



CITY OF SYRACUSE, MAYOR SHARON F.OWENS
300 South State Street, Suite 700 Syracuse, NY 13202

Department of Neighborhood and Business Development
 Jake Dishaw, Zoning Administrator
 Office of Zoning Administration – P: (315)448-8640 E: Zoning@syr.gov

<u>V-2026-12</u>	<i>Staff Report – May 14th, 2026</i>	
<i>Application Type:</i>	Area Variance	
<i>Project Address:</i>	1238 Comstock Ave Rear (Known as 119 Xavier. Cir) (Tax ID: 059.-07-25.0).	
<i>Summary of Proposed Action:</i>	The Applicant is seeking relief to exceed the maximum 30 % structural coverage requirement for the construction of a newly 2-story single dwelling unit on a vacant lot. The proposed building will have an attached two-car garage and a patio area in the backyard. Total square footage of project site: 4,007 SF	
<i>Zoning Violation</i>	The proposal violates SZO, Art. 2, Sec. 2.2B “ The maximum structural coverage shall be 30%”. The proposed structural coverage is 42% feet.	
	<u>Prohibited in Zoning Code</u>	<u>Proposed by Applicant</u>
	The structural coverage in the R1 Zone District exceeds 30%	The proposed building has a total 42% structural coverage 1680 SF of which 481 SF exceeds the permitted coverage and is subject to a zoning violation.
<i>Owner/Applicant</i>	Good Fellow Holdings LLC (Current Owner/Applicant) Lowell Niemetz, Good Fellow Holdings LLC (Representative/Applicant)	
<i>Existing Zone District:</i>	All parcels involved are located in the Singel Unit Residential (R1) Zone District.	
<i>Surrounding Zone Districts:</i>	The neighboring properties to the north, east, and south are within R1 Zone District.	
<i>Companion Application(s)</i>	N/A	
<i>Scope of Work:</i>	There is no scope of work associated with this Area Variance.	
<i>Staff Analysis:</i>	<u>Factors:</u> - The parcel is located within the established single-dwelling residential area known as Xavier Circle, which was originally resubdivided and developed around 2012 for single-dwelling cluster development. The subject lot is one of the remaining vacant parcels that has not yet been developed. - The proposed building footprint is 1,680 SF, covering 42% structural coverage; The driveway surface coverage is 325 SF(9.1), which complies with the maximum allowable coverage 20%. Other non-natural surface coverage is 377 SF(9.4), which complies with the maximum allowable coverage 10 % under R1 Zone District pursuant to SZO Art.2, Sec. 2.2 B. - Besides the proposed master bedroom on the first floor, the house will include two bedrooms and one bathroom on the second floor.	

Staff Analysis of Applicant's Area Variance Criteria

1. Neighborhood Character Analysis:

The surrounding properties are located in the R1 Zone District, and primarily consist of single dwelling units, which is consistent with the proposed building's use and design. The proposed building footprint is restricted by the relatively smaller lot size compared to the majority of lot sizes (4,200 – 6,000 SF) in Xavier Circle. While the proposal seeks additional structural coverage, the resulting building size is comparable to the adjacent existing buildings and is not considered an outlier that would alter the established character of Xavier Circle. The proposed building's height, setbacks and driveway pavement are compliant with the dimensional standard in the R1 Zone District.

2. Feasibility of Alternatives Analysis:

Due to the prospective homeowner's medical needs, a first-floor bedroom is required, which increases the building footprint to accommodate accessible living without reliance on stairs. The proposed 42% structural coverage can only be granted by the Board of Zoning Appeals, as the Zoning Administrator has authority 5% allowable adjustment. A resubdivision to acquire additional land is not feasible, as it would render adjacent lots noncompliant and potentially unbuildable. Given the limited lot size and the specific circumstances, an area variance is the most practical approach to accommodate the proposed dwelling.

3. Substantiality Analysis:

The proposed deviation is quantitatively substantial. The building structural coverage exceeds the 30% maximum allowable by 481 SF , or 12 %.

4. Adverse Effect Analysis:

The proposed new construction is not expected to create adverse impacts on stormwater infrastructure or surrounding properties. Xavier Circle was originally designed and approved to accommodate 33 residential lots, but was reduced to 29 through multiple resubdivisions. As such, the proposed increase in impervious surface in a single parcel is not anticipated to exceed the capacity of the existing infrastructure or create drainage issues.

5. Self-Created Difficulty Analysis:

The proposed variance is considered self-created, as this is the applicant's intent to construct the proposed building with the particular building footprint.

Staff recommends approval of the requested area variance. Based on the balance test, the proposal satisfies the majority of the statutory approval criteria, specifically in Neighborhood Character, Feasibility of Alternatives, and Adverse Effects.

	<u>Recommend conditions if approved:</u> - The applicant shall comply with the general conditions for approval on Area Variance application. (See the attached sheet General Conditions for Variance Approval). - In addition to the General Conditions, Staff recommend the following specific conditions: 1. Any increase in the building footprint beyond the approved plans shall require prior approval from the Board of Zoning Appeals.
<i>Zoning Procedural History:</i>	-N/A
<i>Summary of Zoning History:</i>	-Vacant lot, no Zoning history is available
<i>Code Enforcement History:</i>	-Vacant lot, no Code Enforcement History
<i>Summary of Changes:</i>	This is not a continued application.
<i>Property Characteristics:</i>	<u>Existing property characteristics</u> The subject property is at 1238 Comstock Ave Rear. is an irregularly shaped parcel with a lot size of 4,007 SF (0.092 acres). The property has 43.25 FT of street frontage along Xavier Circle (private road). The northern property line borders 66.65 FT along the property line of 1230 Comstock Ave., the southern property line borders 80 FT along the property line of 1244 Comstock Ave Rear, and the western property line borders 50.01 FT along the property lines of 1230 Comstock Ave. The property is currently vacant land.
<i>SEQR Determination:</i>	Pursuant to the 6 NYCRR §617.5 (17), the proposal is a Type II Action.
<i>Onondaga County Planning Board Referral:</i>	Pursuant to GML §239-l, m and n, the proposal does not meet the criteria to be referred to the Onondaga County Planning Board for review.

Application Submittals: The application submitted the following in support of the proposed project:

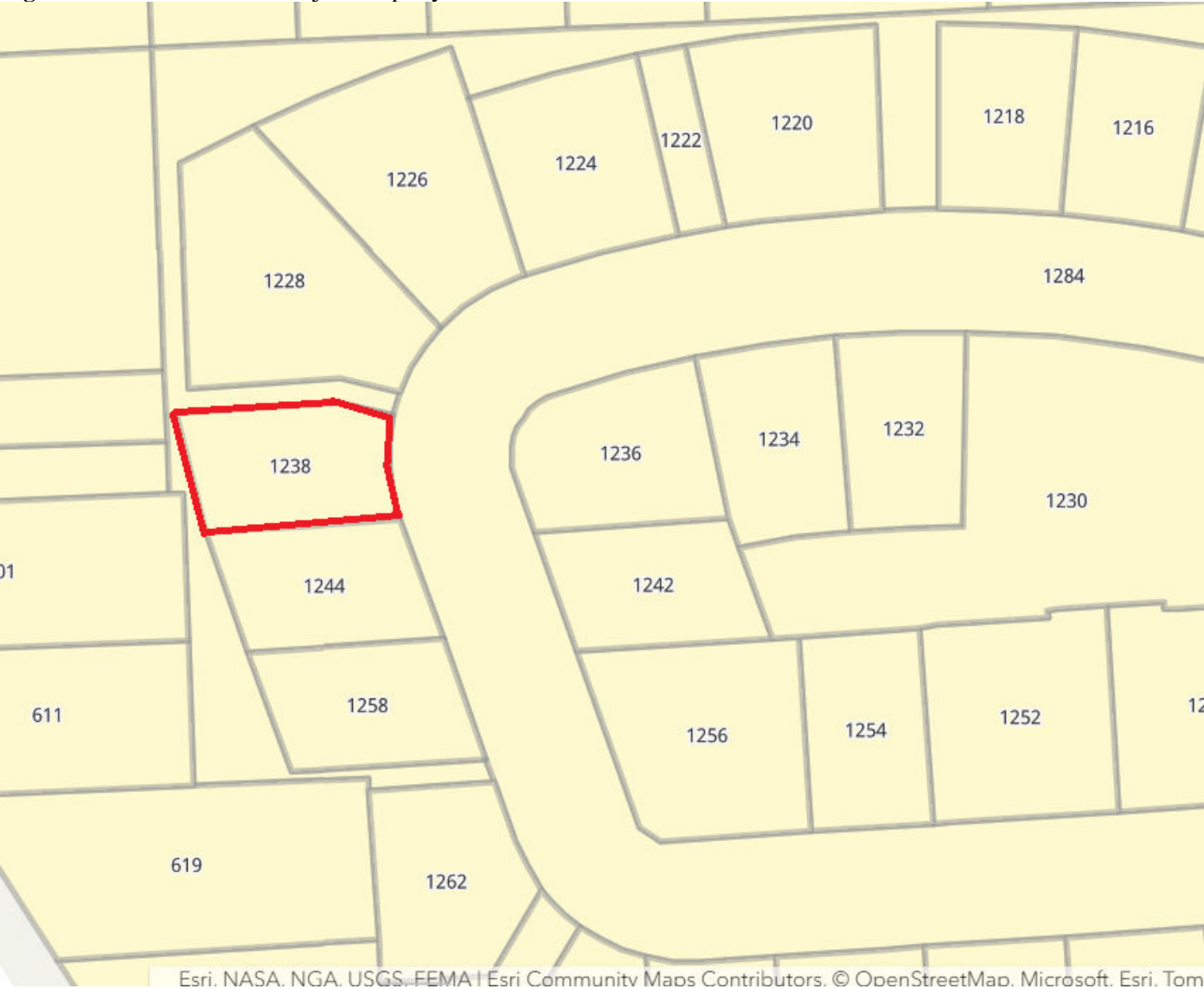
- Area Variance application
- “Resubdivision Map for the Lands of known as Nos.115 & 199 Xavier Circle, Lot Nos. 14& 15 Xavier Woods Part of Lot No.94, City of Syracuse, County of Onondaga, State of New York. Drawn by Licensed Land Surveyor: Patrick C Reynolds. Ianuzi & Romans Land Surveying, P.C; Scale: 1”=20; Date: 12/8/2014
- Preliminary Site and floor Plan package (Sheet SD100 - SD 120); Fred & Liz Zolna New Residence, Project Number: 25006; Prepared by MT + Studio, Lot 14, Xavier Cir, Syracuse. Architect: Minh Lam; Date: 02/25/2025. Scale as noted.

Attachments:

- Area Variance Application

Context Maps:

Figure 1: Zone District of Subject Property



Description: Figure 1 shows the current Zone District of the subject property.
Image Source: City of Syracuse Neighborhood and Business Development, ReZone Syracuse Zoning Map

Figure 2: Aerial Imagery of Subject Property



Description: Figure 2 shows satellite imagery of the subject property.

Image Source: Onondaga County GIS on the Web, <https://spatial.vhb.com/onondaga/>



Add a Caption

Monday • May 4, 2026 • 7:17 PM

[Adjust](#)

📁 IMG_3205



Office of Zoning Administration

CITY OF SYRACUSE, MAYOR SHARON F. OWENS

Jacob R. Dishaw
Zoning Administrator

Conor Rourke
Land Use & Zoning
Attorney

Haohui Pan
Zoning Planner II

Noah Garcia
Zoning Planner II

Rebeca Baker
Zoning Planner I

Masihullah Omary
Zoning Planner II

To: Lowell Niemetz

640 Fellows Ave
Syracuse, NY 13210

Re: Application Compliance for a proposed Single-dwelling unit at 1238
Comstock Ave Rear.

Bld Dear Marla Cohen,

On 5/1/2026, Nate Pan determined that the proposal for establishing a single-dwelling unit of 42 % structural coverage will not be permitted due to the violation of **SZO Article. 2, Section. 2.2B: “The 30% maximum structural coverage in R1 Zone District.”**

As a result, the application will be denied by the Central Permit office. The applicant may revise the site plan to address the deficiencies noted above and resubmit for review. Alternatively, if the applicant believes that compliance with the Zoning Code is not feasible, they may seek relief through the variance application before the Zoning Board of Appeals pursuant to SZO, Article. 5, Section 5.5 A

If you have any questions or would like to discuss possible revisions to bring the proposal into compliance, please contact hpan@syr.gov.

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

Office of Zoning Administration 300 South State Street, Suite 700 Syracuse, NY 13202

Office 315 448 8640 zoning@syr.gov www.syr.gov

Variance Application



For Office Use Only

Zoning District: _____
Application Number: V-_____ - _____
Date: _____

Office of Zoning Administration
One Park Place, 300 S State St,
Suite 700
Syracuse, NY 13202
Phone: (315) 448-8640
Email: zoning@syr.gov.net

Variance Application

*This application may be emailed, or mailed, or delivered in person to the Syracuse Office of Zoning Administration. Do not bind application materials. Faxed submissions will not be processed. **Email submissions must be packaged together in a single PDF with all applicable materials, please call if you want to discuss another electronic delivery method.** If you wish to discuss the application with a member of our staff, please call ahead for an appointment.*

General Project Information

Business/project name: New single family home construction at 119 Xavier Circle		
Street address (as listed in the Syracuse Department of Tax Assessment property tax records): Comstock Ave R 119 Xavier, Syracuse NY 13210		
Lot numbers: 14	Block number: 059.-07-25.0	Lot size (sq. ft.) 4,007
Current use of property: Vacant land	Proposed: Single Family Home	
Current number of dwelling units (if applicable):	Proposed:	
Current hours of operation (if applicable):	Proposed:	
Current onsite parking (if applicable):	Proposed:	
Zoning (base and any overlay) of property: R1		
Companion zoning applications (if applicable, list any related zoning applications):		
Project construction (check all that apply): ☐ Demolition (full or partial) ☒ New construction ☐ Exterior alterations ☐ Site changes		
Variance requested (check one and cite the section of the Zoning Ordinance that a variance is requested): ☐ Use variance ☒ Area variance		
Nature and extent of variance requested (attach additional pages if necessary): Good Fellow Holdings LLC (builder) is requesting a variance to build a home with a structural coverage of 1,680 sq ft, which is 12% over the allowable 30% lot coverage. Builder is requesting this in order to meet the needs of a buyer interested in purchasing the lot and contracting Good Fellow Holdings to construct a new, single family home with a first floor master bedroom, to accommodate their needs. The proposal also includes a 2 car garage on the ground level in a setting where below ground construction is impractical. The buyer is very interested in living in the neighborhood, and this is the last lot available for purchase. The buyer and builder have been in contact with members of the neighborhood and have communicated their plans, to no adverse reactions. Good Fellow Holdings LLC is asking for a variance to build a home with 1,680 sq ft of structural coverage with first floor master bedroom to meet the needs of their client.		

Variance Application



Office of Zoning Administration
One Park Place, 300 S State St,
Suite 700
Syracuse, NY 13202
Phone: (315) 448-8640
Email: zoning@syr.gov.net

Owner/Owner's Agent Certification

By signing this application below, I, as the owner of the property under review give my endorsement of this application.

Print owner's name: Lowell Niemetz - Good Fellow Holdings LLC

Signature: Lowell Niemetz

Digitally signed by Lowell Niemetz
DN: C=US, E=lniemetz@hb1872.build, CN=Lowell Niemetz
Date: 2026.04.03 08:23:13-04'00'

Date: 3/25/26

Mailing address: 640 Fellows Ave Syracuse NY, 13210

Print authorized agent's name:

Date:

Signature:

Mailing address:

The names, addresses, and signatures of all owners of the property are required. Please attach additional sheets as needed. **If a property owner designates an authorized agent as a legal representative to apply on their behalf or to present the project at the City Planning Commission, please attach an executed power of attorney.** Faxed or photocopied signatures will not be accepted.

Variance Application



Office of Zoning Administration
One Park Place, 300 S State St,
Suite 700
Syracuse, NY 13202
Phone: (315) 448-8640
Email: zoning@syr.gov.net

Area Variance Test

An Area Variance is permission to build in a portion of the property that is otherwise restricted by the Zoning Rules and Regulations, as amended. New York State law requires applicants to prove that the potential benefit of an Area Variance will outweigh any burden to community health, safety, and welfare through a five-part balancing test (see https://www.dos.ny.gov/lg/publications/Zoning_Board_of_Appeals.pdf for more information).

Briefly describe below how an Area Variance would affect the community using the following five tests and attach all supporting materials.

1. Neighborhood Character

Describe whether an undesirable change will be produced in the character of the neighborhood, or a detriment to nearby properties will be created by the granting of the area variance.

There will be no undesirable changes as the home will be similar in design to the existing homes in the neighborhood and the design will be approved by the HOA prior to construction beginning.

2. Feasibility of Alternatives

Describe whether the benefit sought by the applicant can be achieved by some other method that will be feasible for the applicant to pursue, other than an area variance.

There are no other lots for sale in the neighborhood, and a smaller home size will not fit the buyer's needs.

3. Substantiality

Describe whether the requested area variance is substantial.

The variance is 480 sq ft larger than permitted, and it is the opinion of the applicant that this is not substantial.

The proposed home will comply with all other current zoning dimensional criteria, including current height limitations.

4. Adverse Effect

Describe whether the proposed area variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district.

There will be no adverse effects on the physical or environmental conditions.

5. Self-Created Difficulty

Describe whether an alleged difficulty was self-created, which consideration shall be relevant to the decision of the board of appeals, but shall not necessarily preclude the granting of the area variance.

From: Good Fellow Holdings, LLC
640 Fellows Ave
Syracuse, NY 13210

To: Nate (Haohui) Pan
City of Syracuse
One Park Place, 300 S State St, Suite 700
Syracuse, NY 13202

RE: Zoning Application V-2026-12
1238 Comstock Ave Rear
Syracuse, NY 13210

To whom it may concern,

This letter is written as supporting documentation for the above listed zoning area variance application regarding the proposed single-family home to be built on lot 14, Xavier Circle.

Due to the interested buyer's medical needs which necessitate a first floor bedroom, which then increases the building footprint size, their interest in living in the development of Xavier Woods, and the fact that there are no more lots available in this development, the current property owner and builder, Good Fellow Holdings, LLC, is seeking this variance.

The proposed new construction's impervious surface area will not adversely affect the storm water infrastructure of the development, as the development was originally planned and approved for 31 total lots/homes and has since been reduced to a total of 28.

At approximately 4,000 sq ft, Lot 14 is of similar size as the other lots at Xavier Woods and this proposed design is not radically different than any other homes that have been approved and built at Xavier Woods.

Email transcript from interested buyer describing medical needs for a first floor bedroom:

Hi Lowell-

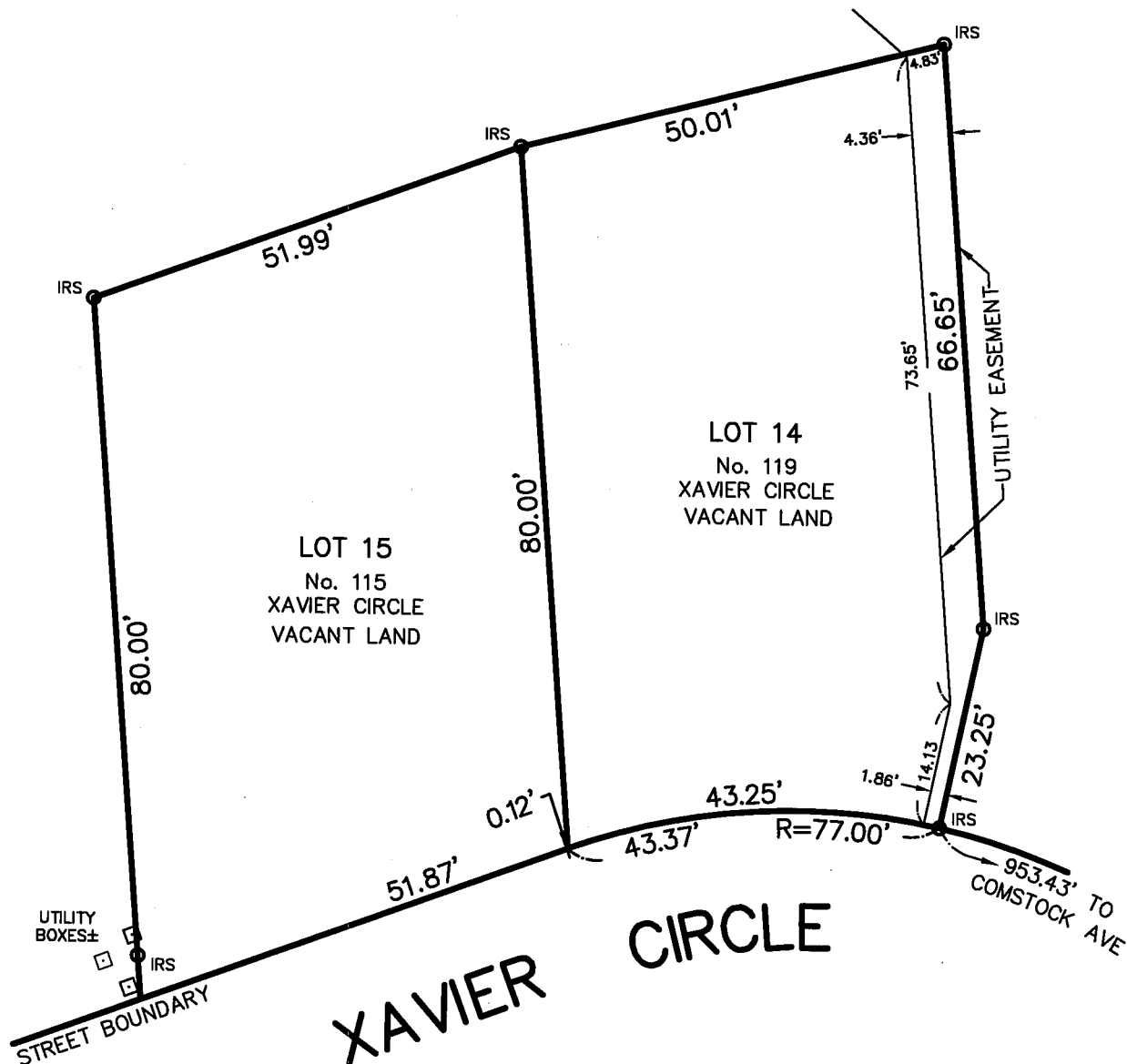
You have requested that I explain why my willingness/ability to pay to build a house on Xavier Circle exists only if the house has a first-floor master bedroom:

I am 78 years old. I have thought for some years that I would eventually need a one floor living situation. Keeping an eye on the real estate market for a couple of years shows me that the options are quite limited (particularly in the City of Syracuse).

In December of 2025 I had a sudden medical condition which made it very difficult, for 3 months, for me to handle the stairs in my home. I am still doing physical therapy to fully recover. This episode has caused me to accelerate my planning for a future housing situation, and Xavier Woods has presented itself as a very desirable possibility. I have lived in the City of Syracuse since 1972 and am excited about the prospect of being able to stay in Syracuse, sell the house I have owned since 1988 at 101 Enfield Place, and have the housing floor plan that will accommodate my needs.



Respectfully,
Lowell Niemetz – Good Fellow Holdings, LLC



○ IRS indicates iron rod set 12/2014

Subject to any statement of facts on accurate and up to date abstract of title will show.

Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of section 7209, sub-division 2, of the New York State Education Law.

\\RSERVER\Land Projects\XAVIER WOODS\dwg\HOUSES\LOT 14&15_C3D.dwg

REVISED: JUNE 13, 2023; REF.: 506.423-NO FIELD WORK DONE

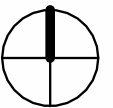
TRACT MAP	
BY:	IANUZI & ROMANS LAND SURVEYING, P.C.
DATE FILED:	SEPTEMBER 18, 2012
MAP NO.	11593
PROPERTY CORNERS NOT SET THIS SURVEY, UNLESS SHOWN. OFFSETS FROM PROPERTY LINES MEASURED TO FOUNDATION WALLS, UNLESS OTHERWISE INDICATED.	
TO:	
THE UNDERSIGNED HEREBY CERTIFIES THAT THIS MAP IS MADE FROM AN ACTUAL SURVEY.	
N.Y.S. LICENSED LAND SURVEYOR	

KNOWN AS Nos. 115 & 119 XAVIER CIRCLE
LOT Nos. 14 & 15
XAVIER WOODS
PART OF LOT No. 94
CITY OF SYRACUSE
ONONDAGA COUNTY, NEW YORK



IANUZI & ROMANS
LAND SURVEYING, P.C.
5251 WITZ DRIVE, NORTH SYRACUSE, NY. 13212
PHONE: (315) 457-7200; FAX: (315) 457-9251
EMAIL: mail@romanspc.com

DATE:	DECEMBER 8, 2014
SCALE:	1" = 20'
FILE:	3451.002
FB:	1531



1

SITE PLAN

1" = 20'-0"



NEW RESIDENCE

FRED & LIZ ZOLNA

LOT 14 XAVIER CIR, SYRACUSE, NY

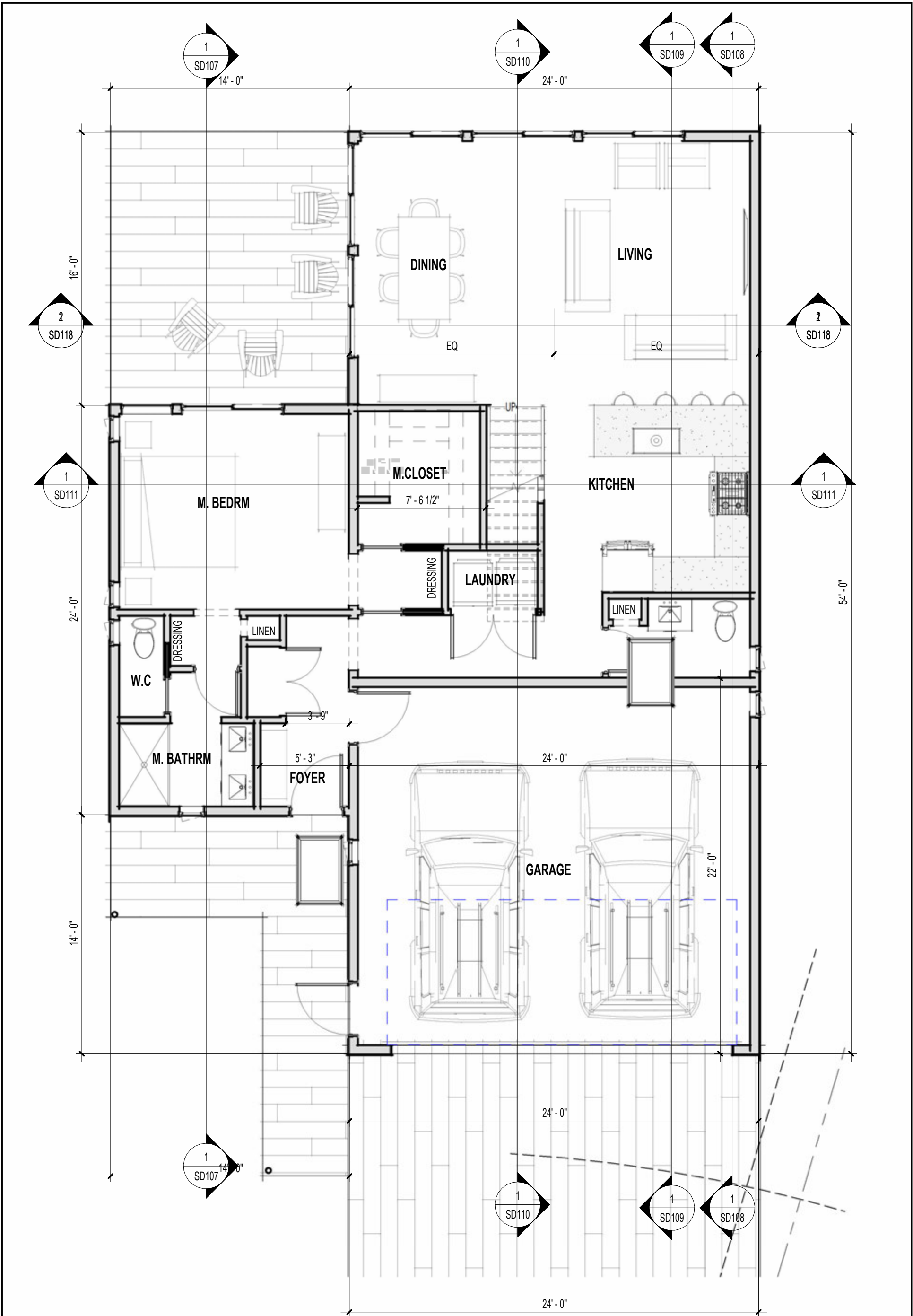
ISSUED FOR: SD

DATE: 02/25/2025

PROJECT NUBMER: 25006

SHEET NUMBER:

SD100



1 FLOOR PLAN
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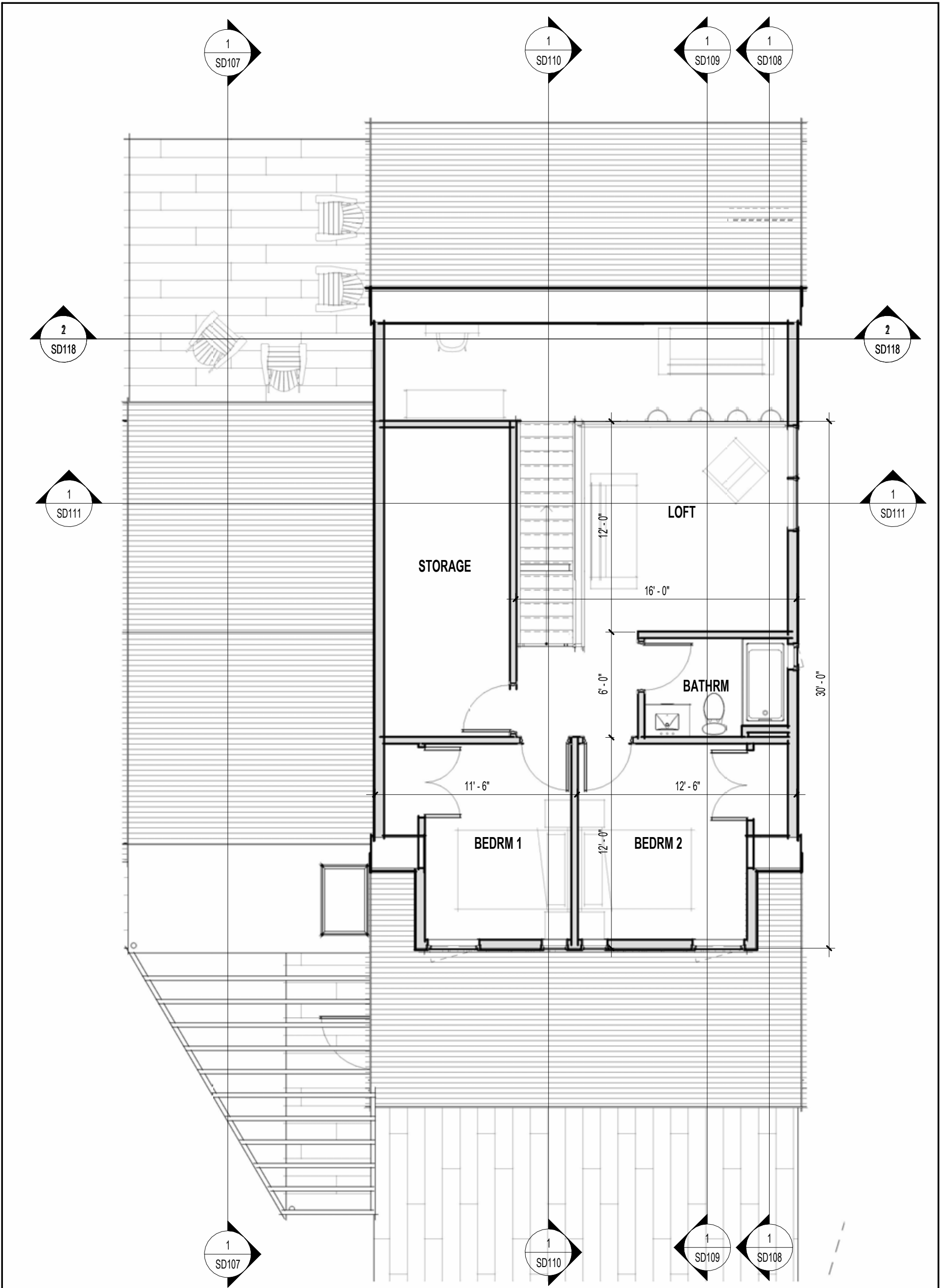


NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
DATE: 02/25/2025
PROJECT NUMBER: 25006

SHEET NUMBER:

SD101



1

FLOOR PLAN-SECOND LEVEL

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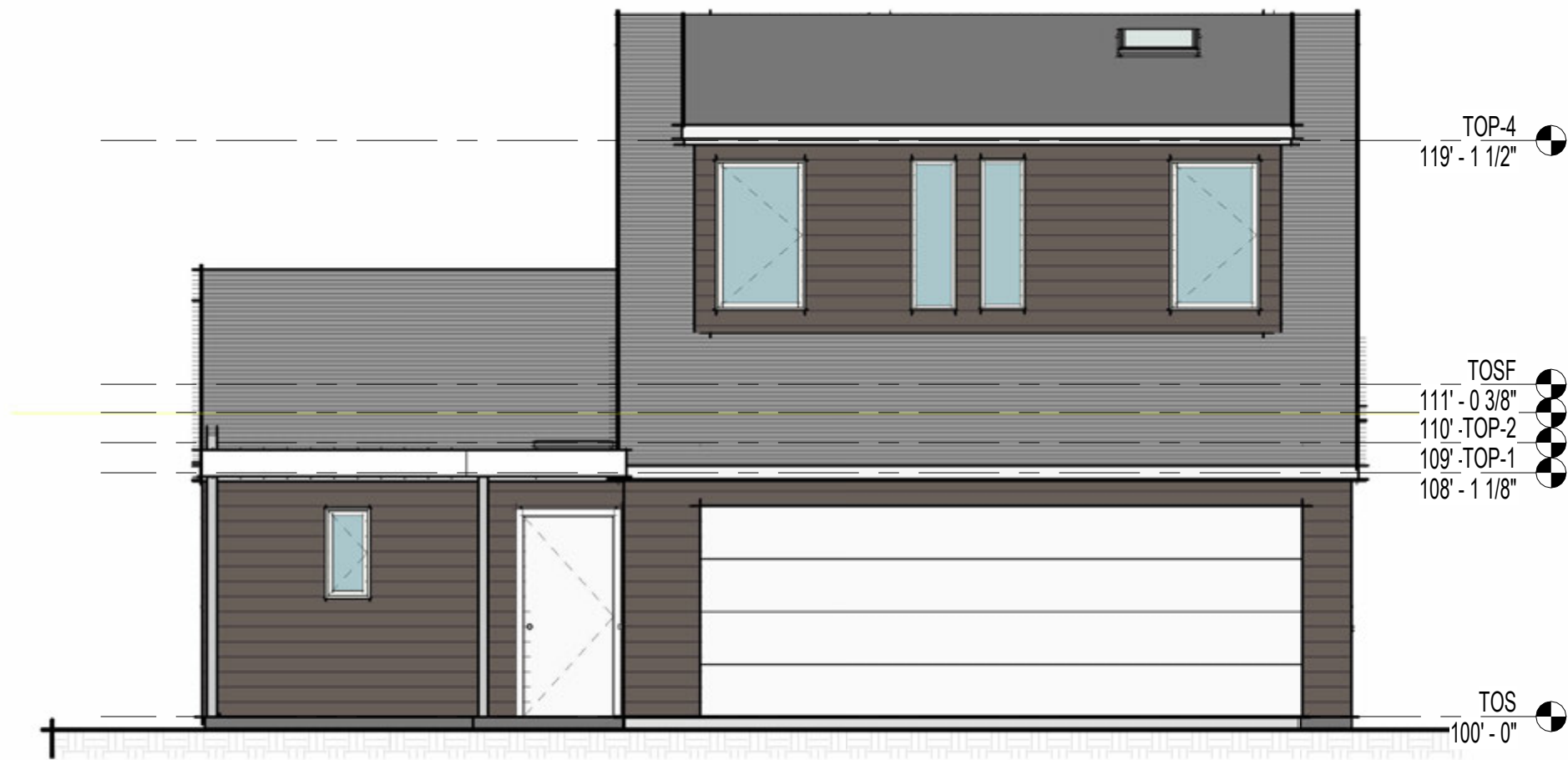
NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

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DATE: 02/25/2025
PROJECT NUMBER: 25006

SHEET NUMBER:

SD102

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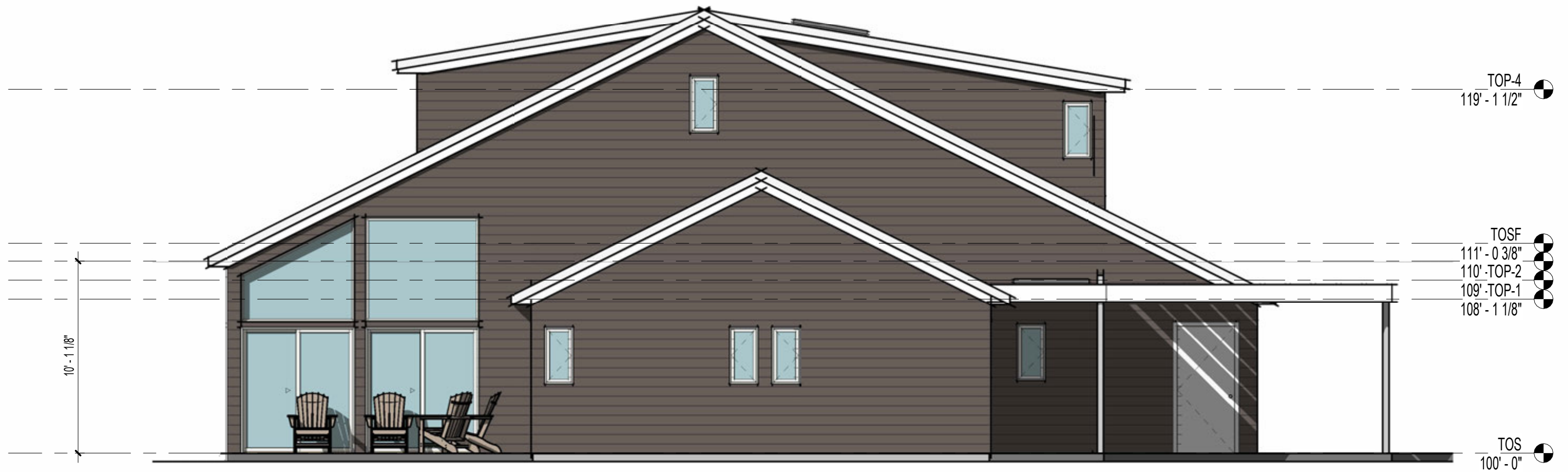
1 EAST ELEVATION
3/16" = 1'-0"



NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
DATE: 02/25/2025
PROJECT NUMBER: 25006

SHEET NUMBER:
SD103



1 SOUTH ELEVATION
3/16" = 1'-0"



NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

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DATE: 02/25/2025
PROJECT NUMBER: 25006

SHEET NUMBER:
SD104



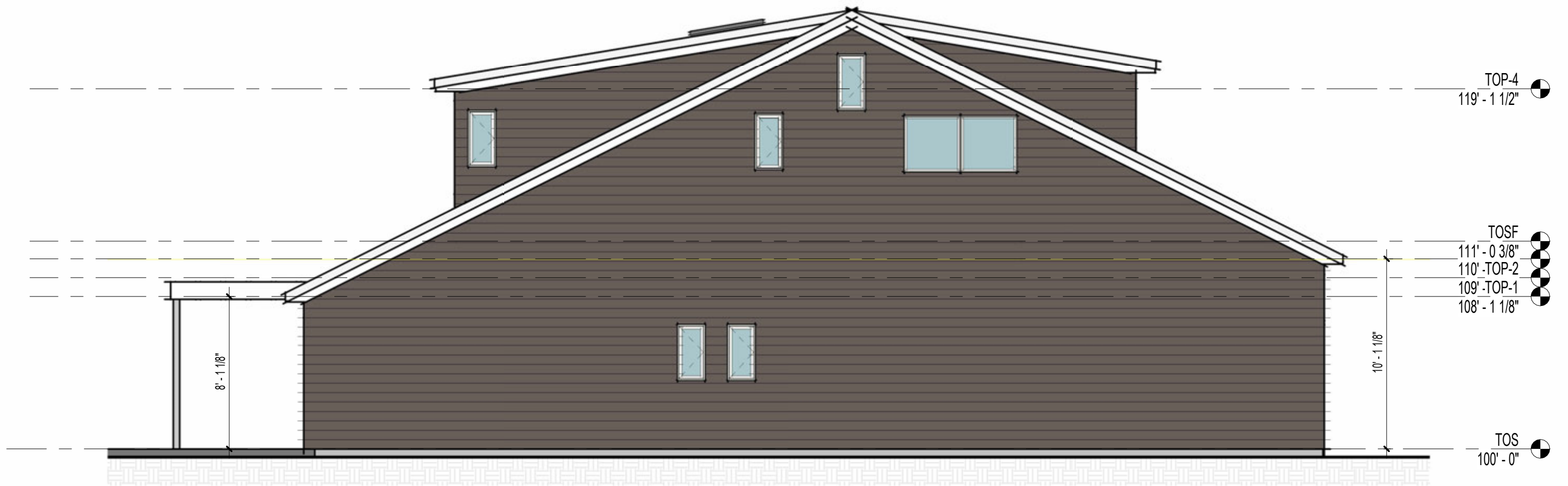
1 WEST ELEVATION
3/16" = 1'-0"



NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
DATE: 02/25/2025
PROJECT NUMBER: 25006

SHEET NUMBER:
SD105



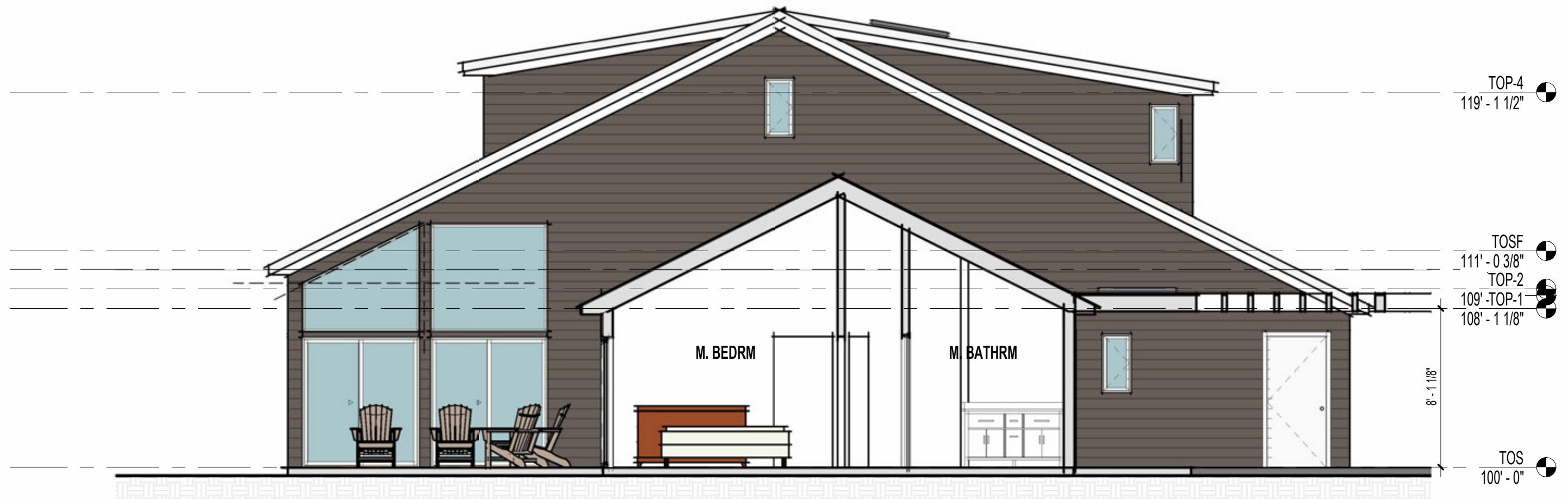
1 NORTH ELEVATION
3/16" = 1'-0"



NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
DATE: 02/25/2025
PROJECT NUMBER: 25006

SHEET NUMBER:
SD106



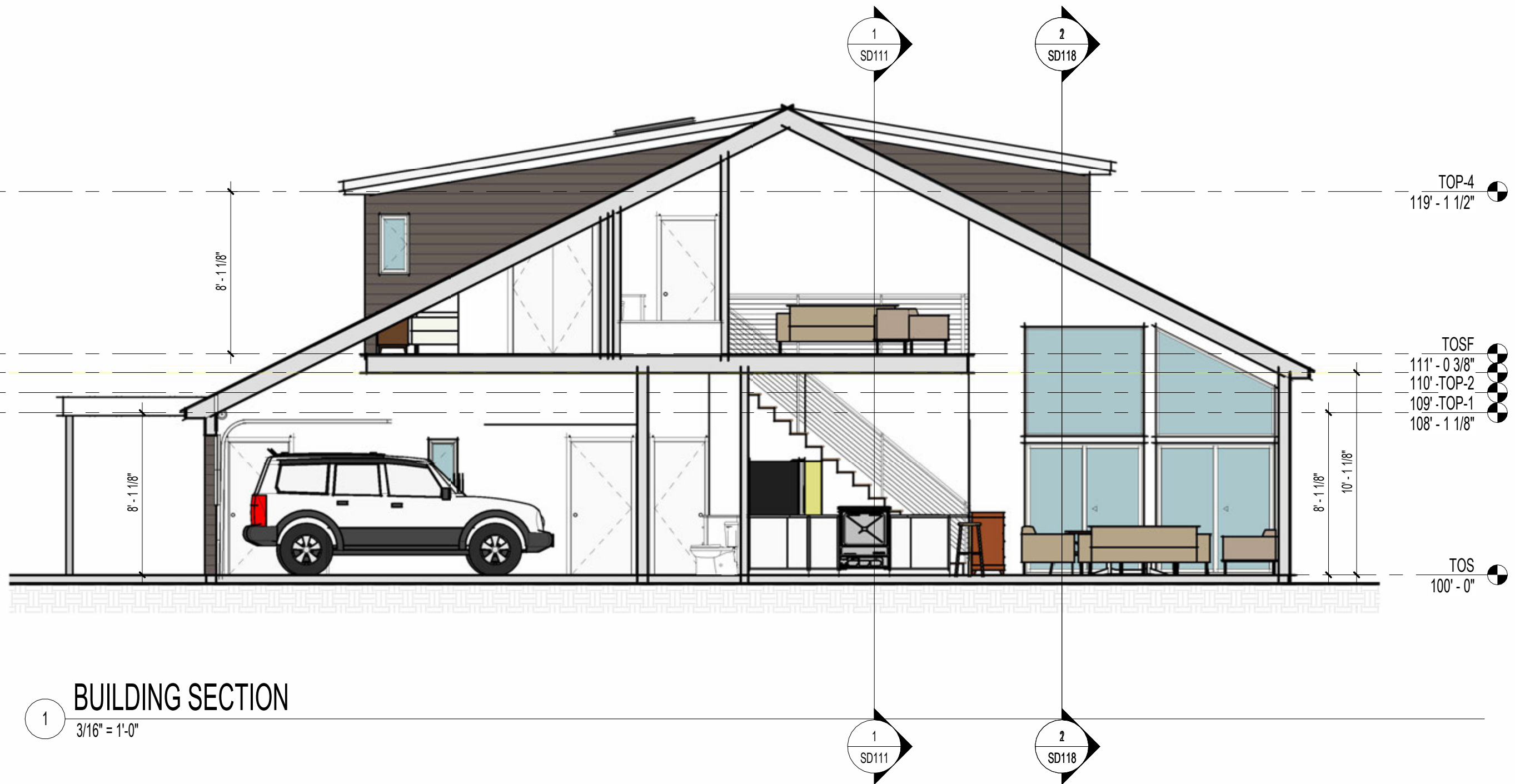
1 BUILDING SECTION
3/16" = 1'-0"



NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
DATE: 02/25/2025
PROJECT NUMBER: 25006

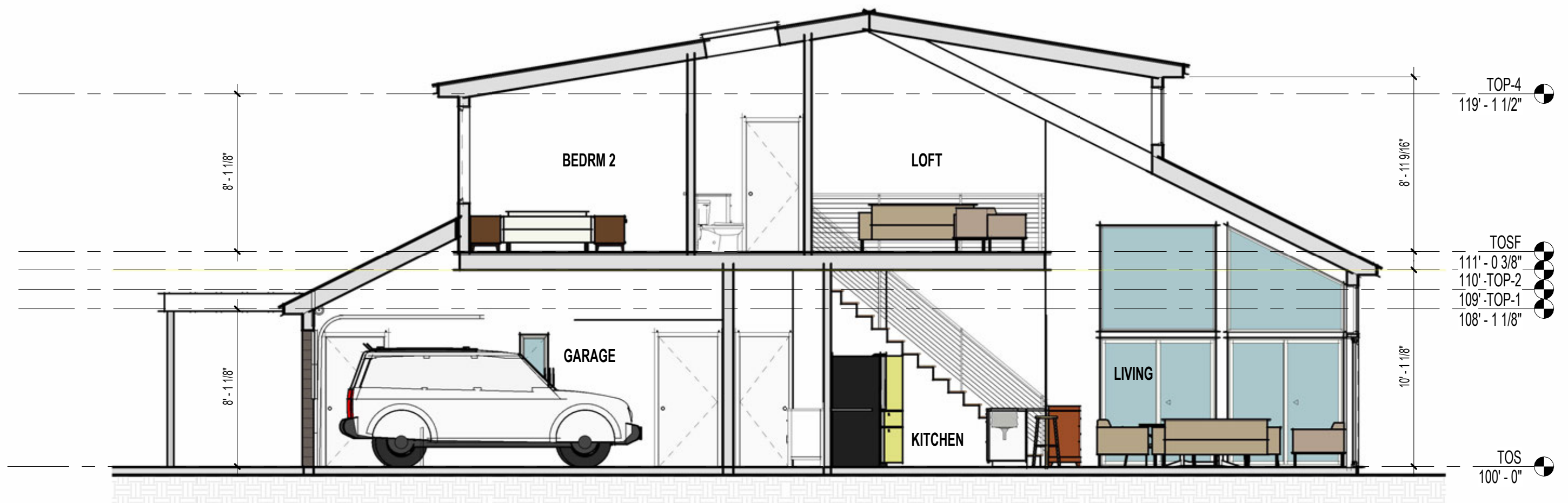
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SD107



NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
DATE: 02/25/2025
PROJECT NUMBER: 25006

SHEET NUMBER:
SD108



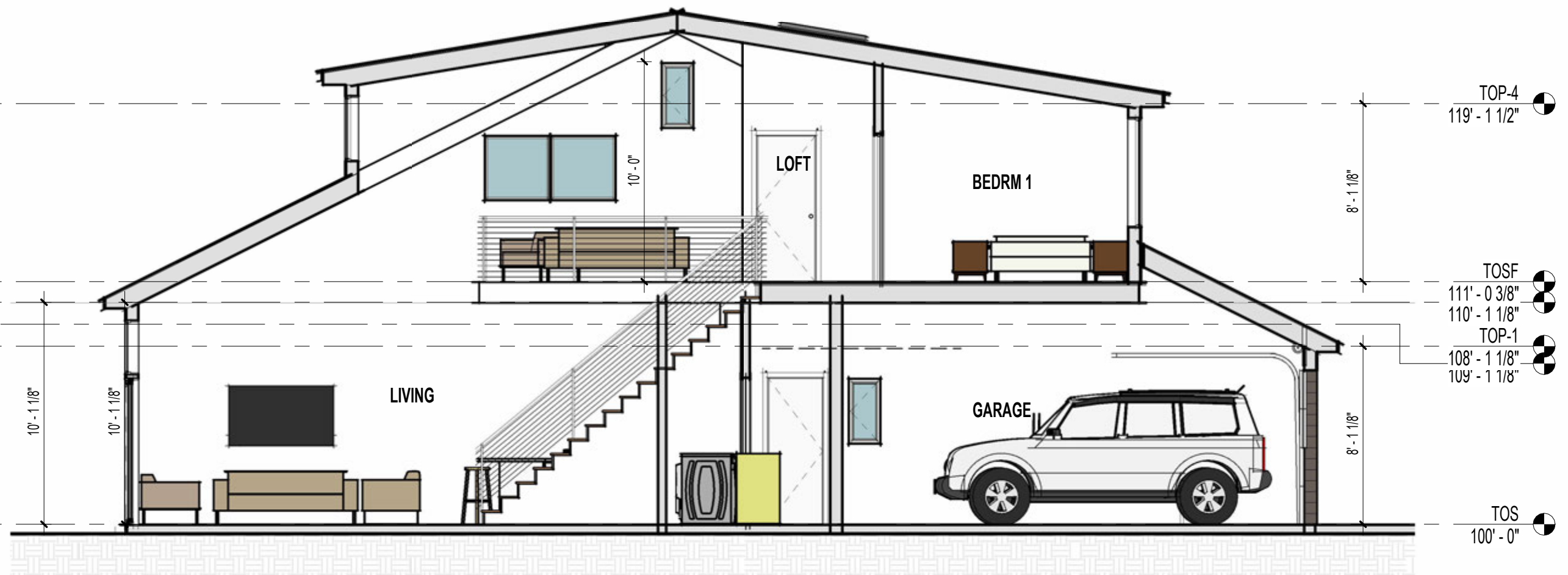
1 BUILDING SECTION
3/16" = 1'-0"



NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
DATE: 02/25/2025
PROJECT NUMBER: 25006

SHEET NUMBER:
SD109



BUILDING SECTION

1

3/16" = 1'-0"



NEW RESIDENCE

FRED & LIZ ZOLNA

LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD

DATE: 02/25/2025

PROJECT NUMBER: 25006

SHEET NUMBER:

SD110

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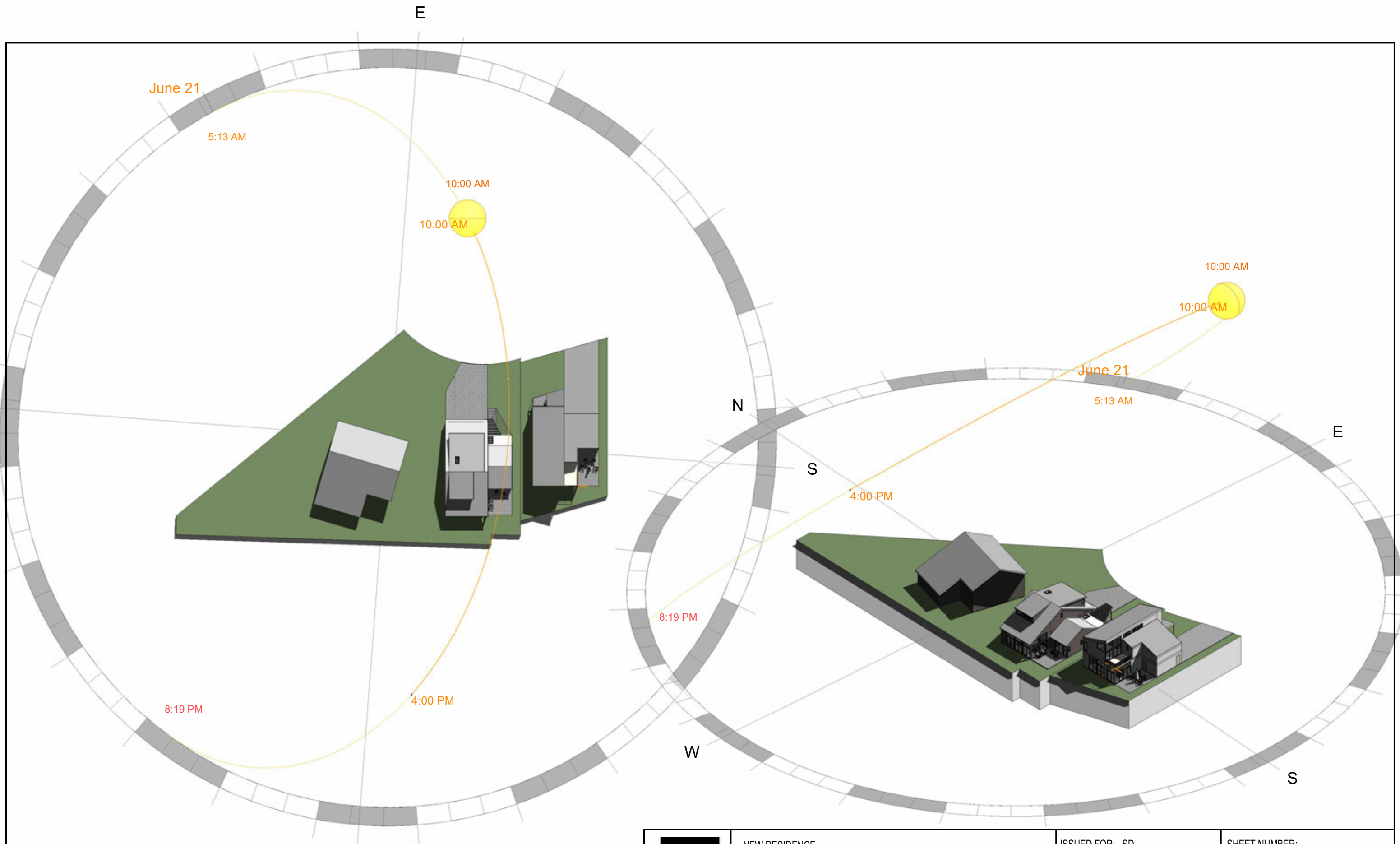
1 BUILDING SECTION
3/16" = 1'-0"



NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
DATE: 02/25/2025
PROJECT NUMBER: 25006

SHEET NUMBER:
SD111



1 SUMMER SOLTICE

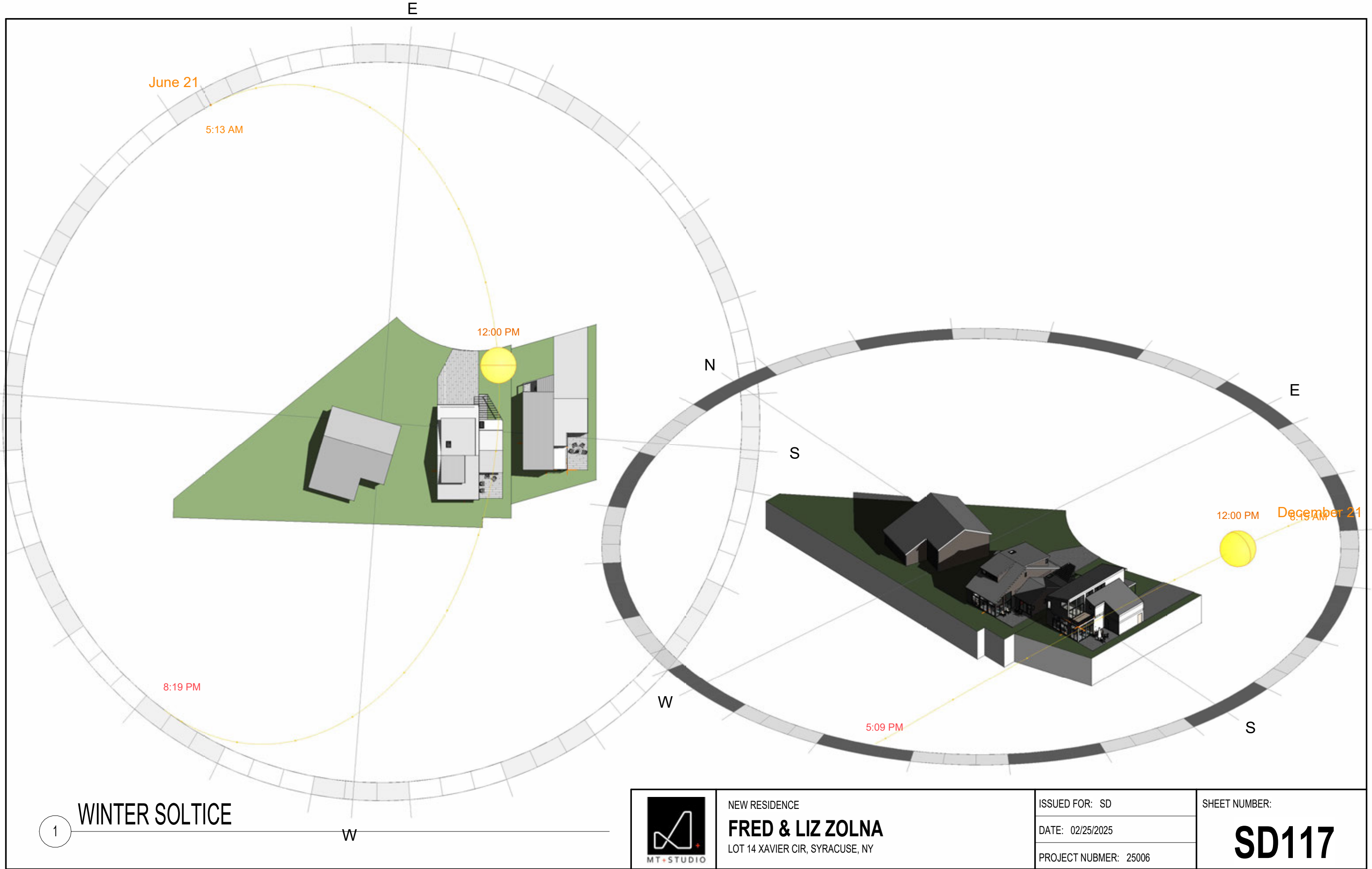


NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
DATE: 02/25/2025
PROJECT NUMBER: 25006

SHEET NUMBER:
SD116

1/25/2026 1:15:40 PM



1 WINTER SOLTICE



NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
DATE: 02/25/2025
PROJECT NUMBER: 25006

SHEET NUMBER: SD117

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BUILDING SECTION | SUMMER
SOLTICE

2

3/16" = 1'-0"

BUILDING SECTION | WINTER
SOLTICE

1

3/16" = 1'-0"

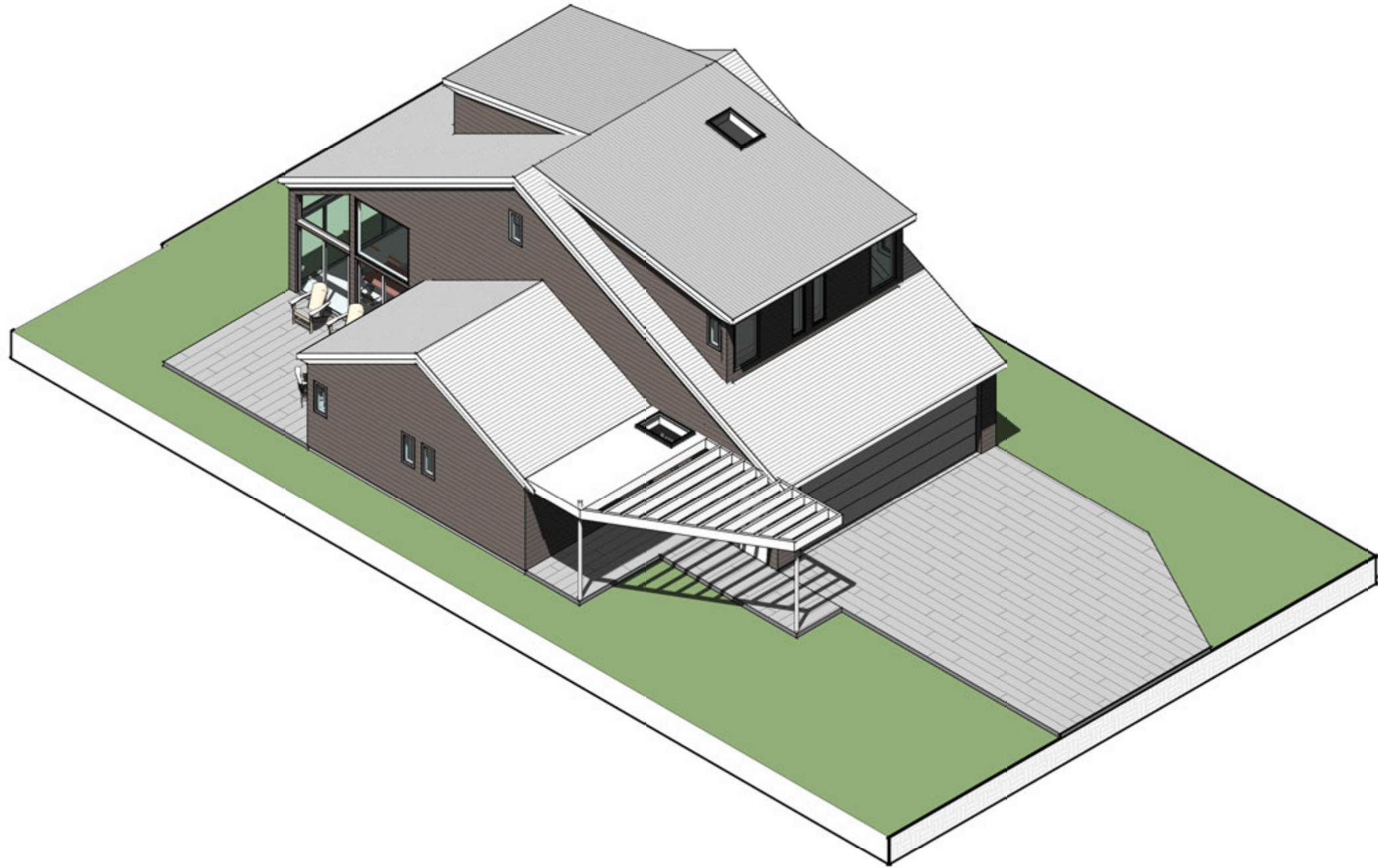


NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
DATE: 02/25/2025
PROJECT NUMBER: 25006

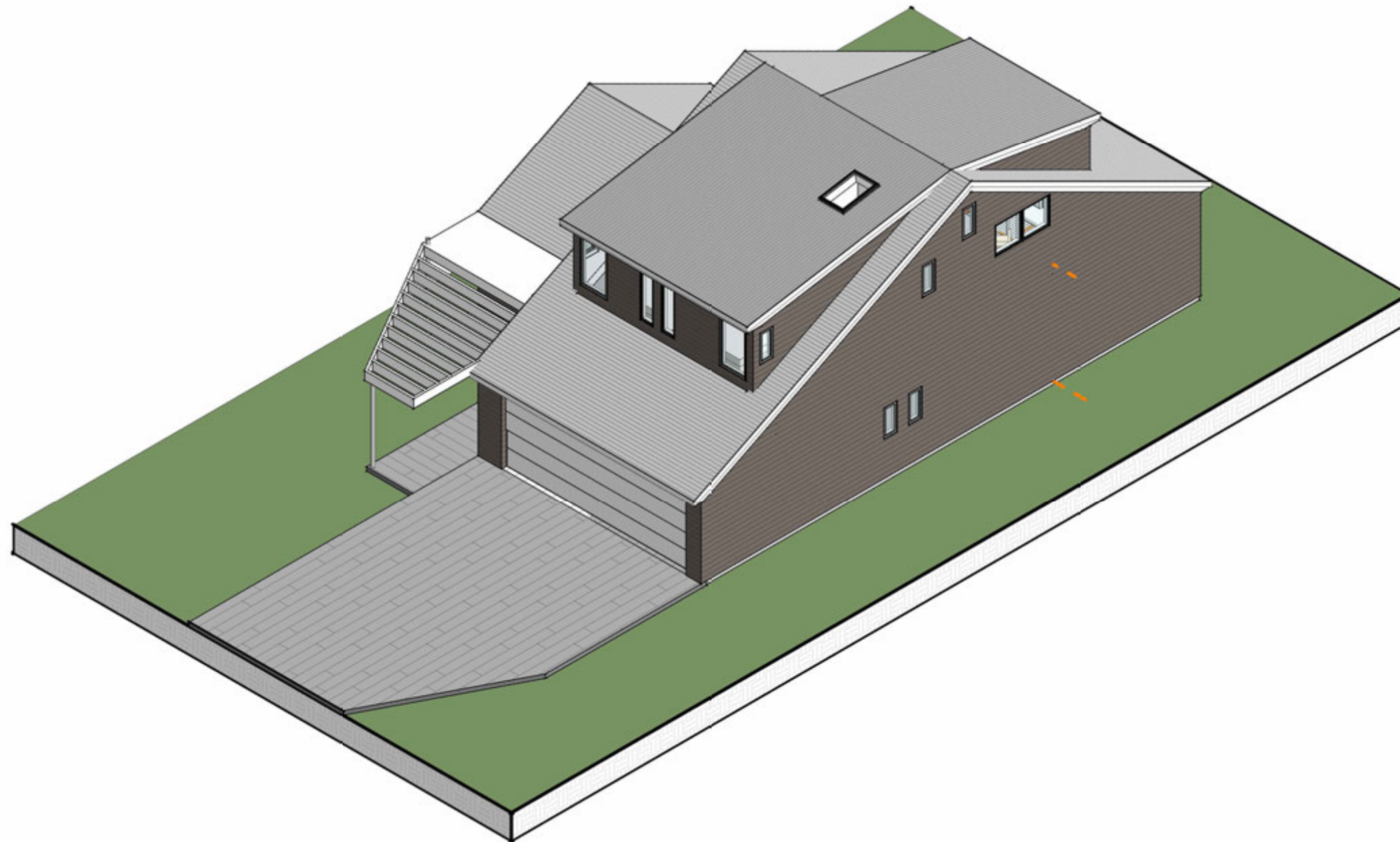
SHEET NUMBER:
SD118

1/25/2026 1:15:43 PM



1 AXONOMETRIC VIEW

	NEW RESIDENCE		ISSUED FOR: SD	SHEET NUMBER: SD112
	FRED & LIZ ZOLNA		DATE: 02/25/2025	
	LOT 14 XAVIER CIR, SYRACUSE, NY		PROJECT NUMBER: 25006	



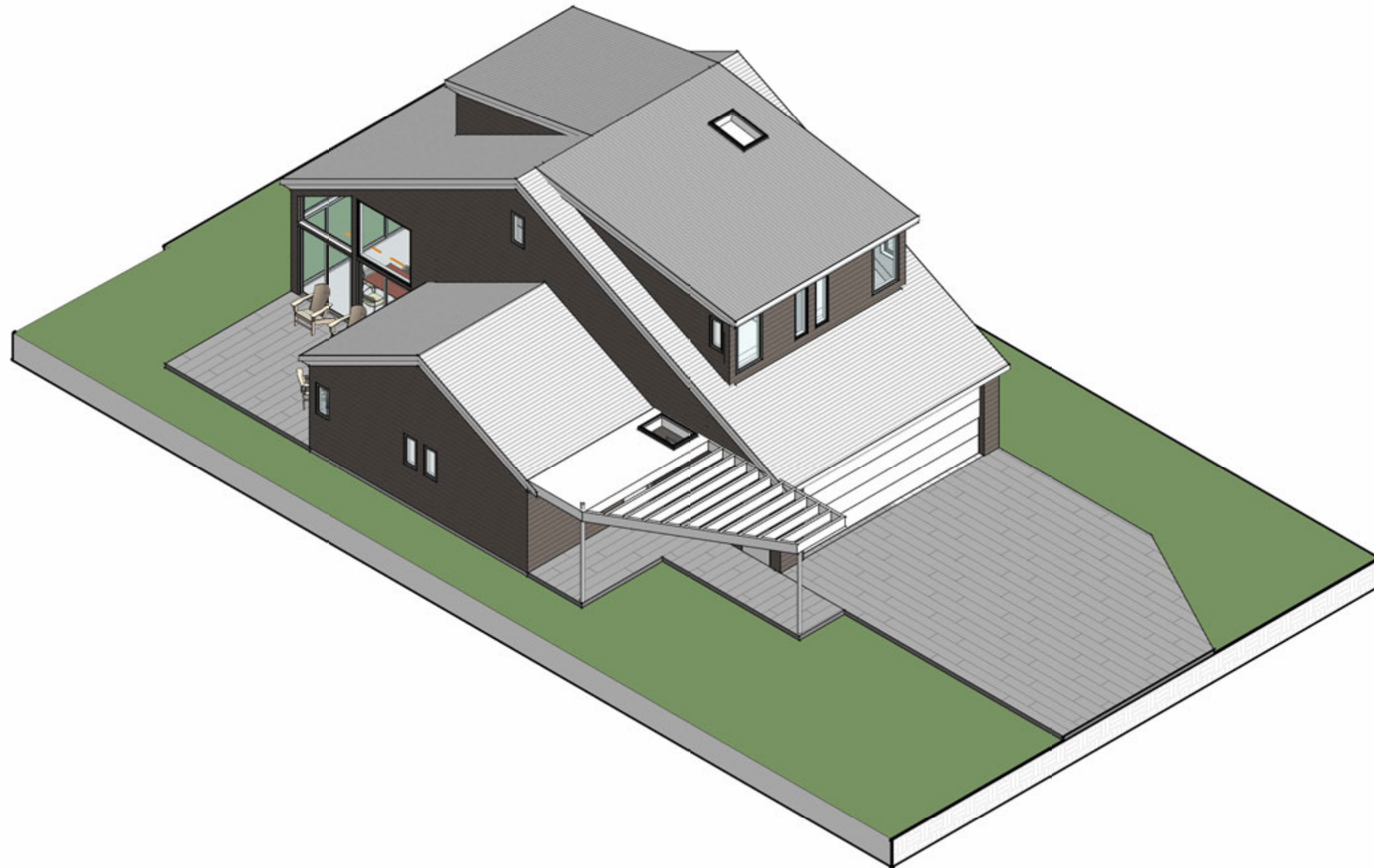
1 AXONOMETRIC VIEW



NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
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PROJECT NUMBER: 25006

SHEET NUMBER:
SD113



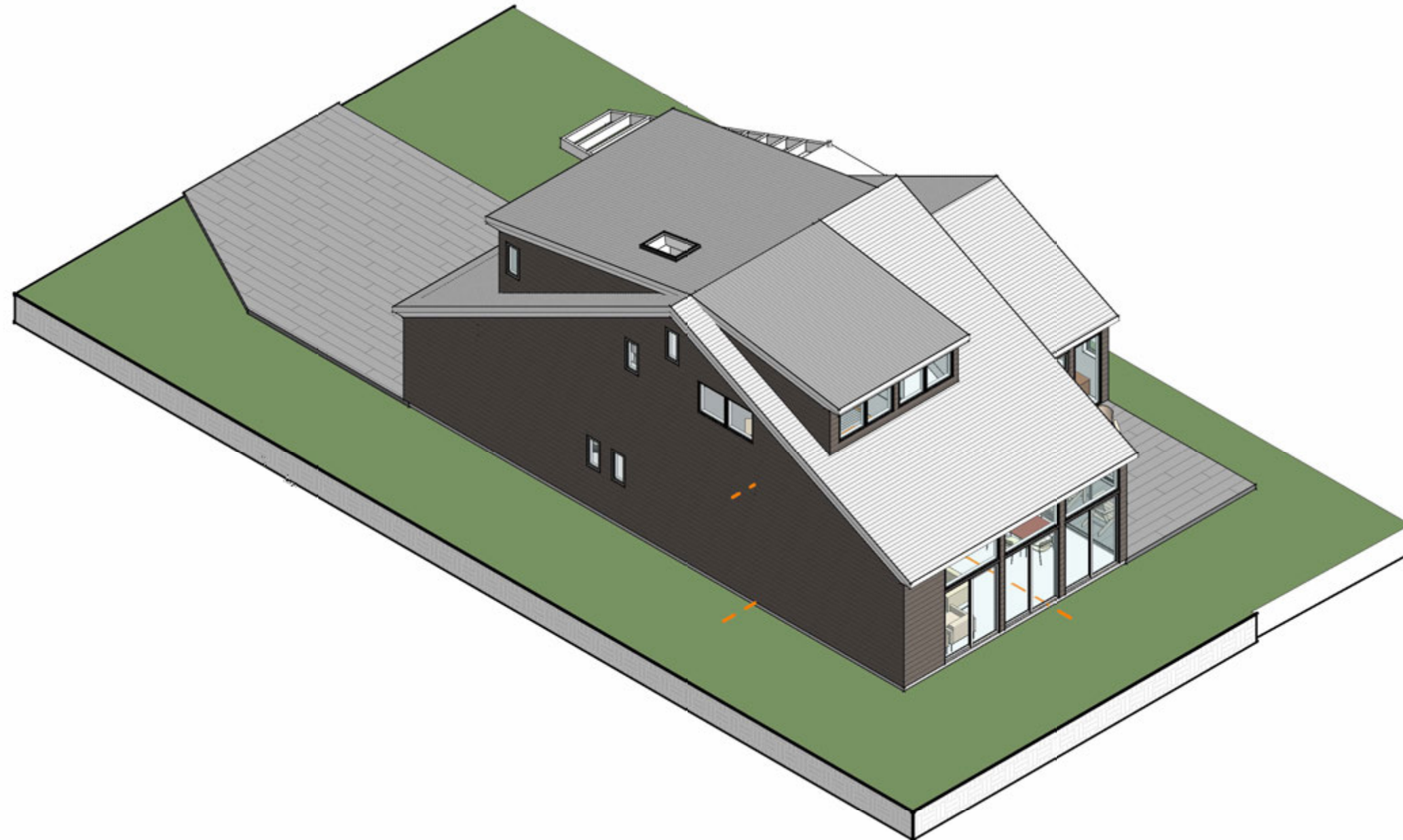
1 AXONOMETRIC VIEW



NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
DATE: 02/25/2025
PROJECT NUMBER: 25006

SHEET NUMBER:
SD114



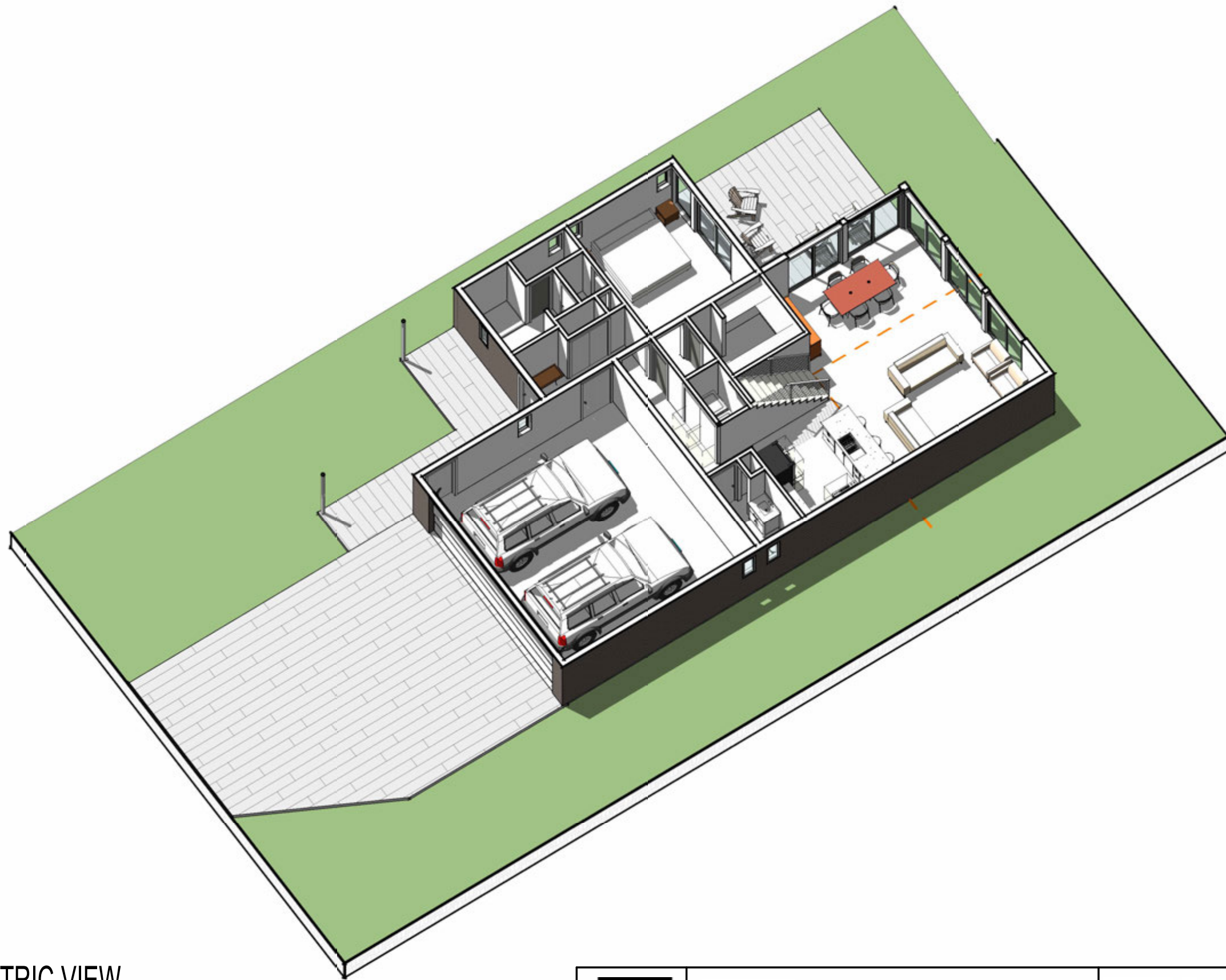
1 AXONOMETRIC VIEW



NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
DATE: 02/25/2025
PROJECT NUMBER: 25006

SHEET NUMBER:
SD115



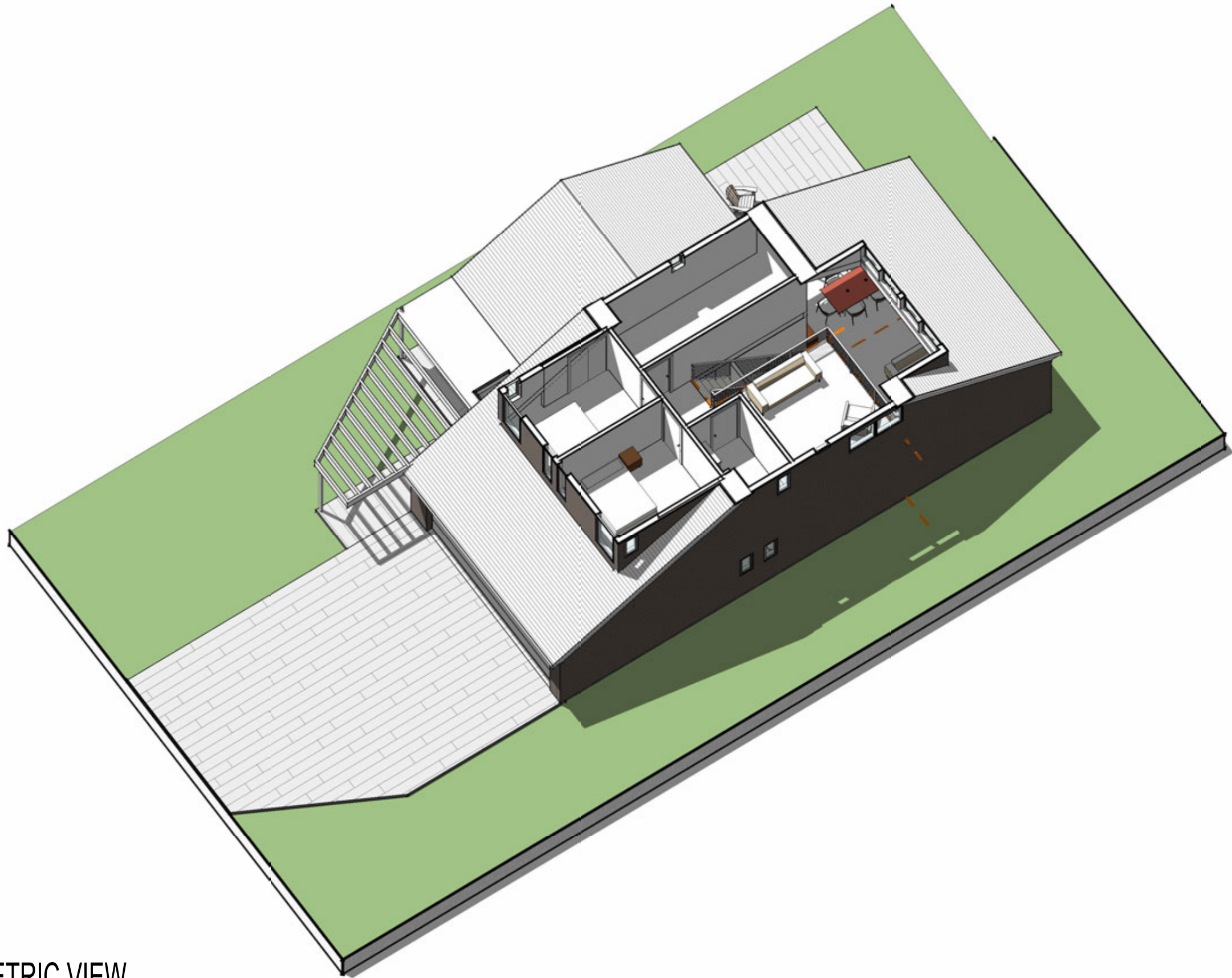
1 AXONOMETRIC VIEW



NEW RESIDENCE
FRED & LIZ ZOLNA
LOT 14 XAVIER CIR, SYRACUSE, NY

ISSUED FOR: SD
DATE: 02/25/2025
PROJECT NUMBER: 25006

SHEET NUMBER:
SD119



1 AXONOMETRIC VIEW

	NEW RESIDENCE	ISSUED FOR: SD	SHEET NUMBER: SD120
	FRED & LIZ ZOLNA	DATE: 02/25/2025	
	LOT 14 XAVIER CIR, SYRACUSE, NY	PROJECT NUMBER: 25006	

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:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:			
Address:			
City/PO:	State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
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.		☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		☐	☐
3. a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action: ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify): ☐ Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO ☐ ☐	YES ☐ ☐	N/A ☐ ☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO ☐	YES ☐	
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 ☐	
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 ☐ ☐ ☐	
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: _____ _____	NO ☐	YES ☐	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO ☐	YES ☐	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO ☐	YES ☐	
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? 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?	NO ☐ ☐	YES ☐ ☐	
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 ☐ ☐	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest Agricultural/grasslands Early mid-successional ☐ Wetland ☐ Urban Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO ☐	YES ☐
16. Is the project site located in the 100-year flood plan?	NO ☐	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO ☐	YES ☐
a. Will storm water discharges flow to adjacent properties?	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	☐	☐

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	NO ☐	YES ☐

49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO ☐	YES ☐

20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO ☐	YES ☐

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

Project: V-2026-12

Date: 5/8/2026

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☒	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☒	☐
3. Will the proposed action impair the character or quality of the existing community?	☒	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☒	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☒	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☒	☐
7. Will the proposed action impact existing:	☒	☐
a. public / private water supplies?	☒	☐
b. public / private wastewater treatment utilities?	☒	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☒	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☒	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☒	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☒	☐

Project: V-2026-12

Date: 5/14/2026

Short Environmental Assessment Form

Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
☒	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
City of Syracuse Board of Zoning Appeals	5/14/2026
Name of Lead Agency	Date
Honora Spillane	Chairperson
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)