

**TOWN OF MANLIUS
PLANNING BOARD MINUTES
November 10, 2025**

APPROVED

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

In-Person Attendees: Pat Reynolds, John O'Brein, Doug and Sue Burns, Charlie Breuer, Tom Bassett, Bill Oschowski, Pat?, James Horton, Christian Danaher, David Brittain, Wally Meriam, 1 illegible name.

Virtual Attendees: Kris Burnham, Meredith Taubin, Ron, Warren Linhart, Stuart Lachs, Danny, Bradley Yoon (Perkins Eastman), db and Thomas Poitras.

The Pledge of Allegiance was recited.

Minutes

Member Rossetti made a motion, seconded by Member Poltenson and carried unanimously to approve the minutes of October 20, 2025. Member Salamone abstained.

Time:6:31PM - Zachary Anderson & Kathleen Kane – 206 E. Yates St., E. Syracuse, NY 13057 - SEQR and Decision – 2-Lot Subdivision - Lot 1 - Sweet Road, Manlius, 13104 - Zoning Classification Restricted Agricultural (RA) – Tax Map # 109.-01-01.4

Pat Reynolds was present and gave a brief update on the project.

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

Member Reynolds made a motion, seconded by Member Poltenson and carried unanimously to approve the 2-Lot Subdivision, dated August 4, 2025; file # 13774.001 prepared by Ianuzi and Romans Land Surveying, P.C.

Time:6:38PM - Woodland Hills Subdivision (Hoag Lane Development)
SEQR and Decision – 16 Lot Subdivision - 5280 Hoag Lane, Fayetteville, NY 13066
Zoning Classification Restricted Agricultural (RA) - Tax Map # 104.-01-39.2

Chair Beecher read aloud SEQR and the Resolution. They are as follows:

SEQRA – Woodland Hills Subdivision

This is a Resolution of the Planning Board of the Town of Manlius adopting a Negative SEQRA Declaration for the Project known as the Woodland Hills Subdivision with the following findings and conclusions:

Findings:

A subdivision map dated 4/14/2023 and last revised 9/22/2025 entitled “Woodland Hills Subdivision Town of Manlius Onondaga County, New York” made by Forest L. SeGuin, Licensed Land Surveyor, SeGuin Land Surveying, P.L.L.C., has been submitted by the “Applicant” Hoag Road Properties, LLC, for approval by the Town of Manlius Planning Board. (the “Town”) This subdivision map is the last map reviewed by this Board in making its determination herein relative to the subdivision project at 5280 Hoag Lane and is also referred to herein as “Woodland Hills Subdivision”. Further the full submission relating to the Woodland Hills Subdivision as reviewed by this Board includes the documents as set forth on Exhibit A.

The Full Environmental Assessment Form (FEAF) submitted by the Applicant last dated 4/21/2025 has been fully reviewed by this Board in connection with the findings herein.

The Woodland Hills Subdivision proposes the subdivision of a 30.04-acre site into 16 residential lots accommodating the inclusion of one existing home and one lot to accommodate stormwater infrastructure.

The Woodland Hills Subdivision proposes to construct an internal roadway to be dedicated to the Town, to construct drainage improvements to improve drainage conditions; and,

The Woodland Hills Subdivision proposes to utilize and extend existing public water infrastructure and to connect all lots to existing public sewer infrastructure.

There have been multiple public meetings at the Planning Board with respect to this project since its submittal and a public hearing was held upon the subdivision application on February 24, 2025.

There had been a prior application for a cluster subdivision for the property affected by the subdivision herein, wherein the Planning Board on or about May 24, 2021 had previously issued a SEQR determination which failed to affirmatively certify that the project avoided or minimized adverse environmental impacts as required of a finding statement pursuant to 6 NYCRR 617.11(d)(5), and the prior application was abandoned by the applicant;

This project is substantially different from the prior cluster subdivision set forth above, including but not limited to the fact that this is a traditional, and not cluster subdivision, resulting in a lower number of total lots. Also, in the current plan, all bulk regulations of a traditional subdivision have been met without variances being required, except for an area variance with respect to Lot 9, which was granted by the Zoning Board of Appeals on February 20, 2025, and which is reflected in the current subdivision plan. The currently pending Woodland Hills Subdivision presents a new project reduced in scope and redesigned to address environmental concerns.

This resolution is made by the Planning Board in order to comply with the requirements of the State Environmental Quality Review Act (“SEQRA”) and its implementing regulations set forth at 6 NYCRR Part 617 (the “Regulations”) with respect to its consideration of the Woodland Hills Subdivision.

Conclusions:

After full review of all documents and plan submitted by the applicant and documents which are part of the full file of the project as available at the Town of Manlius, consideration and advice of Planning Board consultants, consideration of public verbal and written comments, review of the FEAF submitted, taking into account all comments and discussion as set forth in the minutes of all Planning Board meetings wherein this project appeared on the agenda, and having taken a hard look at all environmental matters affecting the project as required by SEQRA, the Planning Board hereby confirms and adopts the following conclusions:

1. The Planning Board hereby confirms the classification of the subdivision approval as an Unlisted Action under SEQRA (the “Action”);
2. The FEAF Part 2 has been fully reviewed by this Board. All 18 of the criteria set forth in the Part 2 are determined to be “no or small impact”, with specific impacts and findings specifically noted herein, when compared against the criteria in Section 617.7 (c) of the Regulations:
 - a. There will not be a substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic, noise levels; a substantial increase in solid waste production; a substantial increase in potential for erosion, flooding, leaching or drainage problems.

The project may be expected to modestly increase availability of residential units in the context of an existing suburban residential neighborhood. Given the proposed use in light of existing development and supporting improvements no substantial impact is expected in terms of air quality, water quality or solid waste production.

The applicant has provided a Traffic Impact Study dated September 16, 2025, prepared by GTS Consulting. The traffic study determined that the proposed development would not have a notable effect on traffic operations and safety.

With regard to erosion, flooding and drainage, the applicant has submitted a Stormwater Pollution Prevention Plan (last revised 10/09/2025) (the “SWPPP”). Notably the updated SWPPP contains downstream retention capacity at the outflow

from the designed Wet Pond. Likewise, impervious area proposed in the latest project plan is significantly reduced in the latest project iteration. The development will not impact peak stormwater flow rates based upon calculated discharges in the SWPPP. The current SWPPP design addresses comments by New York State Department of Environmental Conservation (“NYSDEC”) and has been determined by NYSDEC program staff to meet Stormwater Management Design Manual and Permit requirements. Standard erosion control measures will be implemented under the SWPPP.

The applicant submitted a Joint Application Form to NYSDEC and the U.S. Army Corps of Engineers relative to wetlands approvals for intermittent federal jurisdictional streams on the site. The applicant was granted a Nationwide Permit No. 29 for Residential Development by the Army Corps and will be obligated to follow all terms and conditions and best management practices outlined therein.

The Applicant further submitted the report of the NYSDEC dated 8/4/2025 which determined that “there are no DEC regulated freshwater wetlands and/or adjacent areas identified” at the parcel upon which the subdivision is situated.

- b. There will not be a substantial change in large quantities of vegetation or fauna removed or destroyed as the result of the Action; there will not be substantial interference with the movement of any resident or migratory fish or wildlife species as the result of the Action; there will not be a significant impact upon habitat areas; there are no substantial adverse impacts on any known threatened or endangered species of animal or plant, or the habitat of such species; nor are there any other significant adverse impacts to natural resources.

The project is limited in size in a relatively common early successional ecological community. No known threatened, endangered or rare species are known to exist on the subject property. The project appears to be located within 3.5 miles of a winter hibernaculum for Northern long-eared bats. Nevertheless, the project sponsor has complied with NYSDEC guidance in performing minimal pre-construction tree removal during the hibernation period. There are no known roosts, cavity trees or snags located on the property. The sponsor proposed dedication of lot 17 to the Town which may be left in its natural state at the Town’s discretion.

The pending project represents a significant reduction in scope to the prior cluster subdivision proposal. Notably, the pending project proposes cut and fill operations comprising 45,721 yd³ and 58,551 yd³ respectively. Notably this represents an approximately 35% reduction in proposed earthmoving as compared to the prior development plans. Moreover, the applicant has submitted a detailed planting and seeding plan as a schedule of its subdivision application, which addresses tree and shrub plantings and wetland-specific planting within the planned wet pond area.

The overall impact to existing vegetation and extant and migrating fauna is expected to be minimal outside of temporary construction phases.

- c. There are no known Critical Environmental Area(s) on the site which will be impaired as the result of the proposed Action.
- d. The Action will not result in the creation of a material conflict with the Town's current plans or goals as officially approved or adopted.

In fact, the current Town of Manlius 2023 Comprehensive Plan identifies the project site and surrounding areas as appropriate for low density residential development Low Density Residential is further defined as "primarily single- and two-family homes on large lots," in harmony with the project here.

- e. Action will not result in a large impact which will impair the character or quality of important historical, archeological, architectural, or aesthetic resources or of existing community or neighborhood character.

The applicant has provided documentation from NYS Office of Parks, Recreation and Historic Preservation dated March 26, 2018, indicating that the prior iteration of the project on the same site would "have no impact on archeological and/or historic resources listed in or eligible for the New York State and National Registers of Historic Places." The immediate project has been reduced in scope but incorporates a similar geographic footprint. There have been no known changes in historical or archeological criteria affecting the area such as would be expected to change this prior determination. Additionally, the proposal is in harmony with the existing surrounding uses and the community's comprehensive plan for development.

- f. The Action will not result in a large adverse impact with respect to an increase in the use of either the quantity or type of energy resulting from the Action.
- g. There will not be any hazard created to human health.
- h. There will not be an irreversible change in the use of active agricultural lands that receive an agricultural use tax exemption or that will ultimately result in the loss of ten acres of such productive farmland.

The project site is not currently used as active agricultural lands nor does it receive any agricultural tax exemption.

- i. The Action will not encourage or attract a large number of people to a place or places for more than a few days, compared to the number of people who would come to such place absent the Action.
 - j. There will not be created a material demand for other Actions that would result in one of the above consequences.
 - k. There will not be changes in two or more of the elements of the environment that when considered together result in a substantial adverse impact.
3. There are not two or more related Actions which would have a significant impact on

the environment.

4. Based upon the information and analysis above, the Action **WILL NOT** result in any significant adverse environmental impacts.
5. The information available concerning the Action was sufficient for the Planning Board to make its determination.
6. The Planning Board hereby approves and adopts the attached Full Environmental Assessment Form for the Action (Parts 1, 2, and 3).
7. A Determination of Non-Significance on the proposed Action is hereby issued.
8. The preparation of an environmental impact statement for the Action shall not be required.

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

Subdivision Approval Woodland Hills Subdivision

This is a Resolution of the Planning Board of the Town of Manlius approving the Woodland Hills Subdivision with the following findings and conditions:

Findings:

The Subdivision Plan dated 4/14/2023 and last revised 9/22/2025 entitled “Woodland Hills Subdivision Town of Manlius Onondaga County, New York” made by Forest L. SeGuin, Licensed Land Surveyor, SeGuin Land Surveying, P.L.L.C is hereby approved subject to the conditions herein.

This Board has adopted a Negative SEQRA declaration dated November 10, 2025, for this subdivision and said SEQRA resolution and all findings and conclusions therein are adopted as if fully set forth herein.

This Board has reviewed the Onondaga County Planning Board referral dated August 30, 2023, which determined no significant adverse inter-community or county-wide implications from this project.

There had been significant discussion and review by this Board and between the applicant, Board and Town Board relative to whether the Lot 17 relating to drainage in and about subdivision would be best served by an HOA or a drainage district. Ultimately, the Town Board has

expressed its desire to create a drainage district for this Subdivision at Lot 17. The findings and conditions herein reflect that determination.

Conditions:

This subdivision approval is subject to the Town Board accepting, with the consultation of the Planning Board Engineer, an appropriate map, plan and report for formation of a new Drainage District for the Town in accordance with NYS Municipal Law Section 209 C which supports the easements for drainage as shown on this subdivision map. This will include the deeding of parcel 17 to the Town. The actual formation of the drainage district must be completed and filed prior to any infrastructure work being commenced or building permits being issued on this project. If work does not commence on this subdivision within 24 months, Applicant must apply to this Board for an extension of this subdivision approval.

This approval is for the full subdivision as shown on the Subdivision Plan and shall be completed in one phase. No construction on individual lots may commence until the entire infrastructure including all roads and drainage facilities are constructed.

The Street trees as shown on the subdivision plan must be modified so that wherever a River Birch is noted, it must be replaced with either the Red Maple or Honey Locust.

The following additional matters are conditions of this approval:

- Securities as may be required by the Town Engineer, Town Attorney or Department of Planning and Zoning must be posted and recorded with the Town Clerk.
- All infrastructure and roads must be completed, and road dedication must be completed and approved by the Town Attorney and filed.
- Written easements for water, utilities and stormwater must be completed and approved by the Town Attorney, Planning Board Engineer and Town Engineer and must be filed with the Onondaga County Clerk; this includes easements shown on the subdivision map on the various lots relating to drainage.
- Other directives from the Town Attorney or Town or Planning Board Engineer which may be required to ensure compliance with all subdivision regulations of the Town.
- Applicant must file the subdivision map in the Onondaga County Clerk's Office in accordance with the rules of Onondaga County and provide a copy of the stamped filed map with the Town of Manlius Department of Planning and Zoning.

Exhibit A

Woodland Hills Subdivision SEQRA and Subdivision Resolution

All documents are on file with the Town of Manlius

Subdivision map dated 4/14/2023 and last revised 9/22/2025 entitled “Woodland Hills Subdivision Town of Manlius Onondaga County, New York” made by Forest L. SeGuin, Licensed Land Surveyor, SeGuin Land Surveying, P.L.L.C.

2025 Contract documents labeled S-01-02; L-000-102; L-200-202; L-301; L-400-401; L-500-503; L-600

SWPPP dated 10/090/2025

FEAF dated 4/21/2025

OCPB referral dated 8/30/2023

Response letters of applicant consultants dated 9/3/2025; 9/22/2025 and 10/13/2025

Traffic Impact Study dated September 16, 2025, prepared by GTS Consulting

DEC wetland determination dated 8/4/2025

Army Corp of Engineers determination of May 31, 2023

Drainage District information and plan by RZ Engineering dated 10/9/2025

Documentation of NYS Office of Parks, Recreation and Historic Preservation 3/26/2018

Resident Correspondence

Date of upload to Town of Manlius website

[CN3](#)

May 15, 2025

[CNE3](#)

May 15, 2025

[Concerned Letter - 2025 - Slutzky](#)

Feb 24, 2025

[Concerned Neighbors Email4](#)

May 15, 2025

<u>Informational Email - Brittain</u>	May 15, 2025
<u>Informational Email - Brittain2</u>	May 15, 2025
<u>Informational Email - Massa</u>	May 15, 2025
<u>Informational Email - Massa2</u>	May 15, 2025
<u>Opposition Letter - 2025 - Branson</u>	Mar 10, 2025
<u>Opposition Letter - 2025 - Burns</u>	May 15, 2025
<u>Opposition Letter - 2025 - Concerned Neighbors</u>	Feb 18, 2025
<u>Opposition Letter - 2025 - Concerned Neighbors2</u>	Feb 18, 2025
<u>Opposition Letter - 2025 - Concerned Neighbors3</u>	Mar 18, 2025
<u>Opposition Letter - 2025 - Hollander</u>	May 15, 2025
<u>Opposition Letter - 2025 - Krell</u>	Feb 18, 2025
<u>Opposition Letter - 2025 - Lynch</u>	May 15, 2025
<u>Opposition Letter - 2025 - Massa</u>	May 15, 2025

[Opposition Letter - 2025 - Merriam](#)

Mar 10, 2025

[Opposition Letter - 2025 - Mokrzycki](#)

Feb 24, 2025

[Opposition Letter - 2025 - Oliver](#)

Feb 24, 2025

[Opposition Letter - 2025 - Slutzky](#)

May 15, 2025

[Opposition Letter - 2025 - Winter](#)

Feb 24, 2025

Member Reynolds made a motion, seconded by Member Western and carried to approve the 16-Lot Subdivision. Members Rossetti and Poltenson are opposed based on the fact that the Town Board is in favor of, and working on, a drainage district with the Applicants; they would prefer an HOA.

**Time:7:02PM - Twin Ponds Housing LLC – PO Box 515, Syracuse, NY 13210
Site Plan Amendment – 5440 North Burdick Fayetteville, NY 13066 - Zoning
Classification - Planned Unit Development (PUD) - Tax Map # 086.-02-06.1**

John O’Brein and Charlie Breuer were present and spoke on behalf of the application. Mr. O’Brein gave a brief update on the project.

After hearing the updated presentation, the Board decided that the changes to the plans were not significant and no new Public Hearing was required. Member Rossetti made a motion, seconded by Member Shomar and carried unanimously to not hold a Public Hearing. The Board, however, would like to see a covered area added back to the plans.

Time:7:47PM - Other Business

Chair Beecher stated that the December 22, 2025, Planning Board Meeting has been cancelled.

With there being no further business, Member Rossetti made a motion, seconded by Member Salamone and carried unanimously to adjourn the Regular Meeting at 7:49PM.

Respectfully submitted,
Lisa Beeman, Clerk