

**VILLAGE OF CENTRAL SQUARE
3125 EAST AVENUE
CENTRAL SQUARE, NY 13036**

**PLANNING BOARD MEETING
March 21, 2024 – 7PM**

**PUBLIC HEARING
PLANNING BOARD MINUTES**

The Village of Central Square Planning Board met at the Village Hall on March 21, 2024, at 7:00 pm. Board members in attendance were Chairwoman Maryellen Commisso, Sue Welke, Maggie Kirkby, Robin Hansen and Matthew Stevens. Additional attendees include Deputy Mayor Millard Murphy and Joseph Frateschi.

Called to Order:

Chairwoman Maryellen Commisso called the meeting to order at 7:00 p.m. and started with the Pledge of Allegiance. All Board Members in attendance were signed in.

Planning Board Old Business:

Maggie Kirkby made a Motion to accept the February 15th, 2024, Planning Board Meeting minutes. Robin Hansen seconded the Motion. Chairwoman Commisso, Sue Welke, Maggie Kirkby, Robin Hansen and Matt Stevens were all in favor. Motion carried.

The 2013 Comprehensive Plan seems to be the most updated but was not sent to the Board of Trustees for approval. The 2013 Plan should be adopted as the 2024 Comprehensive Plan, but any changes should continue to be made for a 2025 Comprehensive Plan that can be approved at a later date.

A motion was made by Chairwoman Commisso to send a letter to the Board of Trustees that the Planning Board will be sending the Board a 2024 Comprehensive Plan for their review and approval. This was seconded by Maggie Kirkby. Chairwoman Commisso, Sue Welke, Maggie Kirkby, Robin Hansen and Matt Stevens were all in favor. Motion carried. Krista will draw up the letter and send a draft for approval.

Chairwoman Commisso wanted everyone on the Planning Board to share their thoughts on what they'd all like to see happen to the East Ave. Corridor that encompasses the 22 properties on State Route 49 from Rt. 11 down towards the railroad tracks. As well as what the Board Members would like to see happen for the community in that area.

Matthew Stevens said he had recently visited Washington DC and that accessory dwellings seem to be in demand. Lots of requirements need to be met to build them and can be used for grandparents or tenants depending on the situation. These can bring more to our communities.

Robin Hansen said that there are 10 houses on one side of the road and 12 on the other including the Masonic building. She would like it to remain more housing than commercial buildings. Not all developers want to just update a home and rent it as a single family. There aren't a lot of homes in this corridor, and they look nice. She would like to see something done with the ditches

since they make the area look dirty. This should be a showcase for the people entering Central Square.

Sue Welke agreed with both Matthew and Robin's observations and added that housing is needed in the area but there must be rules in place like no high rises. The sidewalks in that corridor need to be updated and drainage is an issue.

Maggie Kirkby would not like to see multi-family homes in the area because they seem to become less maintained and cause more vehicles to be in front of the homes.

Sue Welke said that the traffic may get worse with the addition of the proposed roundabout at Rt. 11 and East Ave.

Maryellen Commisso stated that she doesn't want to see Air B n B's go up and rent out for weekends. Maryellen stated that the code book will need to be updated to specify this.

Deputy Mayor Murphy said that Code Enforcement Officer Cusato could explain a special permit and the control that the Board and village would have over what the permit can be used for. He also mentioned that burying the electrical wires and planting trees would make a huge difference in the aesthetic of that corridor.

Joe Frateschi enters at 7:34pm and stated that he will send the draft on the special permit that Code Enforcement Officer Cusato and he wrote.

Joe Frateschi begins by mentioning that the special permit the Planning Board is speaking about tonight pertains to the East Ave. Corridor only. A resident would fill out the special permit for an accessory dwelling and bring it to the Planning Board. The Planning Board would approve or disapprove the special permit based on the clear definitions/criteria that must be met such as a specific lot size, square foot of dwelling, how many bedrooms, etc. along with any other drawings necessary.

For this area, the accessory dwelling would be limited to 2 bedrooms, a minimum of 600 square feet but not to exceed 1,200 square feet. The dwelling can't exceed 50% of the floor space. The height of the dwelling is limited to 35 feet as the existing new building permits. This includes converting an existing structure. The New York State Building Fire Codes must be met. The property owner must live in the main building or the accessory dwelling. This may ensure that the property is maintained. If the original owner of the property passes, the new owner will need to follow the criteria set by the original owners' accessory dwelling permit. As far as setbacks are concerned, the space between the accessory dwelling, the main dwelling and any neighboring homes must meet current requirements. Both the main and accessory dwellings must not exceed 40% of the lot. There are not many lots in this area that have the room to add onto the current dwelling or add an accessory dwelling.

The principal/accessory lot coverage needs to be reiterated to include the parking needs of the new accessory dwelling. There must be 2 parking spaces for each accessory unit. The actual size of a parking spot is in the code book.

The accessory dwelling must have a kitchen and bathroom and be hooked into the Central Square Village sewer and OCWA water as all new building permits. Additional criteria must also be followed:

- Aesthetically must match the main house – same materials used and complement the neighborhood.
- Must adhere to any lighting codes.
- Can't affect the traffic, noise or appearance of any other neighbor.
- The uses of the dwelling must be defined.
- The permit must accompany a professional site plan and survey and be in line with the current new building permits. A fee along with the additional square footage fee will be assessed at the time of the application.
- Special Permit is non-transferable meaning that if the original owner sells the property before the dwelling is built, the new owner must submit an entirely new special permit.
- The property can't have existing code violations.
- Accessory dwellings must be inspected every year.
- If not in compliance with the criteria set forth, the special permit can be revoked.

For the East Ave. Corridor, the Planning Board will limit the special permits for accessory dwellings to five (5). Licenses and permits need to be added to the code book for these accessory dwelling applications. These will also have to be brought into a Public Hearing for final approval on a case-by-case basis. The Special Permit will expire in 1 year unless the accessory dwelling is completed and if not completed, the resident will need to re-apply for the special permit and must be used based on the original specifications.

For accessory dwellings and rentals alike, there should be a Rental Registry and Licensing person in charge of those property locations.

Joe Frateschi will send a draft to the Planning Board members tomorrow and would like to meet with the Planning Board before going forward with presenting this to the Board of Trustees. At the next meeting, Joe Frateschi and the Planning Board would like one or both Code Enforcement Officers present. They may have additional information to add or questions.

April 2024 Meeting:

The April meeting will be held on TUESDAY, April 16th, 2024, at 7pm.

Close Meeting:

Maggie Kirkby made a Motion to close the meeting. Sue Welke seconded the Motion. All Board members were in favor. Motion Carried. The meeting closed at 8:50 pm.

Respectfully submitted,

Krista Ruzekowicz
Planning Board Secretary