

301 Brooklea Drive
Fayetteville, NY 13066
Phone 315-637-3414
Fax 315-637-0713



Chairperson:
David Shomar

Members:
Valerie Beecher
Richard Rossetti
Judy Salamone
Erin Reynolds
Don Western
Kristen Zarella

Alternate Members:
Eric Neubauer

**Agenda
Planning Board
February 9, 2026
6:30 PM**

**Use the Manlius Planning Board's recurring Zoom Link!
The same link will be used for all meetings.**

**Join from PC, Mac, iPad, or Android:
<https://us02web.zoom.us/j/87987327153>**

Pledge Of Allegiance

Approval Of Minutes

1. Approval of January 12, 2026 Minutes

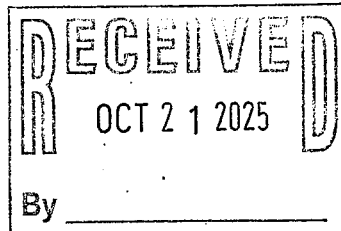
Current Projects

1. Zone Change recommendation to Town Board - Michael Jefferies - 4555 Pompey Center Road, Manlius, NY 13104 - Residential 5 (R5) to Residential Agricultural (RA), Tax Map #113.-02-17.1

Other Business

1. Director of Planning and Development Tom Poitras
 - a. Checklist Update

Adjournment



**TOWN OF MANLIUS
ZONE CHANGE APPLICATION**

1. Name of Person applying for Zone Change Michael Jefferies
Address of person applying 4555 Pompey Center Road, Manlius, NY 13104
Cell Number [REDACTED] Phone Number [REDACTED]
2. Name: (owner of record) of land where Zone Change would occur _____
Address (owner of record) As Above
Cell Number (owner of record) _____ Phone Number _____
3. Tax Map Number of property where Zone Change would occur 113-02-17.1
4. Is this property located in a flood hazard area? Yes
If so, what flood area is the property in it in?
Town of Manlius, 360584 FEMA Flood Map #36067C0377F
5. Present zoning classification of property R-5
6. Desired zoning classification R-A
Reason for Change of Zone (use additional sheets if necessary) _____
Preparation for Subdivision into 3, Single-Family Lots
(Note: Online Town Zoning Map shows property as R-A)
7. What is lot size? 11.8 Acres
8. If the Zone Change is granted, will the use of the property conform to the District regulations as stated in Chapter 155 Article III of the Town of Manlius Municipal Code? Yes
9. Is the property within the protectively zoned area of a housing project authorized under the public housing law? No
10. Is the property within five hundred (500) feet of the boundaries of any city, village, town, county, state park or parkway? Yes
If yes, please specify Town of Pompey
11. Is the property within five hundred (500) feet from the boundary of any existing or proposed County or State park or other recreation area, or from the right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway, or from the existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines, or from the existing or proposed boundary of any county or state owned land on which a public building or institution is situated? No

If yes, please specify _____

12. List the uses of all abutting property _____
All Single-Family residences

13. The following must be included with your 12 application packets unless otherwise specified and/or specifically waived by the Town Board:

- An environmental assessment form which can be obtained from the Town Clerk, or an environmental impact statement.
- Copy of a survey of the premises certified by a New York State licensed surveyor.
- Legal description of the premises.
- This application must be signed by both the owner of record of the property and the applicant.

The failure to answer any question on this application, the failure to submit any item as specified or the failure to execute this application will result in a delay in the processing of the application.

Date 20 October, 2025

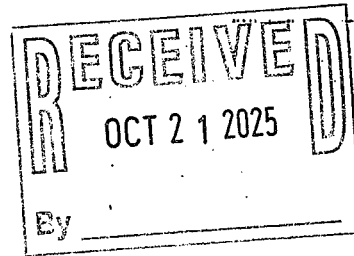
M. G. Jefferson
Applicant 1

Date 20 October, 2025

Maryellen Jefferson
Applicant 2

Date _____

Applicant



TOWN OF MANLIUS

DISCLOSURE AFFIDAVIT

This affidavit is a part of and must be completed and attached to every application, petition, request submitted for a site plan, variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit.

STATE OF NEW YORK)
) SS:
COUNTY OF ONONDAGA)

I, Michael Jefferies, being duly sworn, deposes and says that (s) he is:

Applicant/ Property Owner

(applicant, petitioner, corporation officer, property owner, etc.)

II. That deponent has read and is familiar with the provisions of the General Municipal Law, Section 809 which states:

- A. Every application, petition or request submitted for a site plan, variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions or any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
B. For the purpose of this action an officer or employee shall be deemed to have an interest in the applicant when (s)he, his/her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:
1) is the applicant, or
2) is an officer, director, partner or employee of the applicant, or
3) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
4) is a party to an agreement with such an applicant, express or implied, whereby (s) he may receive any payment or other benefit, whether or not for services rendered, or contingent upon the favorable approval of such application, petition or request.
C. Ownership of less than five percent (5%) of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
D. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

III. That no Town of Manlius officer, employee or a relative of either, as defined in Section 809 General Municipal Law has any interest in this application.

-OR-

If a Town of Manlius officer, employee or relative of either as defined in Section 809 General Municipal law has any interest in this application, the full particulars are provided on an attached sheet.

Date: September 25, 2025

Michael Jefferies
(Print Name)

M Jefferies
(Signature)

(Entity Name)

By (Officer) (Title)

4555 Pompey Center Road, Manlius, NY 13104
(Mailing Address of Applicant)

(Telephone Number)

Date: September 25, 2025

Mary Ann Jefferies
(Print Name)

Mary Ann Jefferies
(Signature)

(Entity Name)

By (Officer) (Title)

4555 Pompey Center Road, Manlius, NY 13104
(Mailing Address of Applicant)

(Telephone Number)

ACKNOWLEDGEMENTS

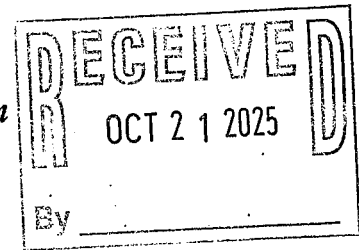
STATE OF NEW YORK)
) SS:
COUNTY OF ONONDAGA)

On this 25th day of September in the year 2025, before me, the undersigned, a notary public in and for said state, personally appeared M
Michael Jefferies, and Mary Ann Jefferies personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within Petition and acknowledged to me the he/she/they executed the same in his/her/their capacity, and that by his/her/their signature(s) on the Petition, the individual or the persons upon behalf of which the individual acted executed the instrument.

Alexandra Bastian
Notary Public

ALEXANDRA BASTIAN
Notary Public, State of New York
Qualified in Onondaga County
Reg No. 01BA6395631
My Commission Expires July 29, 2027

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.

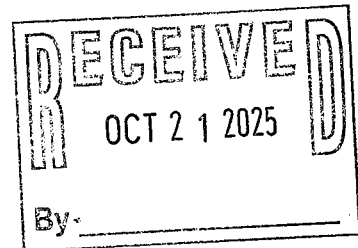
Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

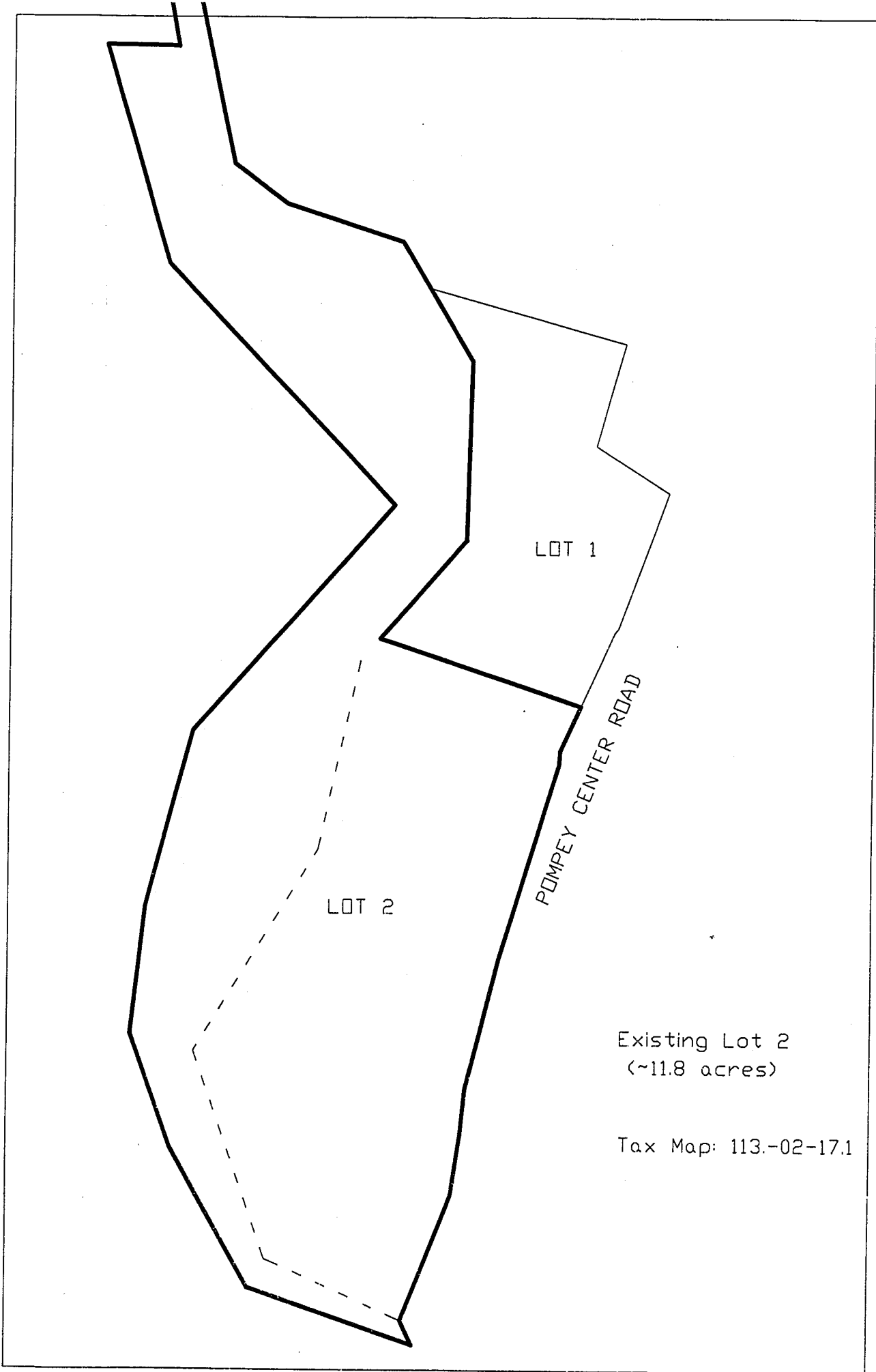
Part 1 - Project and Sponsor Information			
Name of Action or Project: Jefferies Zoning Change Request			
Project Location (describe, and attach a location map): 4555 Pompey Center Road, Manlius NY 13104			
Brief Description of Proposed Action: Seeking approval for Zoning Change from R-5 to R-A , as a prerequisite to a Subdivision Application			
Name of Applicant or Sponsor: Michael Jefferies		Telephone: [REDACTED]	
		E-Mail: [REDACTED]	
Address: 4555 Pompey Center Road			
City/PO: Manlius	State: NY	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 checked="" 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:		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		11.8	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?		11.8	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 checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other(Specify): Limestone Creek			
<input type="checkbox"/> Parkland			

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: _____ _____ N/A for Zone Change	NO	YES	
	<input 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: _____ N/A for Zone Change	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ N/A for ZZone Change	NO	YES	
	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

DESCRIPTION OF PREMISES

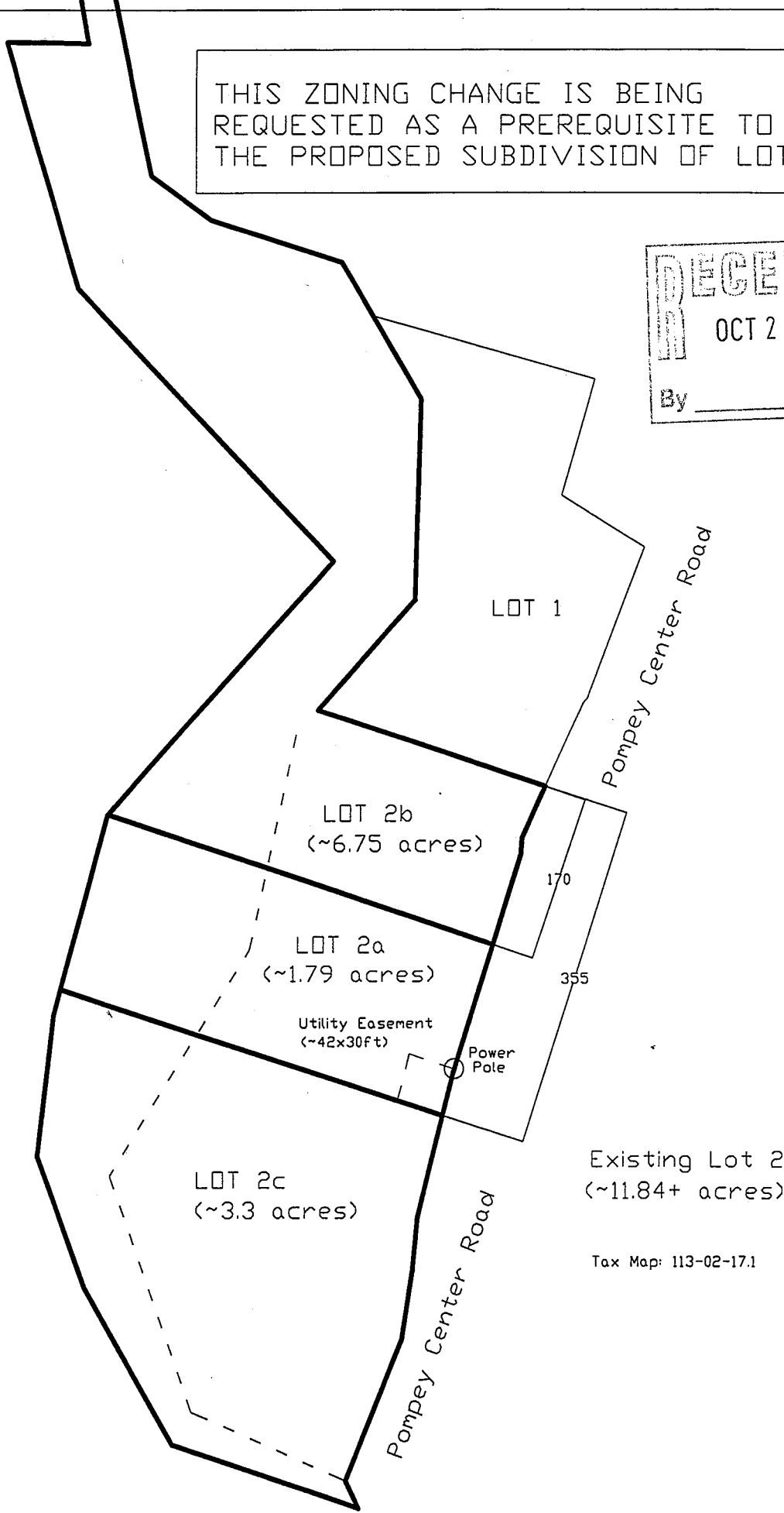
ALL THAT TRACT OR PARCEL OF LAND, situate in the Town of Manlius, County of Onondaga and State of New York, being part of Farm Lot 98 in said Town and being more particularly described as Lot 2 of Edwards Falls Subdivision, according to the Final Plan of Edwards Falls Subdivision prepared by D.W. Hannig, L.S., P.C., dated March 5, 2002 and last revised December 6, 2002 and filed in the Onondaga County Clerk's Office December 19, 2002 as Map # 9546.





THIS ZONING CHANGE IS BEING
REQUESTED AS A PREREQUISITE TO
THE PROPOSED SUBDIVISION OF LOT #2

RECEIVED
OCT 21 2025
By _____





Onondaga County Planning Board

J. Ryan McMahon, II
COUNTY EXECUTIVE

**RESOLUTION OF THE
ONONDAGA COUNTY PLANNING BOARD
Meeting Date: 1/7/2026
OCPB Case # Z-26-6**

WHEREAS, the Onondaga County Planning Board, pursuant to General Municipal Law, Section 239 l, m, and n, has considered and reviewed the referral for a ZONE CHANGE from the Town of Manlius Town Board at the request of Michael Jeffries for the property located at 4555 Pompey Center Road; and

WHEREAS, General Municipal Law Section 239-m allows the County Planning Board to review the adoption or amendment of a zoning ordinance or local law and the site is located within 500 feet of Pompey Center Road (Route 10) and Broadfield Road (Route 250), both county highways, and the municipal boundary between the Town of Manlius and the Town of Pompey; and

WHEREAS, the applicant is proposing a zone change on an 11.84-acre parcel from Residential (R-5) to Restricted Agricultural (R-A) for a proposed future 3-lot residential subdivision.; and

WHEREAS, the proposed action is further summarized in the attached staff report and may be subject to additional county, state, and/or federal regulations, which may be cited in the staff report; the municipality and applicant are advised to contact the appropriate agencies to ensure these regulations are met, as applicable, prior to or as a condition of municipal approval of the project; this is not an exhaustive list of permit requirements by agencies, but is intended to represent some of the most common regulations; and

NOW THEREFORE BE IT RESOLVED, that the Onondaga County Planning Board has determined that said referral will have no significant adverse inter-community or county-wide implications. The Board has offered the following COMMENT(S) in regards to the above referral:

1. Development in floodplain, floodway, wetland and steeply sloped areas, and in close proximity to Limestone Creek is generally discouraged as it may have a negative impact to the waterway and its associated habitats, drainage patterns, and regulated and practical buffer areas may impact the viability of buildable lots. Public infrastructure extension may also be necessary to serve proposed lots. The Town is encouraged to define the developable envelopes of proposed New Lots 2A, 2B and 2C, and ensure that each of the proposed lots can reasonably accommodate development as envisioned, without significant negative impacts, prior to approval of the proposed zone change.

The Board further encourages that a conveyance of land or a conservation easement to be held by the Town or a land trust, be considered for lands along Limestone Creek, to protect the remaining,

For agency contacts and additional information about advisory notes, please visit: <http://ongov.net/planning/ocpbresources.html>

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sensitive lands on the site in perpetuity.

2. The Onondaga County Department of Transportation requires the applicant to coordinate Pompey Center Road access plans with them. The municipality must ensure any mitigation as may be determined by the Department is reflected on the project plans prior to, or as a condition of, municipal approval.



Martin E. Voss, Chairman
Onondaga County Planning Board

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ONONDAGA COUNTY PLANNING BOARD STAFF REPORT JANUARY 07 2026 Z-26-6

Case Number: Z-26-6

Keyword:

RelatedCases:

Applicant: Michael Jeffries

Referring Board: Town of Manlius Town Board

Location: at 4555 Pompey Center Road

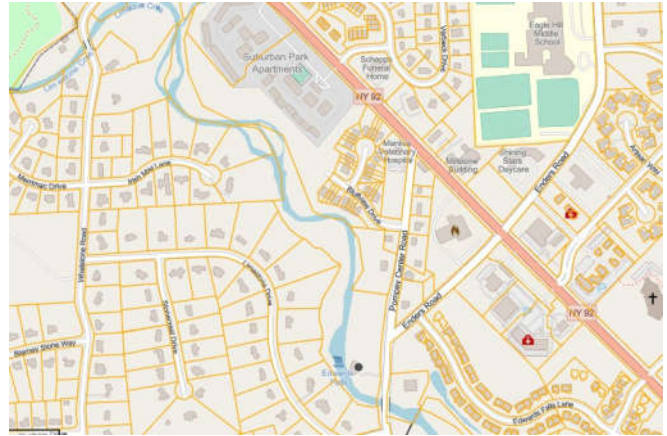
Type of Action: ZONE CHANGE

Tax Map ID: 113.-02-17.1

RECOMMENDATION: No Position With Comment

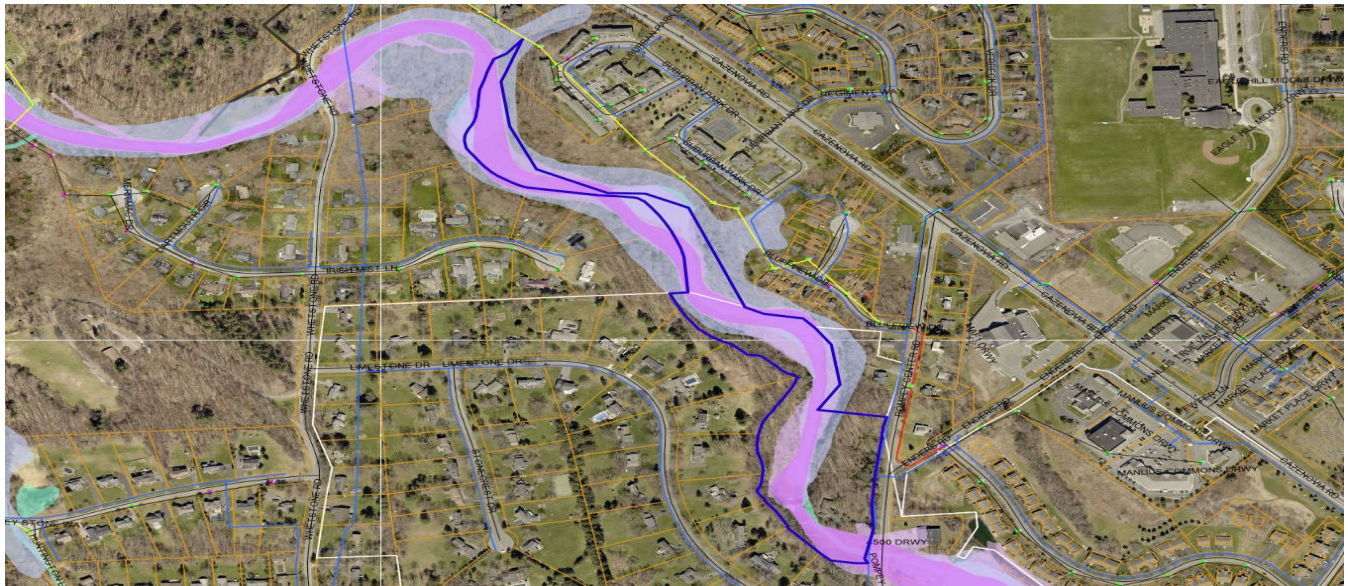
JURISDICTION:

General Municipal Law Section 239-m allows the County Planning Board to review the adoption or amendment of a zoning ordinance or local law and the site is located within 500 feet of Pompey Center Road (Route 10) and Broadfield Road (Route 250), both county highways, and the municipal boundary between the Town of Manlius and the Town of Pompey



SUMMARY:

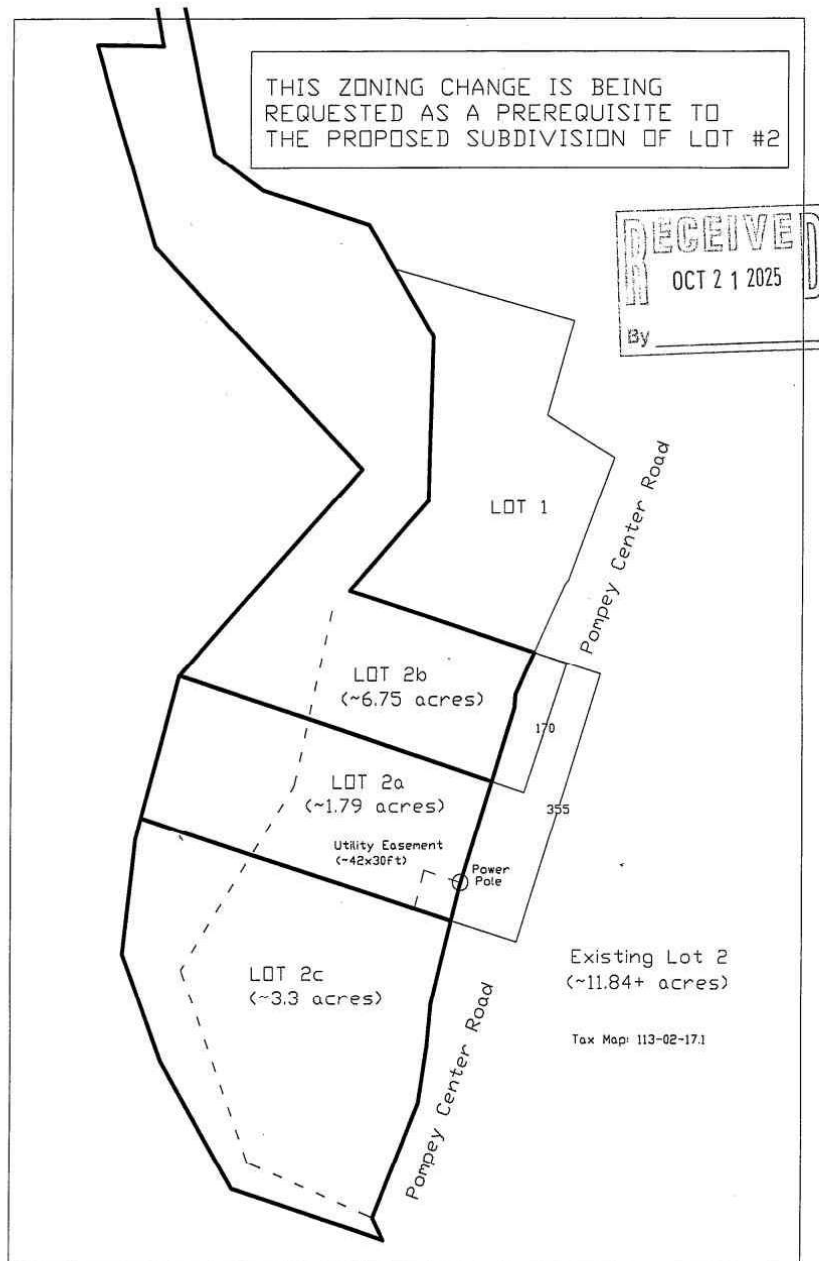
the applicant is proposing a zone change on an 11.84-acre parcel from Residential (R-5) to Restricted Agricultural (R-A) for a proposed future 3-lot residential subdivision.



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Z-26-6



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STAFF REVIEW:

Nearby Uses/Setting: The 11.8-acre parcel is located east of the Village of Manlius and contains the Edwards Falls waterfall and a portion of Limestone Creek which in this location runs predominantly north to south, between residential neighborhoods to the west and east. The site contains a single-family home near the southern end of the parcel.

Limestone Creek is located at a lower elevation and the site contains steep slopes on both sides of the Creek with grade changes of 50 to 60 feet.

Access: The site has frontage on Pompey Center Road. Per aerial imagery, the existing home has a driveway to Pompey Center Road, north of Limestone Creek.

ADVISORY NOTE: Per the Onondaga County Department of Transportation, all existing or proposed driveways on Pompey Center Road must meet Department requirements.

Proposed Zoning: The applicant is requesting a zone change from R-5 to RA to allow a future 3-lot residential subdivision.

Per the Town Code, R-A allows uses permitted in Residential Districts R-1 and R-3, "according to the same restrictions, or a two-family dwelling". Bulk requirements are dictated by the lot's access to sanitary sewer, requiring a minimum of 150' frontage and a minimum lot size of 40,000 sf (0.92 acres). The proposed lots appear to meet these requirements.

Proposed Site Layout: A diagram included with the referral materials indicates the proposed zoning change is "being requested as a prerequisite to the proposed subdivision of Lot #2" and showing the subject parcel (11.84 acres) is to be split into Lots 2c (3.3 acres), 2a (1.79 acres), and 2b (6.75 acres). Per the diagram, it appears the existing house will be located on the southernmost lot, proposed Lot 2c. All lots contain significant portions of Limestone Creek and its associated floodplain, floodway, and state and federal wetlands.

Floodplain/Flood way: Current FEMA Flood Insurance Rate Maps (FIRM) indicate the presence of the 100-year floodplain and floodway associated with Limestone Creek, which may require avoidance or elevation of structures and other mitigation. Boundaries of the floodway and floodplain are not indicated on the referral materials.

ADVISORY NOTE: The Onondaga County Hazard Mitigation Plan has identified flooding as a natural hazard of local concern, with the potential to cause extensive threat to property and safety. Buildings within the floodplain can negatively affect the free flow of nearby waterways and drainage, and building within a floodplain is therefore discouraged.

Wetlands: GIS mapping shows the site contains Limestone Creek, a federally protected riverine waterbody, and associated state wetlands. Delineated federal and state wetland boundaries are not indicated on the referral materials.

ADVISORY NOTE: Wetland regulations require the applicant to contact the U.S. Army Corps of Engineers and/or NYS Department of Environmental Conservation to confirm the presence of federal and/or state wetlands and/or the 100-foot state wetland buffer on the site. All confirmed wetlands should be shown on the plans for the site and any necessary permits should be obtained for any proposed

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development or placement of fill in a wetland, or drainage of any confirmed wetlands and buffers.

Drinking Water: A new connection to public drinking water will be required for future development of the proposed residential lots. The existing house is served by public drinking water.

ADVISORY NOTE: OCWA's Engineering Department requires the applicant to contact them to determine water availability and service options, obtain hydrant flow test information, evaluate backflow prevention requirements, and/or request that the Authority conduct hydrant flow testing to assess fire flow availability.

Wastewater: A new connection to the public sewers will likely be needed for the future development of the proposed residential lots. The existing house is served by public sewers and is located in the Meadowbrook-Limestone Wastewater Treatment Plant service area. Per GIS Mapping, sewer infrastructure is located across Pompey Center Road from the site.

ADVISORY NOTE: The Onondaga County Department of Water Environment Protection (OCDWEP) requires capacity assurance due to an anticipated increase in use. Additionally, unless it can be demonstrated that anticipated sanitary flows will not exceed previous flows in excess of one sewer unit over prior uses, the applicant must develop a 2 gallon to 1 gallon sanitary flow offset plan/project in coordination with the municipal engineer. The Capacity Assurance Form and approval process can now be found online: <http://ongov.net/wep/connections.html>

Plants/Animals: The site may contain the Northern Long-eared bat, or its associated habitat, which has been listed by the state or federal government as a threatened or endangered animal species (per EAF Mapper). Impact to bat species are often associated with tree clearing and from aerial imagery that some trees will be removed as part of the proposed development of the site.

ADVISORY NOTE: Per the NYS Department of Environmental Conservation (DEC), if the site contains a threatened or endangered species and/or associated habitat, and the project requires review under the State Environmental Quality Review Act (SEQRA), a request for a project screening should be submitted to the New York Natural Heritage Program or to the regional DEC Division of Environmental Permits office.

RECOMMENDATION: No Position With Comment

Comment(s): 1. Development in floodplain, floodway, wetland and steeply sloped areas, and in close proximity to Limestone Creek is generally discouraged as it may have a negative impact to the waterway and its associated habitats, drainage patterns, and regulated and practical buffer areas may impact the viability of buildable lots. Public infrastructure extension may also be necessary to serve proposed lots. The Town is encouraged to define the developable envelopes of proposed New Lots 2A, 2B and 2C, and ensure that each of the proposed lots can reasonably accommodate development as envisioned, without significant negative impacts, prior to approval of the proposed zone change.

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J. Ryan McMahon, II
COUNTY EXECUTIVE

Onondaga County Planning Board

GML 239 Final Action Report

NYS GML § 239-m.6. and n.6. require the referring body to file a report of the final action it has taken on a referred matter with the county planning agency within 30 days after the final action (separate from the minutes taken at the meeting). The OCPB has provided this form to facilitate this reporting requirement.

Municipal Board: **Town of Manlius Town Board** Type of Action: **ZONE CHANGE**
Applicant: **Michael Jeffries** OCPB Case #: **Z-26-6**
Site Address: **at 4555 Pompey Center Road** OCPB Date: **1/7/2026**

OCPB Recommendation: No Position With Comment

Local Board Action: Approved Disapproved Withdrawn Other

Local Board Action Date: _____

- Did the local board act? in agreement with all OCPB recommendations?
 (Check all that apply) contrary to all/some of the modifications or disapproval recommendations?
 contrary to all/some of the comments?
 to Disapprove the project for reasons other than those set forth by the OCPB?

Reasons for Contrary Actions (Required):

Per GML 239, a referring body which acts contrary to a County Planning Board recommendation of MODIFICATION or DISAPPROVAL of a referred matter must also set forth the reasons for the contrary action in such report. Please explain contrary actions and reasons below. Additional feedback as well as meeting minutes are also encouraged.

Please return completed report to countyplanning@ongov.net

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