Senior Housing. Because this is integral to the PUD requirements, to assure future compliance

for all subsequent owners, a condition for recording of a covenant to run with the land is a condition of this Approval.

Conditions:

In consideration of the above Findings, this approval is made with the following conditions:

1. The applicant must coordinate with the Town Board for dedication of the access road as shown on the Site Plan to Town of Manlius. Completion of the Road and dedication must occur before a Certificate of Occupancy or Compliance may be issued on the Project.
2. The Easements for Stormwater, Sidewalks and Utilities between Brookdale and the Applicant and as running to the benefit of the Town, and including the sidewalks along Highbridge, as presented in draft to this Board must be reviewed and approved as final, by the Planning Board Attorney and Town Attorney, and filed with the Onondaga County Clerk's Office.
3. The proposed Road dedication to the Town of Manlius must be approved and completed by the Town Board.
4. The covenant relating to Senior Housing with language as attached hereto as Exhibit A must be finalized and subject to review and approval by the Planning Board attorney and filed with the Onondaga County Clerk as a covenant running with the land.
5. The conditions of the Onondaga County Planning Board as set forth above must be complied with.
6. Any conditions of the Fire Department must be complied with.
7. All requirements of the Planning Board engineer as relates to the SWPPP must be complied with.
8. This Project must be completed in a single phase.
9. The applicant must comply with all conditions and requirements of the Highbridge PUD.

Exhibit A

Senior Covenant Draft language; Covenant to run with the land and to run to the benefit of the Town Manlius in connection with fulfillment of the PUD:

At least eighty percent (80%) of its occupied units will be occupied by at least one person 55 years of age or older.

For purposes hereof, "occupied unit" means:

(1) A dwelling unit that is actually occupied by one or more persons on the date that this provision is in effect; or

(2) A temporarily vacant unit, if the primary occupant has resided in the unit during the past year and intends to return on a periodic basis.

For purposes of hereof, occupied by at least one person 55 years of age or older means that on the date that the housing designed for persons who are 55 years of age or older is claimed:

(1) At least one occupant of the dwelling unit is 55 years of age or older: or

(2) If the dwelling unit is temporarily vacant, at least one of the occupants immediately prior to the date on which the unit was temporarily vacated was 55 years of age or older.

Notwithstanding the foregoing to the contrary, since this is newly constructed housing the requirements set forth herein will not be applicable until at least twenty-five percent (25%) of the units are occupied.

The above covenant is intended to comply with the Federal Fair Housing Act for Senior Housing.

This covenant is intended to clarify the term "Senior Housing" as set forth in the PUD. All other covenants, restrictions and requirements of the PUC dated June 11, 2025, are in full force and effect and unmodified.

Member Salamone made a motion, seconded by Member Shomar and carried unanimously to approve the above resolution and Site Plan dated 08-27-2025; prepared by In Architects and Keplinger Freeman Associates; dated 01-02-2025 with a final revision date of 08-27-2025; project # 43032, to include the following pages:

1. L1.0 Site Preparation Plan
2. L1.1 Erosion and Sediment Control Plan
3. L2.0 Grading Drainage and Utilities Plan
4. L2.1 Partial Plan West
5. L2.2 Partial Plan East
6. L3.0 Layout Plan
7. L4.0 Photometric Plan
8. L5.0 Planting Plan
9. L6.0 Detail Sheet
10. L6.1 Wall Sections
11. L6.2 Detail Sheet
12. L6.3 Storm Profiles

With there being no further business, Member Rossetti made a motion, seconded by Member Shomar and carried unanimously to adjourn the Regular Meeting at 7:09pm.

Respectfully submitted,
Lisa Beeman, Clerk