



**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

<b><i>R-25-46</i></b>	<b><i>Staff Report – March 16th, 2026</i></b>
<b><i>Application Type:</i></b>	Resubdivision
<b><i>Project Address:</i></b>	100 Jean Ave. (Tax ID: 060.-13-02.0) 106 Jean Ave. (Tax ID: 060.-13-03.0)
<b><i>Summary of Proposed Action:</i></b>	The applicant intends to combine two lots into one new lot for building an addition on the existing house.  Total square footage of New Lot 1A: 18,975 SF/ 0.435 Acres
<b><i>Owner/Applicant</i></b>	Steven Swart (Owner/Applicant )
<b><i>Existing Zone District:</i></b>	100 Jean Ave. and 106 Jean Ave. are located in the Single-Unit Residential (R1) Zone District.
<b><i>Surrounding Zone Districts:</i></b>	The neighboring properties to the north and east are located in R1 Zone District. The neighboring properties to the south and west are located in the Planned Institutional (PID) Zone District.
<b><i>Companion Application(s)</i></b>	N/A
<b><i>Scope of Work:</i></b>	The applicant proposes combining two lots into one new lot to create one conforming lot and allow for building a future house addition.
<b><i>Facts on Project &amp; Staff Analysis:</i></b>	<p><b><u>Dimensional Standards</u></b></p> <ul style="list-style-type: none"> <li>- The proposed resubdivided lot meets the Dimensional Standards of the R1 Zone District pursuant to the Syracuse Zoning Ordinance (SZO)Art. 2 Sec.2.2 B</li> <li>- The lot area requirement for the residential use type of “Single-Unit Detached Dwelling” in the R1 Zone District is 4,000 SF, and the proposed lot is 18,975 SF thus conforming for the current land use.</li> <li>- The current structural coverage of both 106 and 100 Ave. are conforming with no specific changes currently proposed.</li> </ul> <p><b><u>Facts on Project</u></b></p> <ul style="list-style-type: none"> <li>- The land use of “Single-Unit Detached Dwelling” is permitted by right in the R1 Zone District.</li> <li>- 106 Jean Ave has been occupied by the property owner as a single-dwelling unit</li> <li>- The property. According to the Onondaga County Planning Agency’s confirmation letter, the new 9-1-1 street address for the new lot is <b>106 Jean Ave.</b></li> </ul>
<b><i>Staff Recommendation:</i></b>	Staff recommend approving this project.
<b><i>Recommended Conditions if Approved:</i></b>	1. Applicant shall successfully file the resubdivision map of R-25-46 in the Onondaga County Clerk's office within 62 days of resubdivision approval.
<b><i>Zoning Procedural History:</i></b>	- No Zoning History Available
<b><i>Summary of Zoning History:</i></b>	N/A
<b><i>Code Enforcement History:</i></b>	See attached code enforcement history.
<b><i>Zoning Violations:</i></b>	The proposed lot has no zoning violations.
<b><i>Summary of Changes:</i></b>	This is not a continued application.

<p><b>Property Characteristics:</b></p>	<p><b><u>Existing Lot</u></b></p> <p><b>100 Jean Ave.</b>                  The subject property at 100 Jean Ave. is an irregularly shaped parcel with a lot size of 11,385SF (0.26Acres). The property has one street frontage with 99 FT of frontage along Jean Ave. The western property line borders 98 Jean Ave. and Jean Ave. for 115 FT. The southern property line borders 201 Ainsley Dr. for 99 FT. The eastern property line borders 106 Jean Ave. for 115 FT. The property is currently vacant land.</p> <p><b>106 Jean Ave.</b>                  The subject property at 106 Jean Ave. is a rectangular-shaped parcel with a lot size of 7,590 SF (0.174 Acres). The property is one street frontage with 66 FT of frontage along Jean Ave. The eastern property line borders 110 Ave. for 115 FT. The western property line borders 100 Jean Ave. for 115 FT. The southern property line borders 201 Ainsley Dr, for 66 FT. The property is improved by a 2 Story Frame House.</p> <p><b><u>Proposed Lots</u></b></p> <p><b>106 Jean Ave.</b>                  The proposed new lot at 106 Jean Ave. will be a rectangular-shaped parcel with a lot size of 18,975 SF (0.435 Acres). The property will have one street frontage with 165 FT of frontage along Jean Ave. The western property line will border 98 Jean Ave. and Jean Ave. for 115 FT. The southern property line borders 201 Ainsley Dr, for 165 FT. The eastern property line borders 110 Ave. for 115 FT.</p>	
	<p><b><i>SEQR Determination:</i></b></p>	<p>Pursuant to the 6 NYCRR §617.2(al), the proposal is an Unlisted Action.</p>
	<p><b><i>Onondaga County Planning Board Referral:</i></b></p>	<p>Pursuant to GML §239-l, m and n, the proposal does not meet the criteria to be reviewed by the Onondaga County Planning Board.</p>

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

- Resubdivision application
- Short Environmental Assessment Form Part 1
- “Proposed Resubdivision on Part of Lot 1,2,3 & Lots 4&5, Known as 100 & 106 Jean Ave into new lot 1A Known as 106 Jean Street, Block 22, City of Syracuse ,County of Onondaga, State of New York. Drawn by Staet of New York Licensed Land Surveyor : J. Stephen Sefhnert; Applied Earth Technologies Stephen Sehnert Land Surveyor, Baldwinsville, New York; Dated 5/23/2019. Scale: 1’’=20’

**Attachments:**

- Resubdivision Application
- Short Environmental Assessment Form Part 1
- Code Enforcement History
- IPS Comments from City Departments

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, 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/>



**City of Syracuse Office of Zoning Administration**

**PROPERTY OWNER(S) (required)**

As listed in Department of Assessment property tax records (<http://syrgov.net/Assessment.aspx> - 315-448-8280). If not listed as the owner, please provide proof of ownership, e.g., a copy of the deed. Attorney's signing on behalf of the owner must include a letter describing the legal arrangement. If the property owner is a Corporation or Organization, the person signing must provide member verification. **Contract purchasers, tenants, architects, engineers, contractors, etc. CANNOT sign on behalf of the owner.**

Steven	Swart	Mr.	N/A		
<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>		
106 Jean Avenue	Swart	Syracuse	NY	13210	
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	
* Signature: <i>Steven O. Swart</i>			Date: <i>9/25/2025</i>		

<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>			<i>Phone:</i>
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Email:</i>	
* Signature:			Date:			

<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>			<i>Phone:</i>
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Email:</i>	
* Signature:			Date:			

<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>			<i>Phone:</i>
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Email:</i>	
* Signature:			Date:			

**\* OWNER SIGNATURE DECLARATION**

I understand that false statements made herein are punishable as a Class A Misdemeanor, pursuant to section 210.45 of the Penal Law of the State of New York. I declare that, subject to the penalties of perjury, any statements made on this application and any attachments are the truth and to the best of my knowledge correct. I also understand that any false statements and/or attachments presented knowingly in connection with this application will be considered null and void.

**APPLICANT(S) (if applicable)**

<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>			<i>Phone:</i>
Steven	Swart	Property Owner	n/a			
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Email:</i>	
106 Jean Avenue		Syracuse	NY	13210		
<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>			<i>Phone:</i>
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Email:</i>	

**REPRESENTATIVE(S)/CONTACT(S) (if applicable)**

<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>			<i>Phone:</i>
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Email:</i>	
<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>			<i>Phone:</i>
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Email:</i>	

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

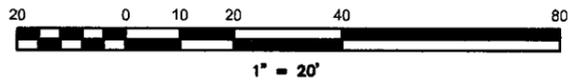
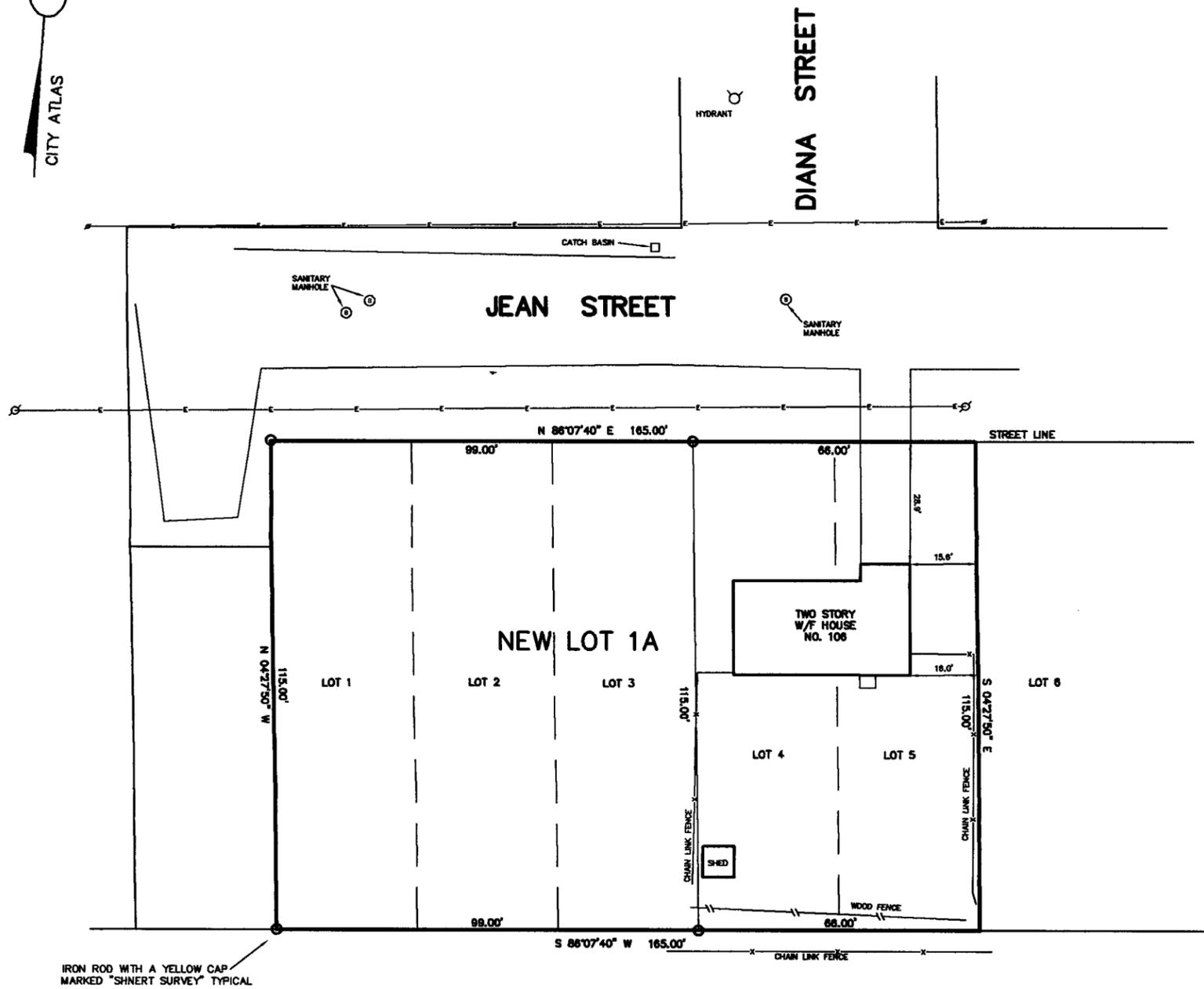
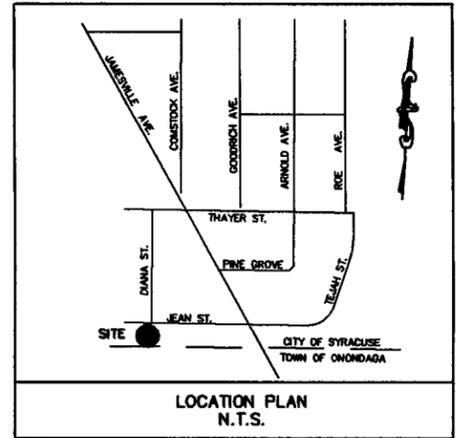
**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. 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.

<b>Part 1 – Project and Sponsor Information</b>			
Resubdivision of Lots 1,2, 3 & Lots 4,5 Known as 100 & 106 Jean Street			
Name of Action or Project: Combine Adjacent Properties			
Project Location (describe, and attach a location map): 106 Jean Ave. Property # 1444101700 & 100 Jean Ave Prop # 1444101401; Syracuse 13210			
Brief Description of Proposed Action: I own the two properties located at 106 Jean Avenue and 100 Jean Avenue. I would like to combine them into one property. I would like to build an addition to my home that would cross the common property boundary.  The Tax ID #s are 060.-13-03.0 and 060.-13-02.0, respectively. The acreage figures mentioned in Section 3, below, represent the combined acreage after this proposed Action.  In section 16, the map entitled FEMA Floodplain Changes in Onondaga County (2016) was used. URL: <a href="http://ongov.net/planning/documents/map_floodplain_revisions_2016.pdf">http://ongov.net/planning/documents/map_floodplain_revisions_2016.pdf</a>			
Name of Applicant or Sponsor:  Steven Swart			
Address:  106 Jean Avenue			
City/PO: Syracuse	State: New York	Zip Code: 13210	
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 <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
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:		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		0.4356 acres	
b. Total acreage to be physically disturbed?		0.4356 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		0.4356 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input checked="" type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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?			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			





FOR HEALTH DEPARTMENT USE ONLY

THE UNDERSIGNED SURVEYOR HEREBY CERTIFIES THAT THIS MAP IS MADE FROM AN ACTUAL SURVEY OF THE PROPERTY SHOWN HEREON COMPLETED MAY 21, 2019

*J. Stephen Sehnert*  
J. STEPHEN SEHNERT No. 45023  
LAND SURVEYOR

ALTERATIONS OR ADDITIONS TO THIS SURVEY MAP ARE PROHIBITED, EXCEPT AS PROVIDED IN SECTION 7209, SUBDIVISION 2, OF THE NEW YORK STATE EDUCATION LAW.

WHEN EXPERIENCE MATTERS  
**APPLIED EARTH TECHNOLOGIES**  
STEPHEN SEHNERT  
LAND SURVEYOR  
BALDWINSVILLE, NEW YORK

RESUBDIVISION OF  
LOTS 1,2,3 & LOTS 4 & 5  
KNOWN AS 100 & 106 JEAN STREET  
INTO NEW LOT 1A  
KNOWN AS 106 JEAN STREET  
BLOCK 22  
CITY OF SYRACUSE  
ONONDAGA COUNTY, NEW YORK

MAY 23, 2019		
271	54	1804.9

Project: R-25-46

Date: 3/12/2026

## *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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Project:	R-25-46
Date:	3/16/2026

### *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.

<input type="checkbox"/> 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.	
<input checked="" type="checkbox"/> 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 Planning Commission	3/16/2026
Name of Lead Agency	Date
Steven Kulick	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)

**PRINT FORM**

City of Syracuse

## Parcel History

01/01/1900 - 03/09/2026

Tax Map #: 060.-13-03.0

Owners: Olga Swart, Steven O Swart

Zoning: R1

Address	Date	Transaction	Transaction Type	Status	Description
106 Jean Ave	05/29/25	Permit Application	Misc.(deck, fence,ramp)	Issued	54093   Replacing a window
106 Jean Ave	06/10/25	Inspection	Inspector Notification	In Progress	
106 Jean Ave	07/28/25	Inspection	Final Inspection	Pass	
106 Jean Ave	07/29/25	Completed Permit	Misc.(deck, fence,ramp)	Certificate Issued	54093   Replacing a window   Certificate of Completion #54093



OFFICE OF ZONING ADMINISTRATION  
Ben Walsh, Mayor

To: Steven Swart  
From: Amber Dillon, Zoning Planner  
Date: 3/12/2026 10:59:41 AM  
Re: Resubdivision R-25-46  
100 Jean Ave, Syracuse, 13210

The Departments and/or Boards below have reviewed your application and provided the following comments for your information and action as appropriate.

Please modify the proposal as necessary to address the comments/recommendations. Upon receipt of any revisions and/or written justification to the Office of Zoning Administration, a Public Hearing will be scheduled.

Please contact the Zoning Office at (315) 448-8640 or [Zoning@syr.gov](mailto:Zoning@syr.gov) if you have any questions.

Approval	Status	Status Date	Reviewer	Comments
Zoning Planner	Waiting on Board	03/12/2026	Haohui Pan	CPC 3/16/2025
Eng. Mapping - Zoning	Approved	10/08/2025	Ray Wills	-The bearings for the streets in question AGREE with the Official City Records for the area. The Office of the City Engineer only verifies ROW bearings, not interior angles, bearings abutting neighboring properties or private easements. City Plat# 132
Finance - Zoning	Internal Review Complete	10/02/2025	Veronica Voss	Both 100 & 106 Jean Ave owe October CS taxes.
Eng Stormwater (SWPPP)-Zoning	Internal Review Complete	10/02/2025	Romeo Kpolo	Proposed site shall be graded appropriately to prevent stormwater runoff/sheet flow from rooftops/driveways and other similar impervious surfaces from impacting adjacent properties or the City R.O.W. A Stormwater Pollution Prevention Plan (SWPPP) is required for review if the total soil disturbance is greater than 10,000sf.
Eng Sewers- Zoning	Internal Review Complete	10/02/2025	Romeo Kpolo	Future project is subject to Onondaga County's 1:1 offset. The City requires an offset plan & details for review. All installation & restoration work to be done to City of Syracuse specifications & details.
Eng. Design & Cons. - Zoning	Conditionally Approved	10/02/2025	Romeo Kpolo	Any future construction/development on the lots will be subject to the City plan review, approval and permitting process as applicable.
Planning Commission	Pending	09/25/2025		