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**Chairperson:**  
Karrie Catalino

**Members:**  
Warren Linhart  
Eric Christensen  
Tim Kelly  
Jessica Detor

**Minutes  
Zoning Board of Appeals  
March 19, 2026  
6:30 PM**

The Town of Manlius Zoning Board held a hybrid meeting with in-person attendees and virtual attendees. The meeting was live streamed on the Town Website, and the Town Facebook page. Chairperson Catalino presided, and the following Board members were present:

**Timothy Kelly  
Warren Linhart  
Eric Christensen  
Jessica Detor**

The following Town Officers were present: Carrie Grevelding, ZBA Clerk. Joseph Frateschi, Town Attorney. Tom Poitras, Director of Planning and Development.

**In-Person Attendees:** Gardar Olafsson, Syracuse. Kevin Favreau, Syracuse. Paul Ryan. East Syracuse. Edward (Teddy) Ryan, East Syracuse.

**Virtual Attendees:** Susan Cunningham

**Pledge Of Allegiance**

Chairperson Catalino welcomed everyone and called the meeting to order at 6:30 PM. Chairperson Catalino led the Pledge of Allegiance.

**Approval Of Minutes**

1. March 4, 2026

Member Kelly made a motion, Seconded by Member Linhart, to approve minutes from

March 4, 2026 as presented by the clerk.

Ayes: Chairperson Catalino, Member Kelly, Member Linhart, Member Christensen, Member Detor

Nayes: None  
Abstain: None  
Results: Passed

**Wayne Welshans - 303 Palmer Dr, Fayetteville, NY - Tax Map #087.-09-18.0**

Member Kelly made a motion, Seconded by Member Christensen, to deem the application abandoned and to dismiss the application.

Ayes: Chairperson Catalino, Member Kelly, Member Linhart, Member Christensen

Nayes: None  
Abstain: Member Detor  
Results: Passed

**Public Hearing**

1. Paul Ryan - Huntwood Path - Appeal

Member Christensen made a motion, Seconded by Member Linhart, to waive the reading of the public notice.

Ayes: Chairperson Catalino, Member Kelly, Member Linhart, Member Christensen, Member Detor

Nayes: None  
Abstain: None  
Results: Passed

Member Christensen made a motion, Seconded by Member Detor, to open public hearing.

Ayes: Chairperson Catalino, Member Kelly, Member Linhart, Member Christensen, Member Detor

Nayes: None  
Abstain: None  
Results: Passed

Paul Ryan, the applicant, was present to present his case regarding the appeal of the

issuance of Building Permit #0091-24 for the property located at 4812 Huntwood Path. Supporting documents were provided to the Board for reference.

Attorney Frateschi questioned Director of Planning Tom Poitras regarding any written determinations made concerning the property in question. Mr. Poitras advised that the only written determination made by him or his department was the issuance of the permit on June 26, 2024.

Clerk Grevelding read 2 correspondences from residents regarding the appeal that was brought forward by Mr. Ryan.

Member Christensen made a motion, Seconded by Member Linhart, to close public hearing.

Ayes: Chairperson Catalino, Member Kelly, Member Linhart, Member Christensen, Member Detor

Nayes: None

Abstain: None

Results: Passed

Attorney Frateschi presented the following resolution to the ZBA for adoption:

This Board has reviewed the documents which are part of the record on this appeal and has heard all matters presented in a Public Hearing duly held at the Town of Manlius Zoning Board of Appeals on March 19, 2026. The Board, therefore, makes the following Findings and Determinations with respect to this Appeal:

The record reveals in relevant part as follows:

On June 26, 2024, a building permit (the "Building Permit") was issued for construction of a Privacy Wing Wall (the "Wall") upon land owned by Susan Cunningham at 4812 Huntwood Path, which is located in the Town of Manlius, County of Onondaga, State of New York (the "Premises").

Pursuant to the testimony of Director of Planning and Development Tom Poitras at the March 19, 2026 Public Hearing, no further written determinations have been made by the Town of Manlius or any officer or employee of the Town of Manlius and filed in his office related to the Wall or the Premises since June 26, 2024.

On February 25, 2026, the Applicant submitted an Appeal to the Zoning Board of Appeals, challenging the June 26, 2024 determination of the Codes Enforcement Officer. The Applicant offered many exhibits in support of the Appeal.

A Public Hearing was held at the Town of Manlius Zoning Board of Appeals meeting on

March 19, 2026. Testimony was given by Paul Ryan, Tom Poitras, Director of Planning and Development and correspondence from neighboring property owners was read into the Record. The document package submitted February 25, 2026 as well as the testimony and correspondence provided at the Public Hearing constitute the record. The Public Hearing was closed on March 19, 2026.

Question Presented on Appeal:

Is the Appeal of the Applicant submitted February 25, 2026 timely, or is it barred by the Statute of Limitations?

Decision:

The Building Permit for the Wall was issued by the Code Enforcement Officer on June 26, 2024 and was filed in his office that day pursuant to his testimony. Pursuant to the testimony of the Director of Planning and Development, there have been no other determinations that have been made related to the Wall or the Premises. NY Town Law Section 267-a (5) (b) requires that an appeal regarding the issuance of the Building Permit be made within 60 days of issuance and filing of the official's determination.

The time within which the Applicant was required to request the Zoning Board of Appeals to review the determination expired over one year prior to the Appeal herein.

Chairperson Catalino made a motion to adopt the resolution as read, Seconded by Member Christensen.

Clerk Grevelding Performed a Roll Call Vote

Chairperson Catalino - Aye

Member Kelly - Aye

Member Linhart - Aye

Member Christensen - Aye

Member Detor - Aye

Results: Passed

### **Other Business**

Member Kelly made a motion, Seconded by Chairperson Catalino, to enter Executive Session to discuss matters pertaining to pending or possible litigation.

Ayes: Chairperson Catalino, Member Kelly, Member Linhart, Member Christensen, Member Detor

Nayes: None

Abstain: None

Results: Passed

Member Christensen made a motion, Seconded by Member Kelly, to exit executive session.

Ayes: Chairperson Catalino, Member Kelly, Member Linhart, Member Christensen, Member Detor

Nays: None

Abstain: None

Results: Passed

### **Adjournment**

There being no further business to come before the Board, upon motion duly made by Member Detor and seconded by Member Kelly the Board voted unanimously to adjourn regular session at 7 PM .

Respectfully Submitted,  
Carrie Grevelding  
Zoning Board of Appeals

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