

Planning/Zoning Board Meeting of the Town of Van Buren held on January 13, 2026, at the Van Buren Town Hall, 7575 Van Buren Road, Baldwinsville, New York, was called to order at 6:00 PM.

Pledge of Allegiance

Roll Call:

Mr. Claude Sykes	Planning Board Member
Ms. Jesse McMahon	Planning Board Member
Mr. Roger Roman	Planning Board Member
Mr. James Bowes	Planning Board Member
Mr. James Virginia	Planning Board Member
Mr. James Schanzenbach	Vice Chairman
Mr. Mark Budosh	Chairman

Also Present:

Ms. Nadine Bell	Town Attorney
Mr. Jason Hoy	Town Engineer
Mr. Chaz Gambino	Director of Codes
Ms. Kamri Kiteveles	Codes Clerk
Mrs. Jennifer Sullivan	Deputy Supervisor

Minutes:

Motioned by Mr. Sykes, seconded by Mr. Roman, to approve the minutes of December 9, 2025, as published.

Mr. Sykes- Yes, Mr. Roman- Yes, Mr. Bowes- Yes, Mr. Virginia- Yes, Ms. McMahon- Yes, Mr. Schanzenbach- Yes, Mr. Budosh- Yes

Site Plan: Centerline Communication, 2380 Ellsworth Road, Tax Map ID# 032.-06-03.0

Applicant was unable to be present to address the board. The application has been submitted for modifications to an existing cell communication tower.

Chair asked for any questions regarding the application, and plans.

No one spoke.

Motion by Ms. McMahon, seconded by Mr. Virginia, to approve the ratification and reaffirmation of the original SEQR determination issued during the initial site plan approval for the cell tower on the existing site.

Mr. Sykes- Yes, Mr. Roman- Yes, Mr. Bowes- Yes, Mr. Virginia- Yes, Ms. McMahon- Yes, Mr. Schanzenbach- Yes, Mr. Budosh- Yes

Chair asked for any further comments. No one spoke.

Motion by Mr. Sykes, seconded by Ms. McMahon, to approve the Centerline Communication site plan as shown in the drawings stamped and signed by POD Engineering Group on October 27, 2025.

Chair asked for any further comments. No one spoke.

Mr. Sykes- Yes, Mr. Roman- Yes, Mr. Bowes- Yes, Mr. Virginia- Yes, Ms. McMahon- Yes, Mr. Schanzenbach- Yes, Mr. Budosh- Yes

Site Plan: Simple Roast Coffee, 2265 Downer Street Road, Tax Map ID# 034.-04-06.1

Matt Peirson was present to address the board. Applicant is seeking site plan approval for a drive-through coffee shop located in the Downer Street Plaza.

Applicant stated the business would operate as drive-through only, with no walk-up traffic. Applicant added that the purpose of doors on each end is to be able to more efficiently serve guests.

Chair stated materials pertaining to the building elevation, traffic, and the Short Environmental Assessment Form have been submitted in response to comments received from the pre-agenda meeting.

Chair asked if the structure would be permanent.

Applicant explained that the structure is classified as a mobile building, secured with ground screws in the foundation for stability, while retaining the capability to be relocated if necessary.

Chair asked if there are plans to include a restroom.

Applicant confirmed.

Chair asked if the compacity of the existing sanitary system had been reviewed.

Applicants' Engineer, Rudy Zona of RZ Engineering stated that the sanitary sewer generation is five to fifteen gallons per day.

Mr. Schanzenbach noted that the condition of the sewer lines intended to tie into is unknown and emphasized that any necessary repairs should be completed beforehand.

Applicants' Engineer agreed, stating that further inspection of the lines could be completed.

Mr. Sykes asked if the restroom would be open to the public.

Applicant replied no, employee use only.

Mr. Sykes asked if there were any ADA requirements.

Applicant stated being under 500 square feet there are no ADA compliance requirements.

Chair stated that the drainage system in the vicinity of the site is shallow expressing concern of damage.

Applicants' Engineer stated they will not be tying into it nor penetrating the ground aside from the four screw holes for the foundation reassuring that there will be no impact on the drainage system.

Applicants' Engineer added that stormwater planters are on all four corners for the downspouts in an effort to clean up the water quality and reduce water runoff.

Mr. Schanzenbach stated that the entire parking lot sheds into catch basins, questioning if the location of the structure would impede a runoff path.

Applicants' Engineer explained that the building being freestanding even with a skirt on it, would allow water to still flow in that direction and underneath the structure.

Applicants' Engineer suggested to the Board that they view the additional facilities in Auburn to get an understanding of the layout.

Chair stated that they will need WEP and OCWA approval, and a referral to Onondaga County Planning for review.

Applicants' Engineer addressed the parking concerns brought forward by the Board with a letter from the landlord and a layout of the parking lot showing that there is still ample parking.

Mr. Sykes asked is there was a project timeline.

Applicant stated they are hoping to complete the project by summer.

Chair asked for the hours of operation.

Applicant responded from 6am to 6pm, 7 days a week.

Mr. Sykes asked what forms of lighting would be used.

Applicant stated that residential puck lights would be used.

Mr. Schanzenbach asked how the building would be heated.

Applicant stated by mini splits mounted on the wall with units outside, similar to a construction trailer.

Mr. Schanzenbach asked where and how they planned to obtain power, and requested it be depicted on the plans.

Applicant stated underground, from the pole located at the rear of the barbershop.

Mr. Sykes added that permission must be granted by the property owners to utilize their easements.

Mr. Schanzenbach reiterated that indoor service is not provided, questioning the drive-in service Town Code requirements which state in section 200.27 C1 "Drive in service is only permitted in association with permitted principal indoor use and/or a special use permit" requesting further clarification from the Director of Codes.

Director of Codes stated he would look into it and relay the determination to the Board.

Mr. Virginia questioned the purpose of the porches.

Applicant explained that the porches are designed to provide employee coverage, one side for taking orders and the other for handing them out, ensuring smooth traffic flow during peak times. During slower periods, both ordering and pickup will occur at the window.

Mr. Virginia questioned the direction of entrance to the establishment with concern regarding exiting to the adjacent intersection.

Applicants' Engineer explained that they are using what is within their leasable area, adding that the Tops Gas Station also exits at the intersection.

Mr. Sykes asked what would be used for building protection, suggesting they consider more than just the four corner stormwater planters.

Mr. Schanzenbach expressed concern with the project appearing too temporary, stating that if the plan is to be long-term the plans should depict that.

Chair suggested implementing something to better define the driving lanes, especially in the wintertime.

Mr. Schanzenbach suggested making the location an island.

Chair asked if doing so would be allowed by the property owner.

Applicant responded that it is a discussion they will have.

Chair stated that the Board will continue its discussion and share any questions with the Applicant before the next meeting.

Mr. Schanzenbach emphasized that confirming the Drive-in Service allowance per our Town Code is most important. Adding that, a special use permit applicant is required due to it being a stipulation for any drive-through.

Applicant questioned the need for a special use permit.

Chair advised the applicant to discuss this matter further with the Code Enforcement Office.

Motion by Mr. Sykes, seconded by Mr. Roman to schedule a public hearing for Simple Roast Coffee 2265 Downer Street, for February 10, 2026.

Mr. Sykes- Yes, Mr. Roman- Yes, Mr. Bowes- Yes, Mr. Virginia- Yes, Ms. McMahon- Yes, Mr. Schanzenbach- Yes, Mr. Budosh- Yes

Site Plan: The Tree Guy, 7356 Van Buren Road, Tax Map ID# 051.-03-19.0

David Roche was present to address the board. In July 2025, the applicant appeared before the Planning and Zoning Board seeking site plan approval to operate a tree service, landscaping business, and firewood processing on the property located at 7356 Van Buren Road.

Chair requested that the applicant provide a surveyed site plan indicating lighting, parking areas, and all existing or proposed structures before returning before the Board.

Applicant submitted an updated site plan illustrating all structures on the property in relation to the easements. As requested, the plan includes a designated parking area, two motion-activated lights, and a portable restroom.

Chair stated that the structure used to sell lumber must be moved back.

Applicant responded that the work has already been completed, and the structure is now located directly behind the property line beneath the light. The applicant further stated that there is a safety concern with the preexisting berm around the property in proximity to the stand, and once the ground has thawed, that issue will be corrected.

Chair requested the Applicant explain site operations as shown.

Applicant stated that the wood barn is in the process of being relocated. In addition, the applicant reported that he is actively working on cleaning up the property, including removing debris piled in an area visible from the highway. To improve the overall visual appearance of the site, the applicant has moved operations to the east away from Van Buren Road, to be out of public view.

Chair asked if the light near the parking lot was already installed.

Applicant confirmed that the lights are low-volume, motion activated, non-industrial fixtures, intended solely as an added security measure.

Mr. Schanzenbach asked for confirmation that the construction debris pile had been cleared.

Applicant informed the Board that clean up efforts had been made, and a company is scheduled to remove what is remaining come spring.

Mr. Virginia requested that the applicant submit a more detailed narrative, describing intended site's use solely for the Towns' records.

Chair asked for any further questions or comments.

Mr. Sykes noted that the letter submitted by the landowner grants permission for submission of the drawing, it is recommended that the applicant obtain a formal document authorizing use of the property.

Chair informed the applicant that they may continue operations while the review process is underway.

Chair requested the application be revised to include a detailed narrative and then submitted to Onondaga County Planning for review.

Applicant confirmed.

Chair referenced the multiple recent height variance applications submitted and asked the board whether they would consider voting to amend the Code to permit a public hearing at the initial meeting.

Chair questioned whether the Code should be changed to modify the requirements for a height variance, ensuring they align with practical standards for these structures.

Mr. Virginia agreed and suggested also modifying the peak height requirements.

Town Attorney advised that this matter must be presented to the Town Board for a local law amendment.

Chair stated he will review the Town Code and begin drafting a proposal for review.

Town Attorney added that a formal proposal should be presented at the next Planning and Zoning meeting for recommendation to the Town Board.

Chair asked for any other questions or comments. No one spoke.

Motion by Mr. Sykes, seconded by Ms. McMahon to adjourn to the next regular meeting on February 10, 2026, at 6:00 PM.

Mr. Sykes- Yes, Mr. Roman- Yes, Mr. Bowes- Yes, Mr. Virginia- Yes, Ms. McMahon- Yes, Mr. Schanzenbach- Yes, Mr. Budosh- Yes

Meeting Closed at 7:10

Respectfully submitted,

Kamri Kiteveles, Codes Clerk