



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-2026-13</u>	Staff Report – July 16, 2026					
Application Type:	Use Variance					
Project Address:	1115 E Colvin St. (Tax Map ID: 058.-05-01.0)					
Summary of Proposed Action:	The applicant is requesting a Use Variance to establish an “Office” land use type in the existing structure. The proposed relief is sought to permit an “Office” land use type in the R2 Zone District which does not permit this use. “Office” land use types are not permitted under the regulations of the R2 Zone District. No site changes are proposed. Total site area: 0.079 Acres / 3,440 SF					
Zoning Violations:	The proposal violates SZO, Art. 3, Sec. 3.2E Table 3.1 <table><tr><th>Prohibited in Zoning Code</th><th>Proposed by Applicant</th></tr><tr><td>The primary land use type “Office” is not permitted in the R2 Zone District.</td><td>To establish an “Office” land use type in the R2 Zone District.</td></tr></table>		Prohibited in Zoning Code	Proposed by Applicant	The primary land use type “Office” is not permitted in the R2 Zone District.	To establish an “Office” land use type in the R2 Zone District.
Prohibited in Zoning Code	Proposed by Applicant					
The primary land use type “Office” is not permitted in the R2 Zone District.	To establish an “Office” land use type in the R2 Zone District.					
Owner/Applicant	Greater Syracuse Property Development Corporation (Owner & Applicant)					
Existing Zone District:	Low Density Residential (R2) Zone District					
Surrounding Zone Districts:	The neighboring properties to the north and west are within the Low Density Residential R2 Zone District; the neighboring properties to the south are across E Colvin St. are within the Single-Unit Residential R1 Zone District; the neighboring properties to the east are within the Open Space OS Zone District.					
Companion Application(s)	N/A					
Scope of Work:	Exterior work: (1) None proposed as part of this application. Interior work: (1) Establish an “Office” land use type within the existing structure.					
Facts on Project:	<u>Existing Conditions</u> - The existing site is composed of a one-story frame building with attached solarium/greenhouse on a small nonconforming lot. - In the front of the existing structure is a large tarvia parking area directly next to E Colvin St with no designated parking spaces. - The structure is uniquely attached to the neighboring property at 1111 E Colvin St. which is also owned by the prospective buyer, contingent on approval of this Use Variance Application. <u>Nonconformities</u>					

- The lot is too small to be buildable for a “Dwelling, Single-Unit Detached”. It is buildable for a “Dwelling, Single-Unit Attached” however.
- The side and rear lot lines are nonconforming.
- The parking area is entirely within the front setback.
- A sign for the former tenant exists on the neighboring property at 1211 E Colvin St. & Comstock Ave., it is proposed to be removed to remedy this nonconformity.

Dimensional Standards

- The existing lot does not conform to the setback requirements of the R2 zone district, however the structure was legally constructed this way, thus legal nonconforming.
- The existing coverage of the lot is 83.7%, which exceeds the maximum allowable coverage of 30% structural, whereas the actual is 31.5%, 20% driveway and parking area, whereas the actual is 52%, and 10% other non-natural coverage, whereas there is none.

Use Specific Standards

- No use specific standards exist for the “Office” land use type.

Local Land Use and Residential Compatibility

- The site is within the Low Density Residential Zone District (R2), where the commercial use type “Office” is not permitted. Nearby uses are primarily One- and Two-Unit Dwellings, Oakwood Cemetery, and a nonconforming Neighborhood Market further east down E Colvin St.

Off-Street Parking and Loading

- The existing parking area is within the front setback and does not constitute a legal parking area.
- The proposed “Office” land use is less than 1,000 sqft and therefor exempt from minimum parking requirements.

Landscaping, Buffering, and Screening

- No buffering is provided for the parking area

Site, Building Design, and Exterior Lighting

- The current front setback is in good repair, two large curb-cuts lead to the front yard parking area, however the entire parking area is within the front setback of the structure which is not permitted. It is unclear when this area was paved, however no permits could be located for the work, thus it is an illegal nonconformity.

Signage

- Any proposed signage requires separate building permits subject to review by the Zoning Administration, Central Permit Office, and Preservation Planner if applicable.

Historic Preservation

- This property is not on the City’s Historic Properties list and does not require

	by the Landmark Preservation Board. <u>Additional Standards, Building Placement, and Transparency</u> - No additional standards apply as the structure is an existing nonconforming structure.
<i>Staff Analysis:</i>	<u>Use Variance Approval Criteria</u> Is the applicant unable to achieve a reasonable return for any use allowed in that zone district; The applicant has listed the property for sale under the residential uses permitted in the R2 zone district and have been unable to realize a return. Demolition and construction of a new conforming structure would cost more than the post-construction value of the structure and the lot. The existing structure is an encumbrance on the land and would cost more to demolish than the parcel of land is worth. Is there a unique circumstance that applies to the property; The parcel is small and does not meet the minimum area requirement for a Single-Unit Detached structure, however it does meet the lot minimum requirement for a Single-Unit Attached structure in its current configuration. The existing structure was constructed as a commercial building and has been used in that function since at least the 1940s. Is the hardship self- created; The hardship is not self created, it was inherited and the structure has never been utilized for a permitted use in the R2 Zone District. Will the neighborhood character be altered; Based on the proposed scope of work to remove the existing solarium, there would not be an impact on the neighborhood character. The structure has long been utilized for commercial purposes and the new use is not more intensive than the previous “Retail, General” use type.
<i>Staff Recommendation:</i>	Staff recommend approving this project.

<i>Recommend conditions if approved:</i>	1. The applicant shall comply with the general conditions for approval on the Use Variance application. (See the attached sheet General Conditions for Variance Approval) 2. Any future expansions of the use will require a separate Use Variance application. 3. A Site Plan Review for the proposed “Office” land use type shall be completed prior to occupation of the new use.
<i>Zoning Procedural History:</i>	V-63-035 Area variance to construct a 7’x21’ solarium on existing foundation of a nonconforming structure Approved.
<i>Summary of Zoning History:</i>	Only one previous project exists for the subject site, in 1963 a solarium or greenhouse was approved for the existing florist shop use.
<i>Code Enforcement History:</i>	See attached 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 at 1115 E Colvin St. is an irregularly shaped parcel with a lot size of 3,440 SF (0.079 Acres). The property has one street frontage with 66.53 FT of southern frontage along E Colvin St. To the west, the property line abuts 1111 E Colvin St. for 73.4 FT, of which 36.2 FT is physically connected to the neighboring structure via a masonry party wall. To the north, the property line borders 1111 E Colvin St for 25.76 FT. To the east, the property line borders Oakwood Cemetery at 1211 E Colvin St. & Comstock Ave. for 87.69 FT; The parcel is currently occupied by the one-story frame building and attached greenhouse/solarium which is proposed to be removed and a paved parking area in the front setback.
<i>SEQR Determination:</i>	Pursuant to the 6 NYCRR §617.2(al) the proposal is an Unlisted Action.

***Onondaga County
Planning Board
Referral:***

Pursuant to GML §239-l, m and n, the proposal does not require review by the Onondaga County Planning Board.

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

- Use Variance Application
- Short Environmental Assessment Form Part 1
- Site Plan Package (Sheet L1.0) University Hill Leasing Office, 1115 East Colvin Street, Syracuse, NY W Genesee St.; Drawn by Keplinger Freeman Associates, Dated 05/11/2026; Scale: As Noted
- Location Survey on Part of Lot 78 of the Late Onondaga Reservation, Known as No. 115 East Colvin Street, City of Syracuse, County of Onondaga, State of New York; Signed and Sealed by Licensed Land Surveyor Michael J. McCully of Michael J. McCully Land Surveying PLLC; Dated 04/02/2025; Scale: 1"=20'

Attachments:

Use Variance Application
Code Enforcement History

Context Maps:

Figure 1: Zone District of Subject Property



V-2026-13

Description: Figure 1 shows the current Zone District of the subject property.

Image Source: City of Syracuse Neighborhood and Business Development, 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/>



09/07/2026 13:07:11



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

Samuel Prescott
Zoning Planner I

Hillary Suzuki
Zoning Administrative
Specialist

Katelyn Wright

Greater Syracuse Property Development Corporation
1941 South Salina St.
Syracuse, NY 13205
6/26/2026

Re: Application Completeness for Board of Zoning Appeals for 1115 E Colvin St.

Dear Katelyn,

On June 26, 2026, Samuel Prescott determined the proposed project V-2026-13 at 1115 E Colvin St. to be **complete**.

The proposed project will be sent to all involved agencies for review.

Once all reviewers from City Departments complete their review and all concerns have been addressed, the proposed project will be scheduled for the next available Board of Zoning Appeals (BZA) meeting for a public hearing. No evidence, except items specifically required by the Board or offered for a reconsideration or modification, shall be accepted after a hearing is closed for public comment or testimony.

All landowners and applicants shall appear in person at the hearing, or by a properly authorized representative or agent. An authorized agent who is thoroughly familiar with all aspects of the appeal and who is able to testify as to all issues may appear if he or she holds a properly signed and executed document showing that they have authority to proceed on behalf of the landowner or applicant. Proof of signed and executed document must be submitted to Samuel Prescott at least six (6) business days before the public hearing and must be notarized. Failure to have representation appear before the Board of Zoning Appeals two consecutive meetings will result in your project proposal to be denied. Any updates to deliverables (such as site plan, changes in proposed work etc.) must be submitted to Samuel Prescott at least six (6) business days before the date of the hearing.

If the proposed project is held open for another public hearing and/or meeting to resolve any outstanding concerns, updated plans or any other requested documents shall be submitted to Zoning Administration staff NO FEWER than six (6) days prior to the hearing. Failure to submit by this deadline shall cause the item to be removed from the next meeting agenda.

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

Your Submission Details

Submission Number:

V-2026-13

Status:

Scheduling and Notice of Board of Zoning Appeal Public Hearings

Message:

Applicant Name:

Katelyn Wright

Applicant Email:

Primary Location:

1115 COLVIN ST E, 13210

Primary APN:

058.-05-01.0

Submission Type:

Zoning Applications > Variance Applications > Use Variance

Last Updated:

July 10, 2026

Submission URL:

<https://app.oncamino.com/syracusenyc/dashboard/submissions/772092/guide>

Contact the agency for more help



(315) 448-8600



zoning@syr.gov hpan@syr.gov adillon@syr.gov



300 South State St.,
Syracuse

① Getting Started

☐ Welcome to the City of Syracuse's Online Application Portal

Step is Completed By: Applicant



Welcome to the City of Syracuse's Online Application Portal.

As part of the application portal, we will inform you of your application and submittal requirements, fees, and renewal cadences.

If you'd like to visit us in person to drop off your application and fees, you can submit it to:

City of Syracuse, Central Permit Office

One Park Place

300 South State St.

Syracuse, NY 13202

② Apply for a Permit

☒ Pre-Application Conference is Required for Variance

Group: Zoning

Step is Completed By: Applicant

A Pre-Application Conference is required for Variance applications. This meeting is an opportunity for the applicant to meet with Zoning staff to review applicable submittal requirements, identify applicable procedures, and identify any issues associated with the proposed development. Please contact 315-448-8640 to schedule.

Please click Mark as Complete above to acknowledge understanding of this requirement and next step.

Questions and Answers

1 Have you already had a pre-conference meeting with the City regarding this application?

Yes

No

2 Are you the property owner?

Yes

No

3 Are you proposing any modifications to the site?

Yes

No

4 What is the passcode provided by the City of Syracuse?

Preservat1on

Data Fields

Variance

1 Reasonable Return

The Greater Syracuse Property Development Corporation listed this property for sale and attempted to find a buyer who could convert the existing building into a use allowed in an R2 zoning district. We've been unable to find any buyer willing to convert the 912 sq. ft. building into a residence. If we were to demolish it, no new residence could be built here as the lot is only 3,450 sq. ft. and an odd shape that would make it difficult to comply with the other dimensional requirements of the zoning ordinance. This would be approximately a \$25,000 expense to demolish and the resulting lot could likely only be sold as a side-lot to the neighbor for a bigger yard. The Assessed Land Value is \$10,100. Unable to find any alternatives, we entertained an offer from a buyer who wishes to use the building as a residential leasing office.

2 Unique Circumstances

This property is unique in that the existing building was designed to function as a florist and not for any use allowed by right in this zoning district. The building is only 912 sq. ft. The parcel is also small and unusually shaped. Although it is "buildable" without having to apply for an area variance since it is pre-existing, the lot doesn't conform to the zoning ordinance requirements for 4,000 sq. ft. of area for a single-family house. If we respect setback requirements, we couldn't build a new home with much more than a 600 sq. ft. footprint. That could result in a 1,200 sq. ft., two-story home with one off-street parking space, but the backyard would only be 20 x 25 and the cost of new construction (estimated to be \$420,000 in hard costs and ~\$30,000 in soft costs) would exceed the fair market value of the finished house, which is constrained by the small lot, location on a busy street, and location next to a cemetery.

3 Neighborhood Character

Our buyer plans to demolish the greenhouse attached to the SE facade of the building, but otherwise will not make significant changes to the building. We don't anticipate a significant visual change from the existing conditions. This use will not generate significant traffic. It will be open to the public by appointment only and rental agents mostly meet potential tenants at the available unit(s). One full-time and one part-time employee will work out of this location.

4 Self-Created Hardship

This is not a self-imposed hardship, because the Greater Syracuse Property Development Corporation receives all the City's foreclosed properties, whether they're illegal non-conformities or not.

General Project Information

1 Proposed Zoning Accessory Land Use Type (Refer to Syracuse Zoning Ordinance)

Proposal involves no change on Accessory Land Use Type

2 Proposed Zoning Primary Land Use Type (Refer to Syracuse Zoning Ordinance)

Office

3 Describe the nature and extent of variance requested

1115 E. Colvin St is a long-vacant, former florist shop in a R2 zoning district. We determined that the building can't cost effectively be converted to housing. We listed the property for sale and accepted an offer from a buyer who planned to use the building for indoor urban agriculture, which is allowed in R2, but unfortunately she decided the renovations needed were too costly and withdrew her offer. We were then approached by University Hill Apartments, who own the residential rental property next door (which is attached to 1115 E Colvin St). They would like to renovate this building and use it as the residential leasing office for their University Area apartment portfolio. We are seeking a use variance to allow an Office in an R2 zoning district.

4 Will this project include site changes?

Yes

5 Will this project include exterior alterations?

Yes

6 Will this project include new construction?

No

7 Will this project include demolition (full or partial)?

Yes

8 Companion Zoning Applications (if applicable, list any related zoning applications)

	area variance (front yard parking), site plan review
9	Proposed Onsite Parking 3
10	Current Onsite Parking unclear
11	Proposed Hours of Operation Monday - Friday 9:00 AM - 5:00 PM
12	Current Hours of Operation n/a
13	Current Number of Dwelling Units 0.0
14	Proposed Number of Dwelling Units 0.0
15	Proposed Use of the Property office
16	Current Use of the Property Vacant building - former florist
17	Lot Size (sq ft) 3472
18	Business/Project Name University Hill Apartments leasing office



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

Owner/Owner's Agent Certification

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

Print owner's name: Greater Syracuse Property Development Corporation

Signature: *Katelyn Wright* Date: 06/02/2026

Mailing address: 1941 S Salina St; Syracuse NY 13205

Phone: Email:

Print applicant's name: Greater Syracuse Property Development Corporation

Signature: *Katelyn Wright* Date: 06/02/2026

Mailing address:

Phone: Email:

Print authorized representative's name (if applicable):

Signature: Date: 06/02/2026

Mailing address:

Phone: Email:

The names, addresses, and signatures of all owners of the property are required. Please attach additional sheets as needed. Faxed or photocopied signatures will not be accepted.

PLEASE NOTE:

- **If the property owner is a corporation, the person who signed on behalf of the corporation shall print his/her name as well and provide the Articles of Organization.**
- **If a property owner designates an authorized agent as a legal representative to provide signature(s) on required submittals on his/her behalf, or apply for the application on his/her behalf, or to present the project at the City Planning Commission on his/her behalf, please provide the executed power of attorney form(s) for each representative.**
- **Incomplete forms or missing supplementary documentation are unacceptable and will result in the application being deemed incomplete. Incomplete applications will not be reviewed by the Office of Zoning Administration until all required materials are submitted.**

Reasonable Return

The Greater Syracuse Property Development Corporation listed this property for sale and attempted to find a buyer who could convert the existing building into a use allowed in an R2 zoning district.

We've been unable to find any buyer willing to convert the 912 sq. ft. building into a residence.

If we were to demolish it, you could probably squeeze in a 1,200 sq. ft. 2-story house, but it would cost about \$450,000 to build and the post-construction value would be approximately \$200,000.

To demolish it and sell the lot as a side-lot to the neighbor would also result in a negative ROI. It would cost approximately \$25,000 to demolish and the Assessed Land Value is \$10,100.

Unable to find any alternatives, we entertained an offer from a buyer who wishes to use the building as a residential leasing office. We've compared below what it would cost to convert this retail building into a residence versus into office.

Item	Residential (renovate existing)	Office
Acquisition	\$50,000	\$50,000
Construction	\$250,000	\$125,000
Total Cost	\$300,000	\$175,000
Monthly Rent	\$1,300	\$3,000
NOI	\$11,856	\$27,360
Return on Cost	3.95%	15.63%

Unique Circumstances

This property is unique in that the existing building was designed to function as a florist and not for any use allowed by right in this zoning district. The building is only 912 sq. ft.

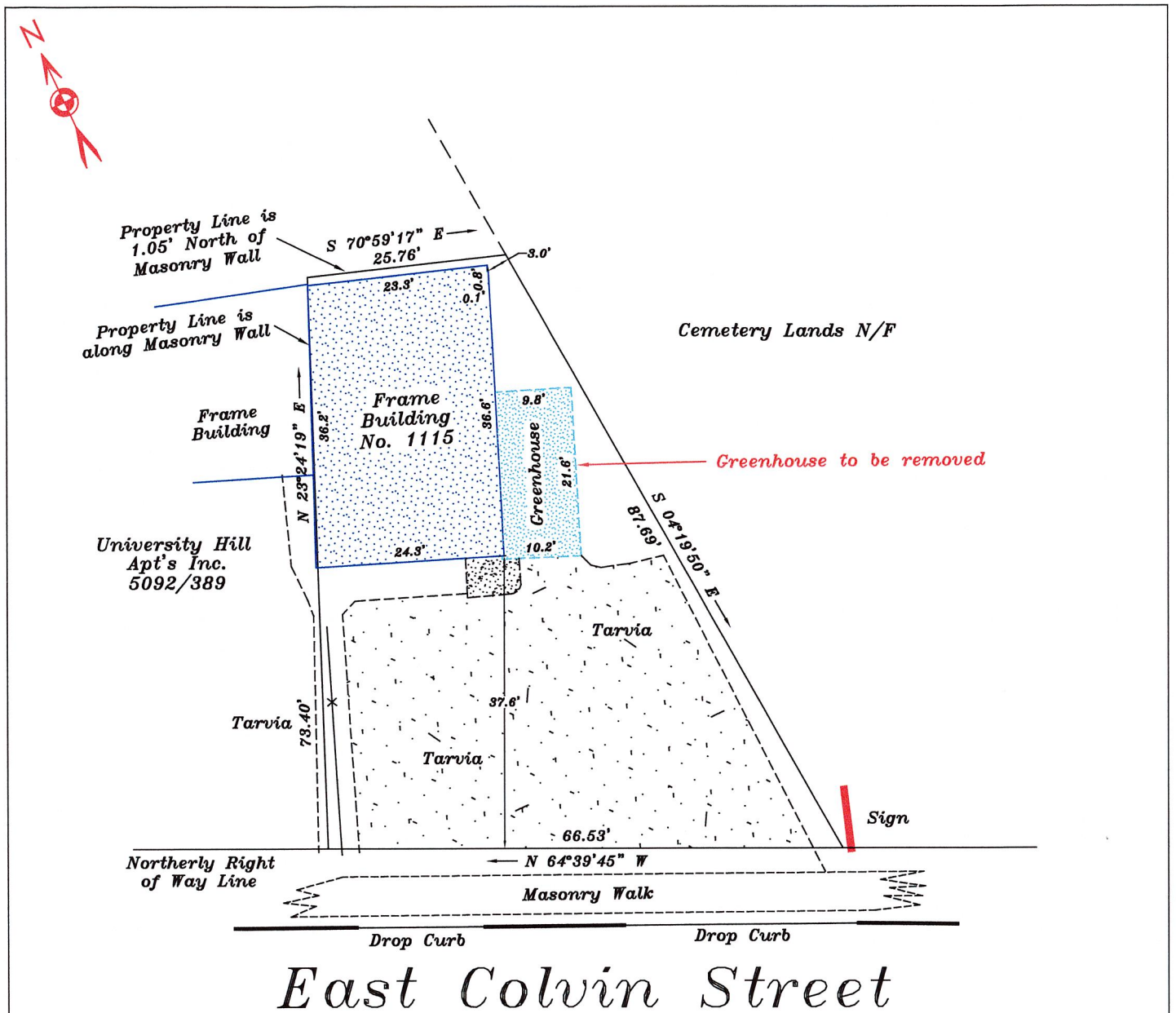
The parcel is also unique in that it is small and unusually shaped. Although it is "buildable" without having to apply for an area variance since it is pre-existing, the lot doesn't conform to the zoning ordinance requirements for 4,000 sq. ft. of area for a single-family house. It's also less than desirable for a new residence given that Colvin St is a heavily trafficked street and the property is located adjacent to a cemetery.

Neighborhood Character

Our buyer plans to demolish the greenhouse attached to the SE facade of the building, but otherwise will not make significant changes to the exterior of the building. We don't anticipate a significant visual change from the existing conditions although repaving and striping the parking lot and adding landscaping will improve the curb appeal of this property. This use will not generate significant traffic. It will be open to the public by appointment only and rental agents mostly meet potential tenants at the available unit(s). One full-time and one part-time employee will work out of this location.

Self-Created Hardship

This is not a self-imposed hardship, because the Greater Syracuse Property Development Corporation receives all the City's foreclosed properties, whether they're illegal non-conformities or not.



Date of Fieldwork: 03-27-25
 Tax Id#: 58-5-1
 Deed: 2023/3512
 Abstract: Not Provided

*Survey revised 11-14-25 to show the existing greenhouse to be removed only.

*All bearings/distances shown hereon based on referenced deeds, found monumentation and the masonry building walls.

Michael J. McCully
Land Surveying PLLC

5875 Fieldstone Drive
 Cazenovia New York 13035
 Phone : (315) 815-5034

I hereby certify that this map was made from an actual survey and same is correct.

M.J. McCully

NYSLLS 050696



Location Survey on Part of Lot 78 of the Late Onondaga Reservation.

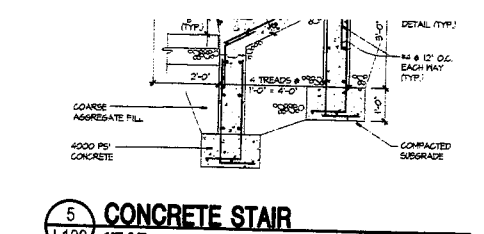
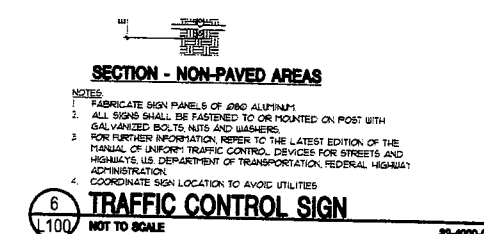
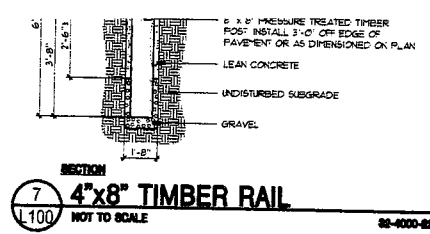
Known as No. 1115 East Colvin Street, City of Syracuse, County of Onondaga, State of New York.

Drawn by: MJM

Scale: 1" = 20'

Date(s): 04-02-25

Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of Section 7209, Subdivision 2 of the New York State Education Law. Only copies from the original of this survey marked with an original of the land surveyor's inked seal or his embossed seal shall be considered to be valid true copies. Certifications shall run only to the person or entities for whom the survey is prepared and are not transferable to subsequent persons or entities. Copyright 2025, Michael J. McCully Land Surveying, all rights reserved.



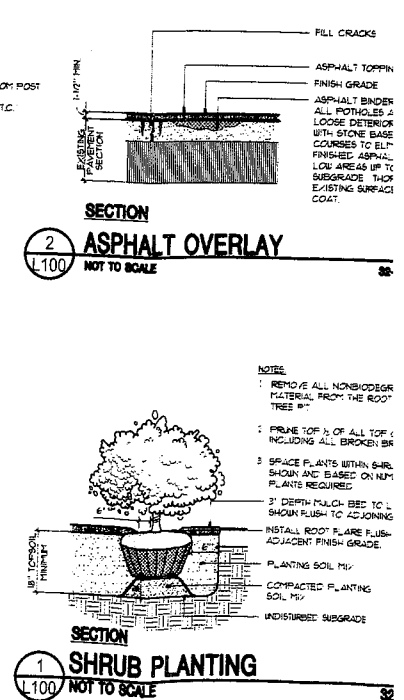
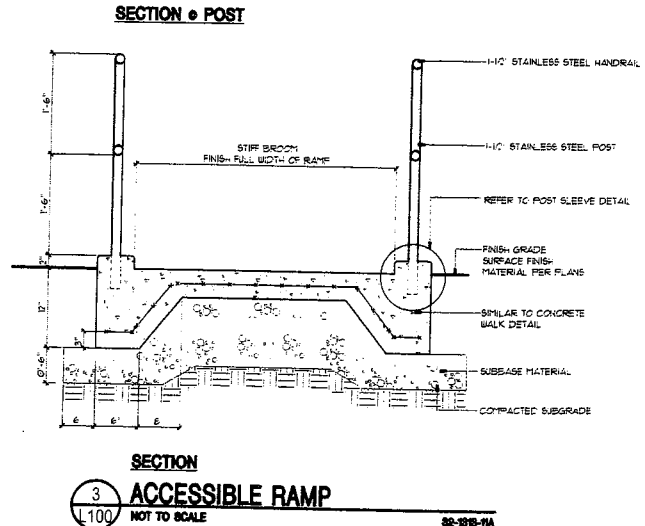
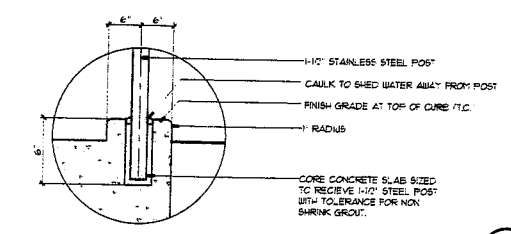
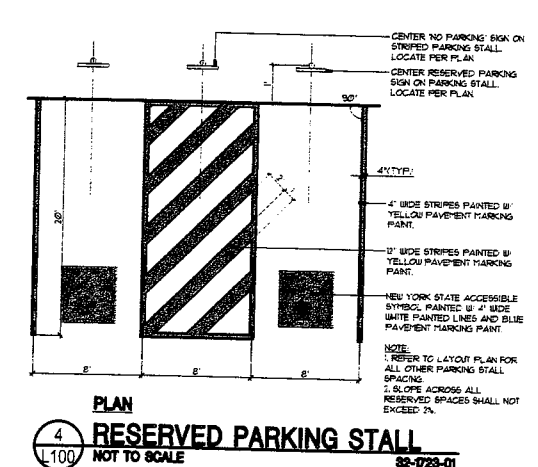
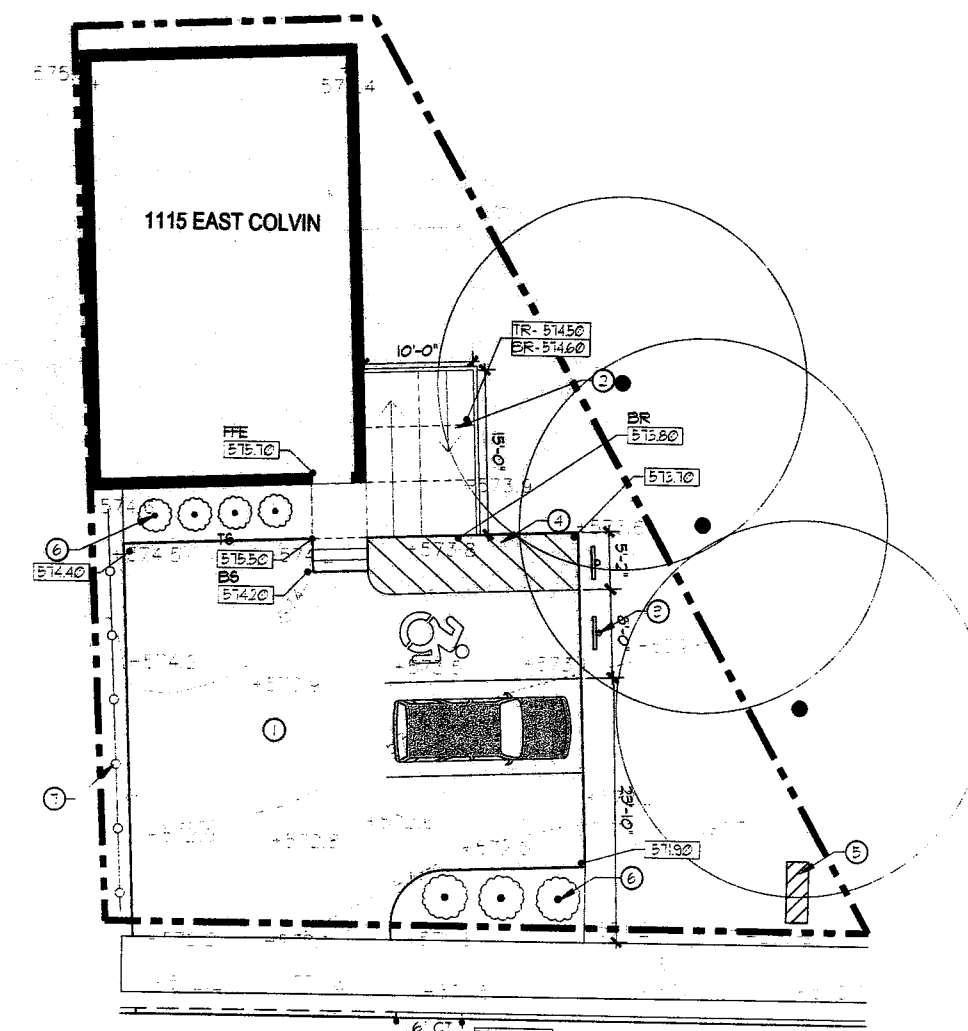
ZONE: LOW DENSITY RESIDENTIAL (R2)

BUILDING HEIGHT	REQUIRED (R2): 40'
YARD SETBACKS	
FRONT SETBACK	30'
SIDE SETBACK	0'
REAR SETBACK	20'
LOT COVERAGE	
MAX. BUILDING COVERAGE:	30%
MAX. PAVEMENT COVERAGE:	20%
MAX. NON-NATURAL COVERAGE:	10%
PARKING REQUIREMENTS:	
STALL SIZE: 18'-0" x 8'-6"	
DRIVE AISLE: 24'-0" MIN. WIDTH	
PARKING SETBACK	REQUIRED: 5'
TOTAL PARKING REQUIRED:	3 SPACES
OFFICE: 1,014 SF TOTAL	
1 / 500 SF GFA	

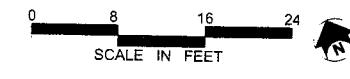
SIGN SCHEDULE

KEY	SIGN PLATE	SIGN SIZE	MOUNTING HT. / COME	NYSD
A	RESERVED PARKING W/ ACCESSIBLE SYMBOL	12' x 18'	7'-0" HT	SIGN N COLOR BLUE I
B	NO PARKING ANY TIME	12' x 18'	7'-0" HT	SIGN N COLOR RED TE

NOTES:
1. REFER TO TRAFFIC CONTROL SIGN DETAIL FOR INSTALLATION.
2. ALL REGULATORY SIGNS SHALL CONFORM TO THE MOST C
NYSDOT "MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES"



Drawn By: []
Checked By: []
Date Printed: []



ISSUED AND REVISIONS NOTIFICATION		No.	Rev.	Description	Date
1	1	2	3	4	5
6	7	8	9	10	11

Drawn By: KSK
Checked By: VR
KFA Proj. No.: 46044
Date: 1 MAY 2026
Scale: AS NOTED

SITE PLAN

L1.0

- CONSTRUCTION NOTES**
1. INSTALL ASPHALT PAVING MILLING AS PER DETAIL 2/L-100
 2. INSTALL RAMP AND STAIR PER DETAIL 3 & 5/L-100
 3. INSTALL TRAFFIC SIGN PER DETAIL 6/L-100
 4. STRIPE ADA ACCESSIBLE PARKING STALL PER DETAIL 4/L-100
 5. INSTALL BUILDING SIGN PER OWNER
 6. INSTALL BOXWOOD SPP. PER DETAIL 1/L-100
 7. INSTALL GUARD RAIL PER DETAIL 7/L-100

ZONING CHART - CITY OF SYRACUSE

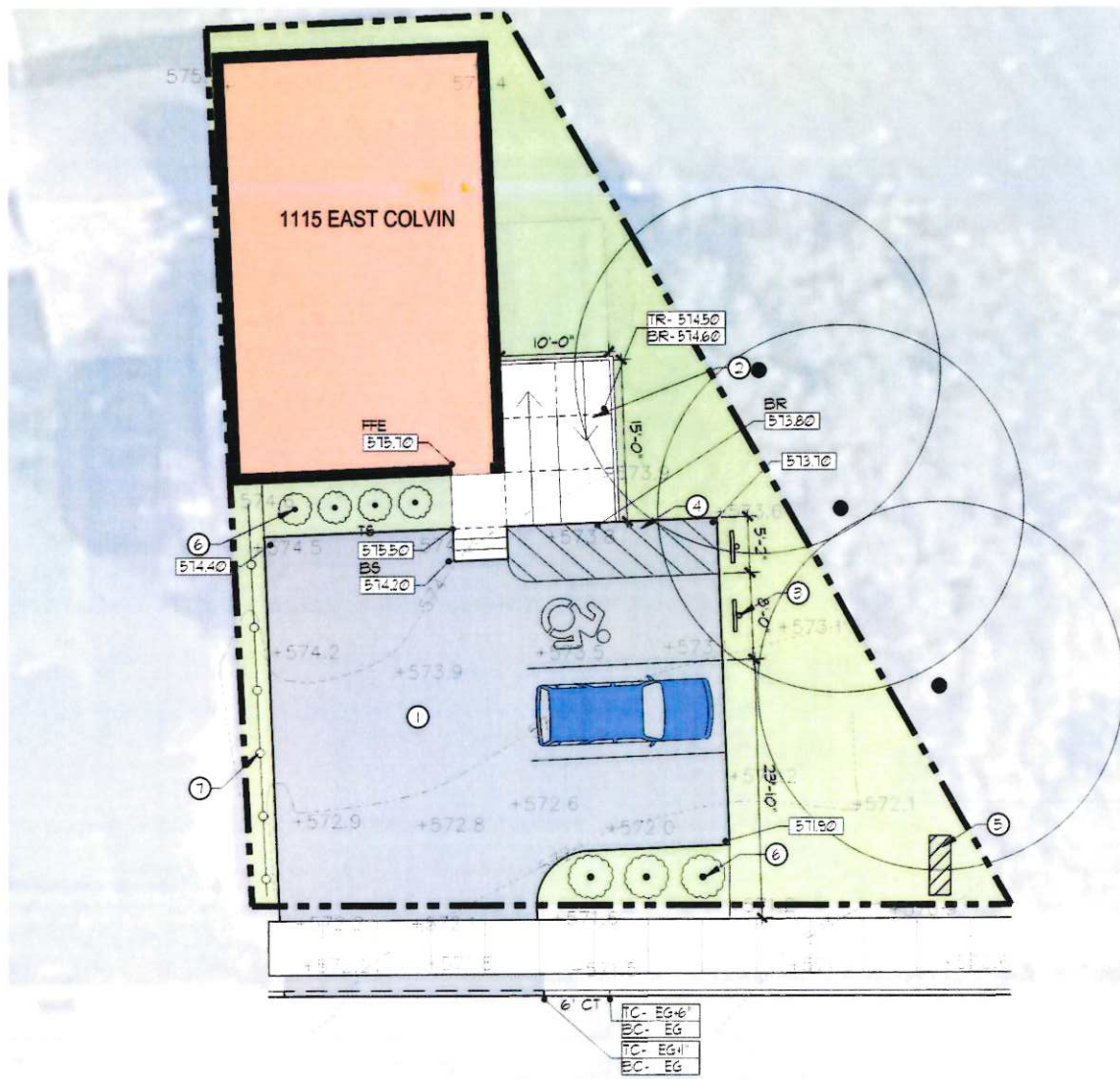
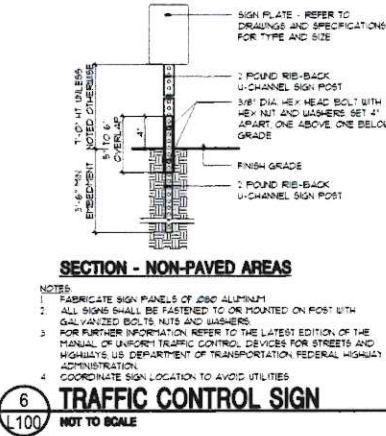
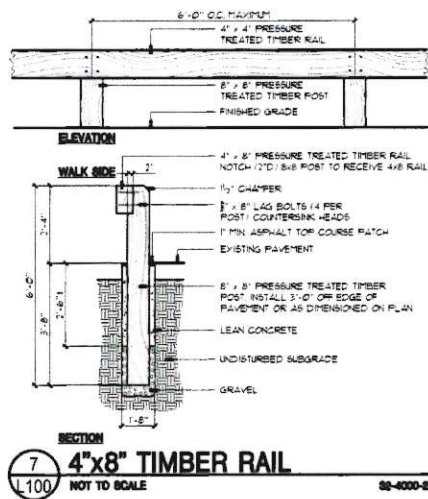
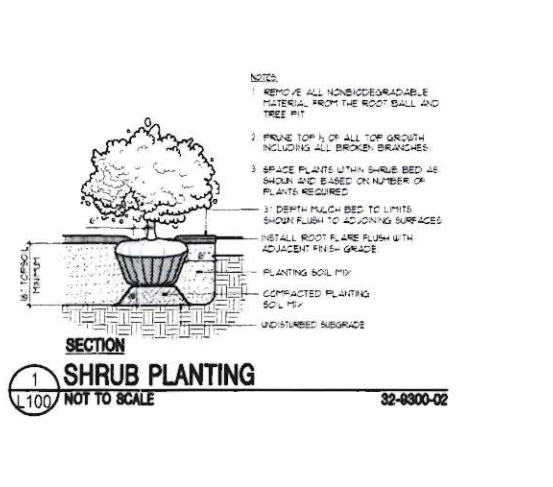
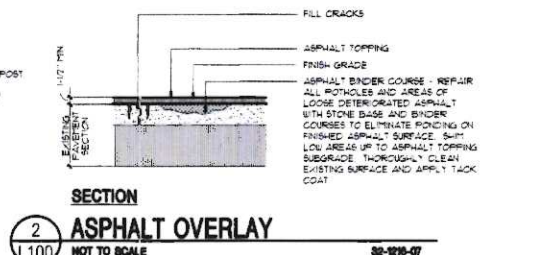
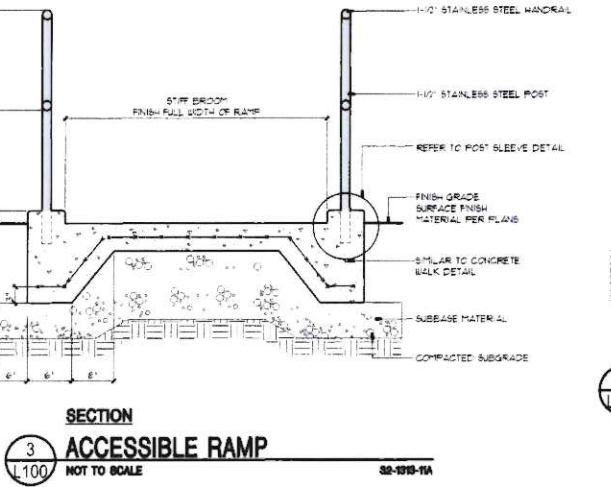
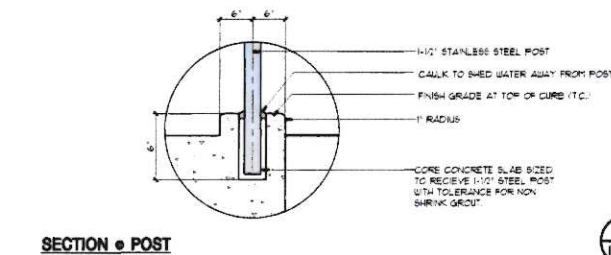
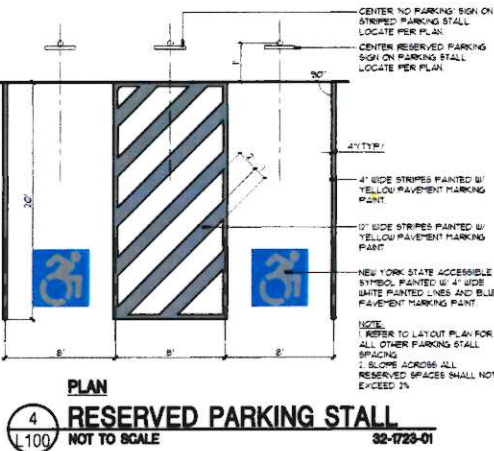
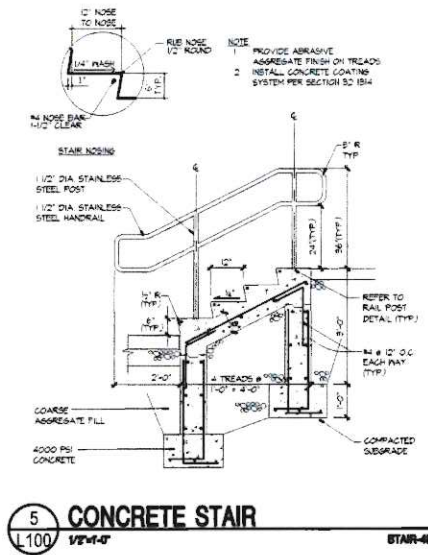
TAX PARCELS INVOLVED: 088-05-010 / 115 EAST COLVIN ST. 0.13 ACRES

ZONE: LOW DENSITY RESIDENTIAL (R2)	REQUIRED (R)	PROVIDED
BUILDING HEIGHT	40'	XX'
YARD SETBACKS		
FRONT SETBACK	30'	30'
SIDE SETBACK	0'	0', 2'-7"
REAR SETBACK	20'	2'-3"
LOT COVERAGE		
MAX. BUILDING COVERAGE	30%	35.38%
MAX. PAVEMENT COVERAGE	20%	31.59%
MAX. NON-NATURAL COVERAGE	10%	5.34%
PARKING REQUIREMENTS		
STALL SIZE 18'-0" X 8'-6"		
DRIVE AISLE 24'-0" MIN. WIDTH		
PARKING SETBACK	5'	5'
TOTAL PARKING REQUIRED:		
OFFICE - 1014 SF TOTAL	3 SPACES	3 SPACES
1 / 500 SF GFA		

SIGN SCHEDULE

KEY	SIGN PLATE	SIGN SIZE MOUNTING HT.	NYSDOT MUTCD NO. / COMMENTS
A	RESERVED PARKING W/ ACCESSIBLE SYMBOL	12" X 18" 7'-0" HT.	SIGN NO. P4-6 COLORS: WHITE BACKGROUND, BLUE ICON GREEN TEXT / BORDER. COMMENTS:
B	NO PARKING ANY TIME	12" X 18" 7'-0" HT.	SIGN NO. - COLORS: WHITE BACKGROUND, RED TEXT AND BORDER.

NOTES:
1. REFER TO TRAFFIC CONTROL SIGN DETAIL FOR INSTALLATION.
2. ALL REGULATORY SIGNS SHALL CONFORM TO THE MOST CURRENT
NYSDOT MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES



EAST COLVIN ST



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: University Hill Apartments Leasing Office			
Project Location (describe, and attach a location map): 1115 E Colvin St, Syracuse NY 13210			
Brief Description of Proposed Action: Demolition of greenhouse on property. Renovation of existing building for use as a leasing office.			
Name of Applicant or Sponsor: Greater Syracuse Property Development Corporation		Telephone: E-Mail:	
Address: 1941 S Salina St			
City/PO: Syracuse		State: NY	Zip Code: 13205
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 ☒	YES ☐
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: demolition for greenhouse, renovation for building, change of occupancy, site plan review		NO ☐	YES ☒
3. a. Total acreage of the site of the proposed action?		.08 acres	
b. Total acreage to be physically disturbed?		.04 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		.08 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,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☒	☐	☐
b. Consistent with the adopted comprehensive plan? prioritizes reuse of existing buildings	☐	☒	☐
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?	NO	YES	
If Yes, identify: _____	☒	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☒	☐	
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?	☐	☒	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:			
They will have to meet these requirements when they pull their renovation permit.	☐	☒	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☐	☒	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☐	☒	
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	
	☒	☐	
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?	☒	☐	
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?	NO	YES	
	☒	☐	
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: _____			

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, this project will not increase total impermeable surface area	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
	☒	☐
19. 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: <u>Katelyn Wright/Greater Syracuse Property Development Corporation</u> Date: <u>6/2/26</u> Signature: <u></u> Title: <u>Executive Director</u>		

Project: V-2026-13

Date: 7/16/2026

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-2026-13

Date: 7/16/2026

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	7/16/2026
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)

City of Syracuse
Parcel History
 01/01/1900 - 07/07/2026
 Tax Map #: 058.-05-01.0
 Owners: GSPDC
 Zoning: R2

Address	Date	Transaction	Transaction Type	Status	Description
1115 Colvin St E	03/28/16	Violation	2010 IMC - Section 304.2 - Protective Treatment	Closed	
1115 Colvin St E	03/28/16	Violation	2010 IMC - Section 304.5 - Foundation walls	Closed	
1115 Colvin St E	02/23/16	Inspection	Complaint Inspection	N/A	
1115 Colvin St E	03/28/16	Inspection	Complaint Re-Inspection	Fail	
1115 Colvin St E	04/07/16	Inspection	Complaint Re-Inspection	No Progress	
1115 Colvin St E	06/13/16	Inspection	Complaint Re-Inspection	Pass	
1115 Colvin St E	02/23/16	Completed Complaint	Complaint Reqst - General	Completed	2016-03710 loitering, dumping, trash and debris- Joe Romano called it in saying he's representing a constituent of 50 people's complaints
1115 Colvin St E	04/16/18	Permit Application	Electric (Meter Set)	Issued	31808 Meter set amended 5/7/18 per T. Steinberg
1115 Colvin St E	06/10/19	Completed Permit	Electric (Meter Set)	Completed - No	31808 Meter set amended 5/7/18 per T. Steinberg Completed #31808
1115 Colvin St E	04/17/18	Inspection	Inspector Notification	In Progress	
1115 Colvin St E	04/18/18	Inspection	Progress Inspection	In Progress	
1115 Colvin St E	04/24/18	Inspection	Progress Inspection	No Progress	
1115 Colvin St E	05/09/18	Inspection	Progress Inspection	In Progress	
1115 Colvin St E	11/16/18	Inspection	Progress Inspection	Pass	
1115 Colvin St E	06/13/16	Completed Complaint	Property Maintenance-Ext	Completed	2016-07070
1115 Colvin St E	10/02/63	Project	Variance (Converted)	Approved	V-63-035 To construct a 7' x 21' solarium onan existing foundation on the side of a non-conforming structure.