



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

<i>MaSPR-2025-5</i>	<i>Staff Report – April 27, 2026</i>
<i>Application Type:</i>	Major Site Plan Review
<i>Project Address:</i>	128 Gertrude St. (Tax Map ID: 018.-08-08.1)
<i>Summary of Proposed Action:</i>	<p>The applicant intends expand the currently allowed number of bedrooms to establish 2 additional bedrooms in addition to the previously legally permitted 4 bedrooms, for a total of 6 bedrooms in the existing “Dwelling, Single Unit Detached”. The use will change to “Dwelling, Single Unit Commercial Conversion”.</p> <p>“Dwelling, Single Unit Commercial Conversion” land use types are permitted by right under the regulations of the R4 Zone District, but need Major Site Plan Review for approval.</p> <p>No site changes are proposed.</p> <p>Total site area: .245 acres / 10,662 SF</p>
<i>Owner/Applicant</i>	Coral Real Estate LLC (Owner) Craig Polhamus (Applicant & Representative)
<i>Existing Zone District:</i>	Medium Density Residential (R4) Zone District
<i>Surrounding Zone Districts:</i>	The neighboring properties to the north, east, and west are also in the Medium Density Residential R4 Zone District; the neighboring properties to the south are Urban Neighborhood, MX-1 Zone District.
<i>Companion Application(s)</i>	N/A
<i>Scope of Work:</i>	<p>Exterior work:</p> <ol style="list-style-type: none"> (1) None proposed <p>Interior work:</p> <ol style="list-style-type: none"> (1) Legalize 2 additional bedrooms which were previously illegally converted. (2) Open the first-floor hallway to allow access to the Study Room. (3) Add several walls to create separation between new rooms.
<i>Facts on Project:</i>	<p><u>Existing Conditions</u></p> <ul style="list-style-type: none"> - 128 Gertrude St. is occupied by a 2-story wood-frame single unit dwelling. Along the eastern side of the house an asphalt driveway runs from the intersection with the ROW to the rear at the 1 story garage. Both the structure and garage are in varying states of disrepair, including boarded and missing windows, and minor damage to existing finishes. - The existing site is a double-wide lot consisting of the former 130 Gertrude St. and 128 Gertrude St. The structure formerly at 130 Gertrude St. was demolished in 2019, combined with 128 Gertrude St. via resubdivision and has been utilized as an illegal parking area composed of crushed stone and gravel since. <p><u>Nonconformities</u></p> <ul style="list-style-type: none"> - One nonconformity exists on the site; 1) the existing parking and driveway area is 32.77% of the lot area, whereas only 20% is permitted for one and two unit dwellings in the R4 zone district.

- The existing driveway area covers 1,315 sqft (12% lot coverage)
- The gravel parking area covers 2,212 sqft (20.7% lot coverage) and was not legally established, permits should be acquired to finish the parking area with a dustless paving material, and the parking and driveway area should be reduced to no more than 2,132 sqft (20% lot coverage).

Dimensional Standards

- The existing lot meets all Dimensional standards of the R4 Zone District.
- The existing coverage of the lot is 14.14% for structural coverage where 30% is permitted for residential uses, and 32.77% for parking and driveway coverage where 20% is permitted.

Use Specific Standards

- Each additional room converted to a sleeping area must be accompanied by one new, on-site designated parking space, parking reductions do not exempt the minimum requirements.
- New parking spaces must comply with the regulations within SZO.
- The existing driveway leading to the garage can provide the required parking.
- The provided common space meets the required minimum requirement for commercial conversions, 777.5 sqft is provided which exceeds the required 750 sqft per SZO.

Local Land Use and Residential Compatibility

- The site is in the Medium Density Residential (R4) zone district, where the use type “Dwelling, Single Unit Commercial Conversion” is permitted by right. Increasing the density of the structure does increase parking requirement, however the lot is able to accommodate an additional 2 parking spaces in the rear of the structure.
- Nearby land uses are largely residential, with some small-scale commercial uses in the area. This proposed use would have little impact on the nearby neighborhood.

Off-Street Parking and Loading

- 2 parking spaces must be designated at the rear of the structure.

Landscaping, Buffering, and Screening

- No new landscaping, buffering, or screening is proposed.

Site, Building Design, and Exterior Lighting

- The structure is residential in nature, a garage is also present to the rear along a driveway. Additionally, a large gravel parking area exists to the east.

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 is not required to

	<p>be reviewed by the Landmark Preservation Board.</p> <p><u>Additional Standards, Building Placement, and Transparency</u></p> <ul style="list-style-type: none"> - No other additional standards apply
<p><i>Staff Analysis:</i></p>	<p><u>Major Site Plan Approval Criteria</u></p> <p>Consistency with the General Purpose and Intent of the Ordinance: The proposed additional bedrooms in an existing Single Unit Dwelling is consistent with SZO, it allows for novel ways of increasing density in Residential Zone Districts, without overburdening street parking.</p> <p>Consistency with Dimensional & Design Development Standard of Zoning Ordinance: The project meets all applicable dimensional standards for the R4 Zone District and increases the density of housing in this zone district.</p> <p>Consistency with the Comprehensive Plan and Other Adopted City Policies and Plans: The proposed restoration and conversion of the building is consistent with the Comprehensive Plan and adopted City policies by supporting investment into the existing housing stock.</p>
<p><i>Staff Recommendation:</i></p>	<p>Staff recommend approving this project.</p>
<p><i>Recommend conditions if approved:</i></p>	<ol style="list-style-type: none"> 1. The applicant shall comply with the general conditions for approval on the Site Plan application. (See the attached sheet General Conditions for Site Plan Approval) 2. Within 1 year from the zoning approval date, appropriate permits shall be acquired for the illegal parking area, or the use shall be discontinued and returned to green space. The on-site parking area shall be reduced to no more than 882 sqft (8% lot coverage) and all gravel shall be replaced with permitted parking area materials. All other areas shall be returned to green space. 3. No parking shall occur in the City ROW or within the front setback of the lot.
<p><i>Zoning Procedural History:</i></p>	<p>R-19-72 Resubdivision to combine 128 Gertrude and 130 Gertrude after the structure on the latter was demolished.</p>
<p><i>Summary of Zoning History:</i></p>	<p>See above.</p>
<p><i>Code Enforcement History:</i></p>	<p>See attached code enforcement history.</p>
<p><i>Zoning Violations:</i></p>	<p>The proposed lot has no zoning violations.</p>
<p><i>Summary of Changes:</i></p>	<p>This is not a continued application.</p>
<p><i>Property Characteristics:</i></p>	<p><u>Existing property characteristics</u> The subject property at 128 Gertrude St. is an irregularly shaped parcel with a lot size of 10,662 SF (0.245 acres). The property has one street frontages with 78 FT of northern frontage along Gertrude St. To the east, the property line border 126 Gertrude St. for 118.91 FT. To the south, the property line borders 423-25 Hawley Ave., 427 Hawley Ave., 429 Hawley Ave., and 431 Hawley Ave. for 88 FT. To the west, the property line</p>

MaSPR-2025-5

	borders 132 Gertrude St. for 157.61 FT; The parcel is current vacant and all paved for the office tenant and customers at 1207 W Genesee St. to park vehicle.
SEQR Determination:	Pursuant to the 6 NYCRR §617.2(a), the proposal is an Unlisted Action.
Onondaga County Planning Board Referral:	Pursuant to GML §239-1, 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:

- Major Site Plan Review Application
- Short Environmental Assessment Form Part 1
- Apartment Remodel (Sheets C1-C3, A1, A2) Coral Real Estate 128 Gertrude Street, Syracuse, New York, 13203; Drawn by JDS, Signed and Sealed by Craig Polhamu, Dated 10/21/2025, Revised 4/05/2026; Scale: As shown
- Location Survey for 128 Gertrude Street, Final Resubdivision Map on part of Lots 7, 8, and 10, Block No. 167 of the Latham Tract into New Lot Ten A, City of Syracuse, County of Onondaga, New York; Drawn by James M. Dussing Sr.; Dated 7/13/2023; Scale: 1" = 20'

Attachments:

Major Site Plan Review Application
Code Enforcement History

Comments from City Departments

Context Maps:

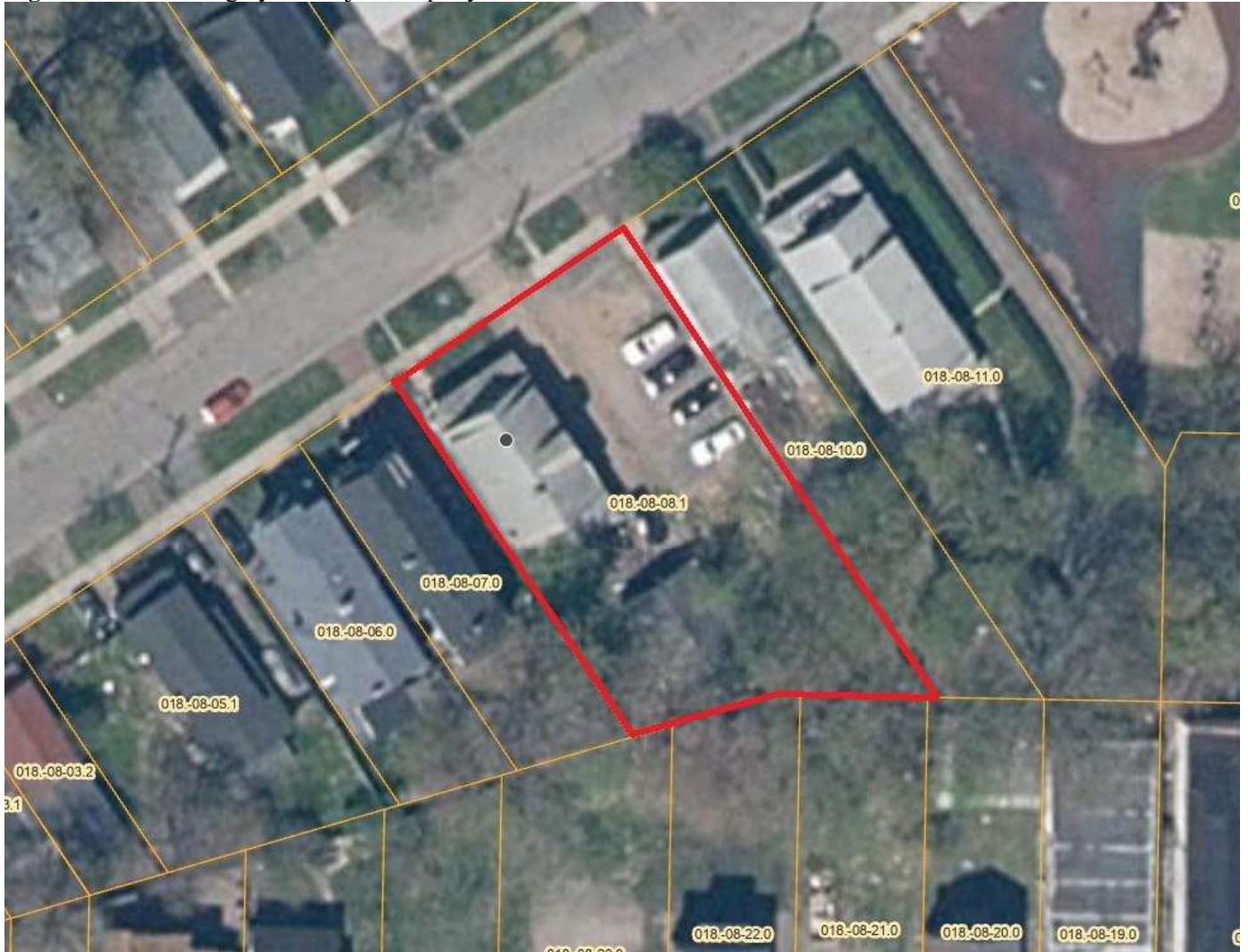
Figure 1: Zone District of Subject Property



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/>

General Conditions for
Site Plan Review, Special Use Permit
and Project Plan Review Approval

1. The subject premises shall be used, operated and maintained in a neat and orderly condition at all times; all outside storage of junk, bottles, cartons, boxes, debris and the like shall be restricted to appropriately screened enclosures not visible to the general public.
2. All necessary permits relating to this proposal shall be obtained by the applicant or its agents within twelve (12) months of the date of approval of this resolution by the City of Syracuse and all conditions of the approval shall be met within eighteen (18) months of the date of approval of this resolution by the City of Syracuse, or this approval will be considered null and void; administrative extensions to this requirement for up to one year may be obtained from the Zoning Administrator at any time within the first twelve (12) months, after which, any and all extensions require approval from the City Planning Commission;
3. All Development Standards of Syracuse Zoning Ordinance shall be adhered to.
4. No signage was approved as part of this application; proposed signage must be submitted to the City of Syracuse Office of Zoning Administration for review and approval.
5. Approval of project does not relieve the applicant from compliance with any other regulatory or licensing provisions applicable thereto by the properly constituted Federal, State, County or City authorities to include, but not limited to the City of Syracuse Departments of Engineering and Public Works, and the Division of Code Enforcement.
6. Prior to work commencing, all required permits must be obtained from the Central Permitting Office in the Division of Code Enforcement located at One Park Place, 1st Floor, at 300 South State Street, New York.



Office of Zoning Administration

CITY OF SYRACUSE, MAYOR SHARON F. OWENS

Jacob R. Dishaw
Zoning Administrator

Zhitong Wu
Director of Zoning

Meira Hertzberg
Land Use & Zoning
Attorney

Haohui Pan
Zoning Planner II

Amber Dillon
Zoning Planner II

Noah Garcia
Zoning Planner II

Shaquoya Johnson
Zoning Administration
Specialist

Alona Hayden
Coral Real Estate LLC
312 Hawley Ave.
Syracuse, NY 13203
12/17/2026

C.C: Craig Polhamus
Craig Polhamus Architect
114 E Genesee St,
Fayetteville, NY 13066

Re: Application Completeness for City Planning Commission

Dear Alona,

On 4/20/2026, Noah Garcia determined the proposed project MaSPR-2025-5 to be complete.

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 City Planning Commission (CPC) 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 Noah Garcia at least six (6) business days before the public hearing and must be notarized. Failure to have representation appear before the City Planning Commission 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 Noah Garcia 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

Group: Zoning

Step is Completed By: Agency

DPW Traffic Control Review

Group: DPW

Step is Completed By: Agency

Syracuse Staff will comment on this step if there are any questions or concerns related to your application.

DPW Transportation Review

Group: DPW

Step is Completed By: Agency

Syracuse Staff will comment on this step if there are any questions or concerns related to your application.

DPW Sanitation and Sewers Review

Step is Completed By: Agency

Engineering- Design and Construction Review

Step is Completed By: Agency

Engineering- Mapping Review

Step is Completed By: Agency

Engineering- SWPPP Review

Step is Completed By: Agency

Parks and Forestry Review

Group: Parks

Step is Completed By: Agency

Syracuse Staff will comment on this step if there are any questions or concerns related to your application.

Questions and Answers

1 Are you the property owner?

Yes

No

Data Fields

General Project Information

1 Proposed Number of Dwelling Units (if applicable)

0.0

2 Current Number of Dwelling Units (if applicable)

0.0

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

Residential Living Use

4 Will this project include site changes?

No

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)?

No

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

N/A

9 Proposed Onsite Parking

10

10 Current Onsite Parking

10

11 Proposed Hours of Operation

24-7

12 Current Hours of Operation

24-7

13 Current Number of Dwelling Units

1.0

14 Block Number

08-08.1

15 Lot Number

018

16 Zone District

No change from existing system

17 Proposed Number of Dwelling Units

1.0

18 Proposed Use of the Property

Residential

19 Current Use of the Property

Residential

20 Lot Size (sq ft)

10573

21 Business/Project Name

Coral Real Estate - 128 Gertrude St. Syracuse

Project Details

1 Description of Work

The house originally had 4 bedrooms, interior renovation will expand to 6 bedrooms. See submitted Plans.

As the below signature, I attest that all required pieces of information have been provided and that all information contained within said application is correct.

Applicant Signature

Craig Polhamus

Date

12/17/2025

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: Coral Real Estate - 128 Gertrude St. Syracuse			
Project Location (describe, and attach a location map): 128 Gertrude St. Syracuse, NY			
Brief Description of Proposed Action: The house originally had 4 bedrooms; interior renovation will expand to 6 bedrooms. Interior renovations and new siding, windows and doors. See submitted Plans.			
Name of Applicant or Sponsor: Craig Polhamus		Telephone:	
		E-Mail:	
Address: 114 E. Genesee St.			
City/PO: Fayetteville		State: NY	Zip Code: 13066
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 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 type="checkbox"/>
			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ .24 acres			
b. Total acreage to be physically disturbed? _____ 0 acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ .24 acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input 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, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<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? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" 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? 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	
	<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? 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	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> 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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If 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: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

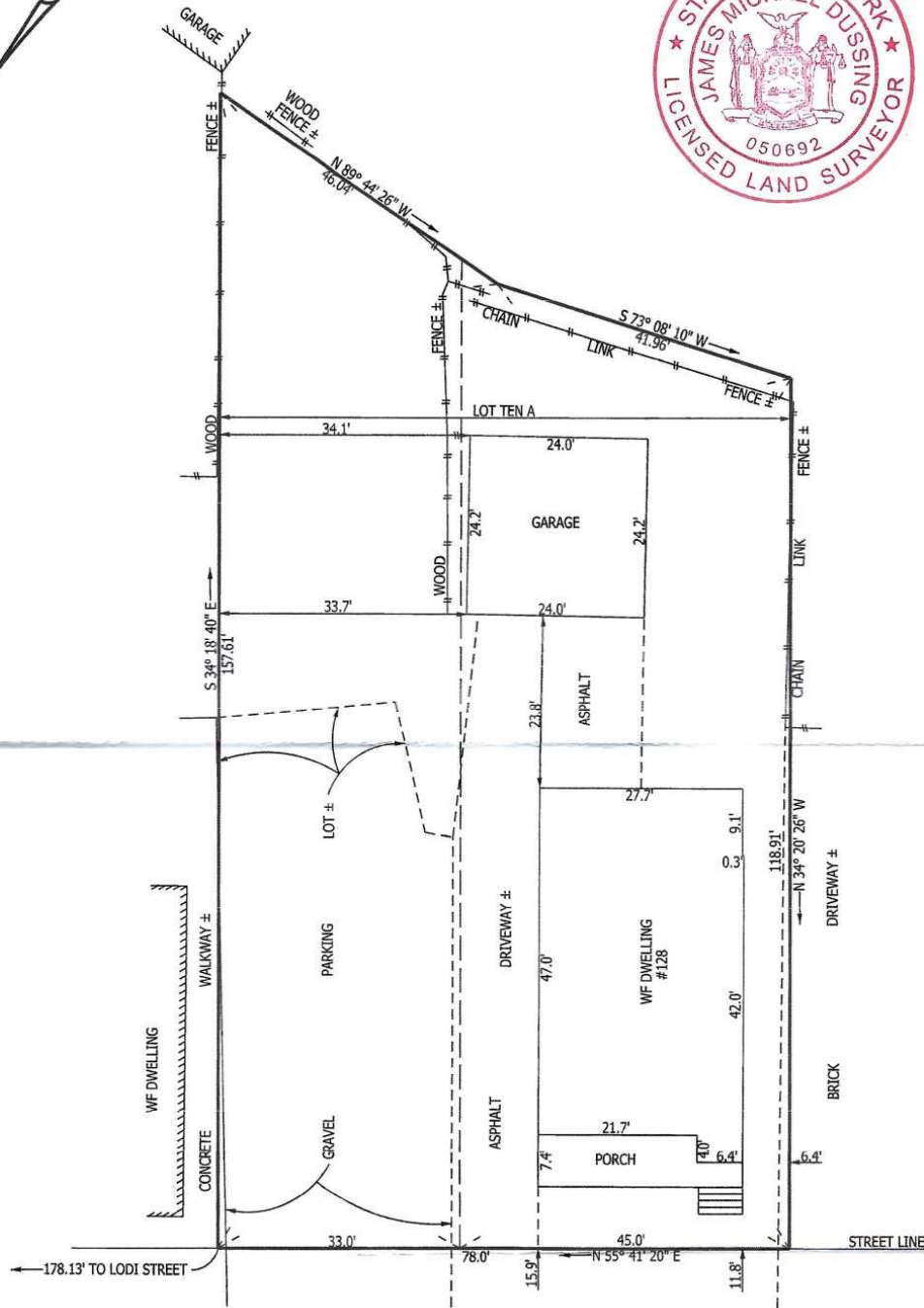
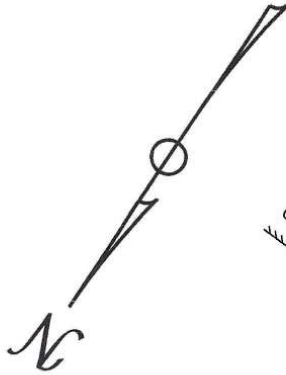
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor/name: <u>Craig Polhamus</u> Date: <u>12-17-2025</u>		
Signature: <u>Craig Polhamus</u> Title: <u>Architect</u>		

NO ABSTRACT PROVIDED AT TIME OF SURVEY.

SUBJECT TO EASEMENTS, ROWS, RESTRICTIONS & EXCEPTIONS OF RECORD WHICH AN UPDATED ABSTRACT WOULD SHOW.



GERTRUDE STREET

<p>CERTIFIED TO</p>	<p>LOCATION SURVEY FOR: 128 GERTRUDE STREET</p>		
<p>PROPERTY CORNERS NOT SET IN THIS SURVEY UNLESS SHOWN. THE UNDERSIGNED HEREBY CERTIFIES THAT THIS IS A CORRECT MAP MADE FROM AN ACTUAL SURVEY.</p>	<p>FINAL RESUBDIVISION MAP ON PART OF LOTS 7, 8 AND 10, BLOCK NO. 167 OF THE LATHAM TRACT INTO NEW LOT TEN A</p>		
<p>N.Y.S. LICENSED LAND SURVEYOR NO. 050692 N.Y.S. LICENSED LAND SURVEYOR NO. 049001</p>	<p>CITY OF SYRACUSE</p>	<p>COUNTY OF ONONDAGA</p>	<p>STATE OF NEW YORK</p>
<p><i>James M. Dussing</i></p>	<p>DUSSING LAND SURVEYING, LLC JAMES M. DUSSING SR. LIC. NO. 050692 SYRACUSE, NEW YORK PHONE: 315-256-5372</p>		<p>DATE: 7/13/23 SCALE: 1" = 20'</p>
<p>FILE NO.: 23-581</p>			<p>FILE NO.: 23-581</p>

Apartment Remodel For:
Coral Real Estate
 128 Gertrude Street
 Syracuse, New York 13203

PROJECT # 25154

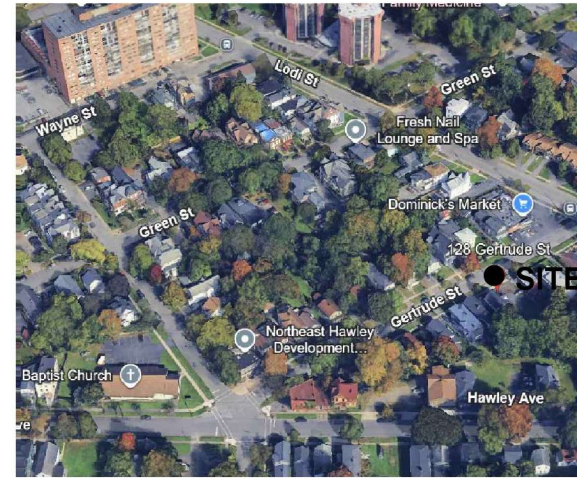
DATE: 10-21-2025

LIST OF DRAWINGS

- C1 COVER SHEET / PROJECT LOCATION MAP/
EXISTING STREET PERSPECTIVE / DRAWING LIST**
- C2 GENERAL NOTES - SHEET ONE**
- C3 GENERAL NOTES - SHEET TWO**
- A1 PROPOSED FIRST & SECOND FLOOR PLANS**
- A2 PROPOSED BASEMENT & ATTIC PLANS**



EXISTING STREET VIEW



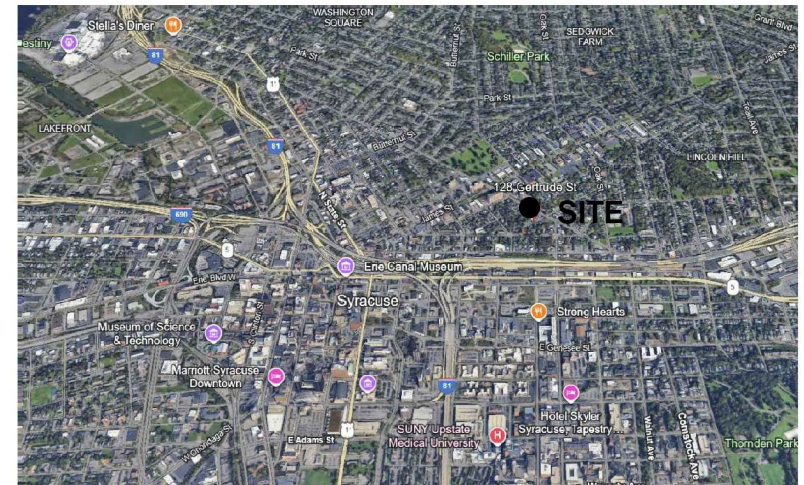
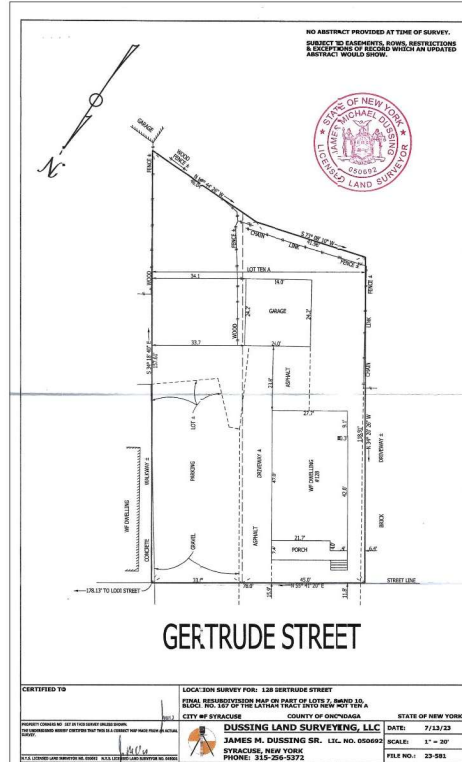
ENLARGED PROJECT LOCATION PLAN

ARCHITECT

CRAIG POLHAMUS ARCHITECT
 114 E. GENESEE ST.
 FAYETTEVILLE, NEW YORK 13066
 315.952.4227
 www.crpohamus.com

OWNER

CORAL REAL ESTATE, LLC
 312 HAWLEY AVENUE APT. # 2
 SYRACUSE, NEW YORK 13203
 315.403.0800



PROJECT LOCATION MAP

CRAIG POLHAMUS ARCHITECT

114 EAST GENESEE ST.
 FAYETTEVILLE, NY, 13066
 315.637.0006
 WWW.CRAIGPOLHAMUS.COM

CRAIG POLHAMUS ARCHITECT 2025
FOR CITY REVIEW

THE ARCHITECT CERTIFIES THAT THIS PROJECT HAS BEEN REVIEWED BY AN ARCHITECT SUPERVISOR IN ACCORDANCE WITH THE NEW YORK STATE BUILDING CODE, FIRE CODE AND PROPERTY MAINTENANCE CODE. THE NEW YORK STATE ENERGY CONSERVATION CONSTRUCTION CODE, ALL APPLICABLE ZONING AND AVAILABLE ORDINANCES, THE REG. D.C.A. RULES AND REGULATIONS TO THE BEST OF HIS KNOWLEDGE AND BELIEF THESE CONSTRUCTION DOCUMENTS ARE IN COMPLIANCE THEREWITH.

REGISTERED ARCHITECT
 00055
 NYSEA-NC DATE

IT IS A VIOLATION OF LAW FOR ANY PERSON UNLESS ACTING UNDER THE DIRECTION OF A LICENSED ARCHITECT TO ALTER ANY ITEM ON THIS DOCUMENT IN ANY WAY. ANY UNLICENSED USE ALICES THIS DOCUMENT IS REQUIRED BY LAW TO AFFIX AS OR VEH BEHOLD AND THE PENALTY IN EFFECT BY PROVIDED BY THE STATE BUILDING AND A SPECIFIC DESCRIPTION OF THE ALTERATIONS.

REVISIONS	
PER CITY REQUEST	04-08-2025



FOR CITY REVIEW

114 EAST GENESEE STREET
Coral Real Estate
 128 Gertrude Street
 Syracuse, New York 13203

NO.	REVISION	DATE
1	PER CITY REQUEST	07-05-2020

SHEET TITLE:
 PROPOSED
 FIRST & SECOND
 FLOOR PLANS



114 EAST GENESEE STREET
 FAYETTEVILLE, NEW YORK 13066
 TELEPHONE: (315) 637-0066
 WWW.CORALREALTY.COM

ARCHITECTURE FOR A NEW ENVIRONMENT

PROJECT NO. 23154
 SHEET NO. **A1**

- GENERAL NOTES:**
- PROVIDE NEW APPLIANCES PER PROPOSED FLOOR PLANS
 - PROVIDE ELECTRICAL SYSTEM PER N.E.C. CODE
 - PROVIDE PAINT FINISH ON WALLS AS SELECTED
 - PROVIDE FLOOR FINISH ON FLOORS AS SELECTED
 - TYPICAL AT ALL DEMO: WALLS, VERIFY NON-LOAD BEARING CONDITION PRIOR TO REMOVALS

INSULATION REQUIREMENTS

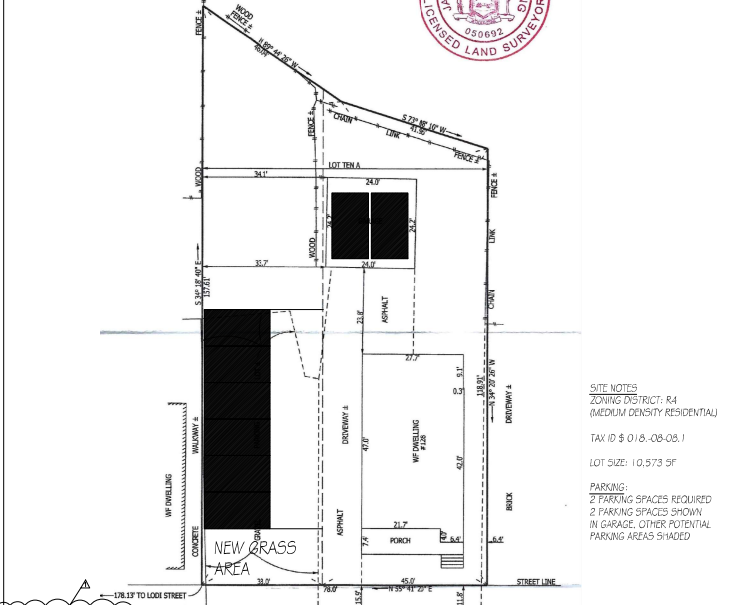
ROOF:	R-49
WALLS:	R-20
BASEMENT WALLS:	R-15
WINDOWS:	U VALUE OF .30 OR BETTER
EXTERIOR DOORS:	U VALUE OF .30 OR BETTER

- KEYED PROPOSED FLOOR PLAN(S) NOTES:**
- PROVIDE NEW WINDOW, MATCH EXISTING SIZE
 - PROVIDE EGRESS REQUIREMENTS WHERE SHOWN ON PLAN
 - PROVIDE NEW DOOR & FRAME, SIZE AS INDICATED, VERIFY SIZE IN FIELD. (NEW EXTERIOR DOORS TO BE INSULATED PER CODE)
 - PROVIDE NEW FURNITURE AS SHOWN ON PLAN
 - PROVIDE NEW MECHANICAL EQUIPMENT AS REQUIRED
 - PROVIDE NEW STAIR RAILING SYSTEM PER CODE
 - PROVIDE BATHROOM EXHAUST FAN IN ACCORDANCE WITH THE 2020 MCHYS (50) .3 .1 (31)
 - INSTALL NEW BEAM

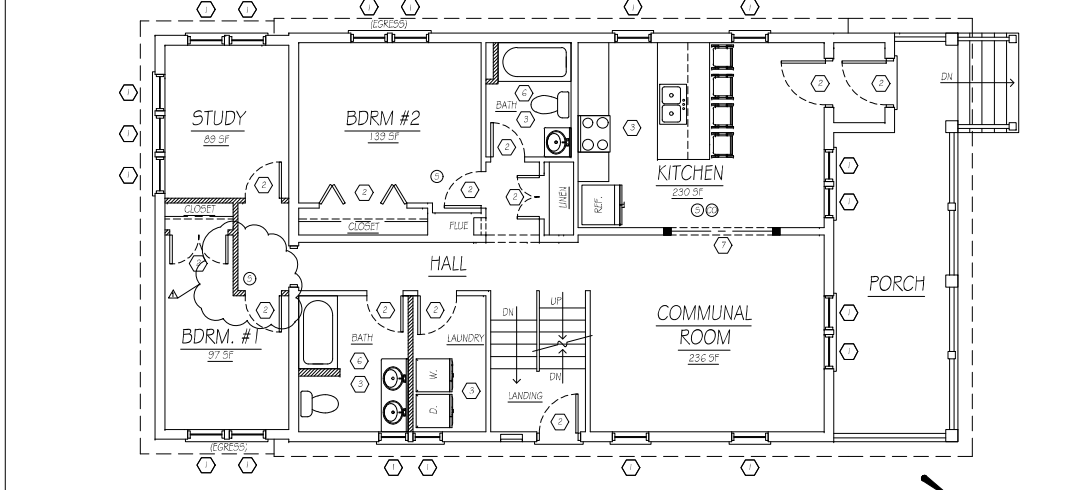
SYMBOLS LEGEND

(S)	SMOKE DETECTOR
(C)	CARBON MONOXIDE DETECTOR

2 NOTES
 A1 NO SCALE



3 PROPOSED SECOND FLOOR PLAN
 A1 1/4" = 1'-0"



4 PROPOSED FIRST FLOOR PLAN
 A1 1/4" = 1'-0"

NOTES
 PER TABLE 404.5 OF NYS PMC:
 250 SF COMMON SPACE REQUIRED
 PER 520 ADDITIONAL 250 SF COMMON SPACE
 FOR 2 BEDROOMS REQUIRED

COMBINED COMMON AREA SF:
 230 + 236 + 89 = 555 SF
 TOTAL OF 500 SF COMMON SPACE
 MINIMUM IS EXCEEDED

WALL TYPE KEY
 EXISTING WALLS
 NEW WALLS

GRAPHIC SCALE
 0 2 4 6 8 10 12

1 | 2 | 3 | 4 | 5 | 6

A

B

C

D

GENERAL NOTES:

- 1 PROVIDE NEW APPLIANCES PER PROPOSED FLOOR PLANS
- 2 PROVIDE ELECTRICAL SYSTEM PER N.E.C. CODE
- 3 PROVIDE PAINT FINISH ON WALLS AS SELECTED
- 4 PROVIDE FLOOR FINISH ON FLOORS AS SELECTED
- 5 TYPICAL AT ALL DEMO WALLS. VERIFY NON-LOAD BEARING CONDITION PRIOR TO REMOVALS

INSULATION REQUIREMENTS

ROOF:	R-49
WALLS:	R-20
BASEMENT WALLS:	R-15
WINDOWS:	U VALUE OF .30 OR BETTER
EXTERIOR DOORS:	U VALUE OF .30 OR BETTER

KEYED PROPOSED FLOOR PLAN(S) NOTES:

- 1 PROVIDE NEW WOOD. MATCH EXISTING SIZE. PROVIDE EGRESS REQUIREMENTS WHERE SHOWN ON PLAN.
- 2 PROVIDE NEW DOOR & FRAME. SIZE AS INDICATED. VERIFY SIZE IN FIELD. (NEW EXTERIOR DOORS TO BE INSULATED PER CODE)
- 3 PROVIDE NEW FURNITURE AS SHOWN ON PLAN
- 4 PROVIDE NEW MECHANICAL EQUIPMENT AS REQUIRED
- 5 PROVIDE NEW STAIR RAILING SYSTEM PER CODE
- 6 PROVIDE BATHROOM EXHAUST FAN IN ACCORDANCE WITH THE 2020 IMCMS (50), 3.1.(3)
- 7 INSTALL NEW BEAM

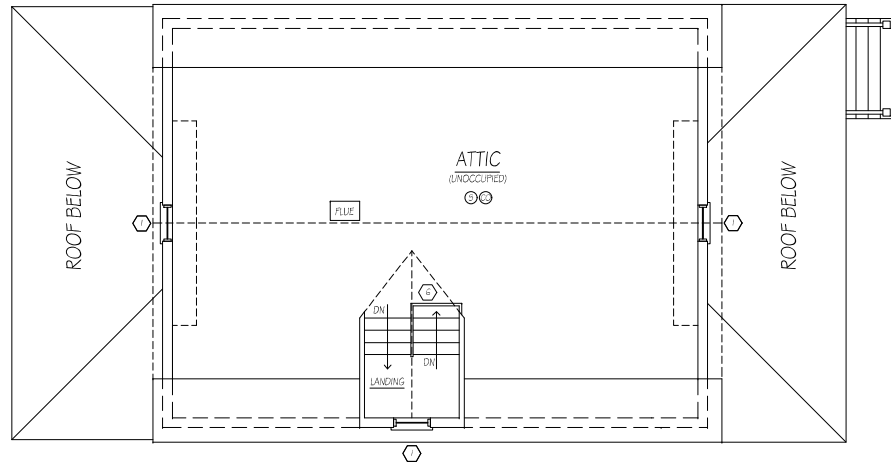
SYMBOLS LEGEND

⊙	SMOKE DETECTOR
⊗	CARBON MONOXIDE DETECTOR

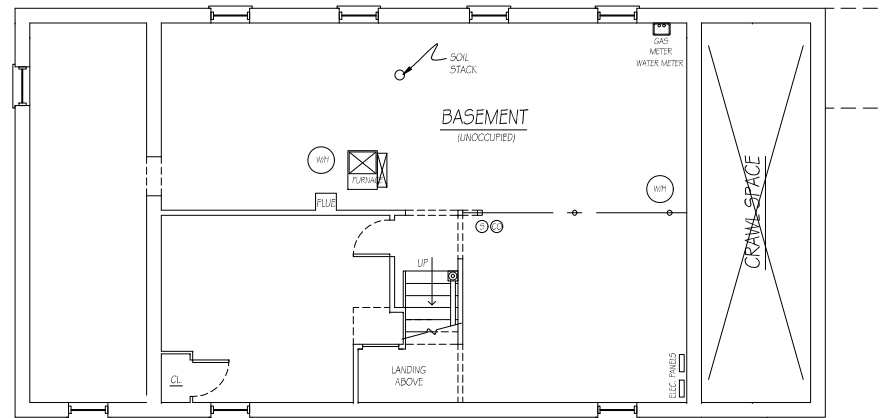
1
A2
NOTES
NO SCALE

2
A2
PROPOSED ATTIC PLAN
1/4" = 1'-0"

3
A2
PROPOSED BASEMENT PLAN
1/4" = 1'-0"



WALL TYPE KEY



WALL TYPE KEY



Apartment Remodel For:
Coral Real Estate
 128 Gertrude Street
 Syracuse, New York 13203

NO.	REVISION	DATE
1	PER CITY REQUEST	05-05-2024

SHEET TITLE:
 PROPOSED
 BASEMENT &
 ATTIC PLANS



114 EAST GENESEE STREET
 FAYETTEVILLE, NEW YORK 13066
 TELEPHONE: (315) 637-0066
 WWW.CRAIGPOLHAMUS.COM

DATE: 10-11-2023
 PROJECT NO.: 23154

SCALE: 1/4" = 1'-0"
 DRAWN BY: [blank]
 CHECKED BY: [blank]
 SHEET NO.: **A2**

Project:

Date:

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:	MaSPR-2025-5
Date:	4/27/2026

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 City Planning Commission	4/27/2026
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)

City of Syracuse
Parcel History
 01/01/1900 - 04/23/2026
 Tax Map #: 018.-08-08.1
 Owners: Coral Real Estate LLC
 Zoning: R4

Address	Date	Transaction	Transaction Type	Status	Description
128 Gertrude St	12/07/20	Complaint	Illegal Trash Set Out	Needs Review	2020-24896 illegal trash set out
128 Gertrude St	12/14/20	Complaint	Illegal Trash Set Out	Needs Review	2020-25868 illegal trash
128 Gertrude St	06/09/23	Inspection	Complaint Inspection	Fail	
128 Gertrude St	06/09/23	Violation	SPCC - Section 27-72 (f) - Overgrowth	Closed	
128 Gertrude St	06/16/23	Inspection	Complaint Re-Inspection	Fail	
128 Gertrude St	08/25/23	Completed Complaint	Property Maintenance- Ext	Completed	2023-04067 OG
128 Gertrude St	08/25/23	Inspection	Complaint Re-Inspection	Pass	
128 Gertrude St	10/12/23	Inspection	Complaint Inspection	Fail	
128 Gertrude St	10/12/23	Violation	SPCC - Section 27-72 (f) - Overgrowth	Closed	
128 Gertrude St	01/25/24	Completed Complaint	Property Maintenance- Ext	Completed	2023-07159
128 Gertrude St	01/25/24	Inspection	Complaint Re-Inspection	N/A	
128 Gertrude St	06/12/24	Inspection	Complaint Inspection	Pass	
128 Gertrude St	06/13/24	Completed Complaint	Overgrowth: Private, Occ	Completed	2024-04496 OG
128 Gertrude St	08/01/24	Inspection	Complaint Inspection	Fail	
128 Gertrude St	08/01/24	Violation	SPCC - Section 27-72 (e) -Trash & Debris	Closed	
128 Gertrude St	08/09/24	Inspection	Complaint Inspection	No Progress	
128 Gertrude St	08/15/24	Inspection	Complaint Inspection	Pass	
128 Gertrude St	08/16/24	Completed Complaint	Building W/O Permit	Resolved	2024-06314 According to a Neighbor, a few weeks ago, the Property Owners Built a Roof Without a Valid Permit on File.
128 Gertrude St	08/27/24	Inspection	Complaint Inspection	No Progress	
128 Gertrude St	09/17/24	Inspection	Complaint Inspection	Pass	
128 Gertrude St	10/08/24	Completed Complaint	Property Maintenance- Ext	Completed	2024-05869 TD - trash bags left out and ripped open

City of Syracuse
Parcel History

Address	Date	Transaction	Transaction Type	Status	Description
128 Gertrude St	10/08/24	Inspection	Complaint Inspection	N/A	
128 Gertrude St	10/28/24	Inspection	BAA - 1st Ticket Plea	Ticket Default	
128 Gertrude St	01/08/25	Inspection	BAA - Default 30 Day Deadline	Default	
128 Gertrude St	05/14/25	Complaint	Vacant House	Open	V2025-0502 Vacant OG and T/D
128 Gertrude St	05/14/25	Inspection	Complaint Inspection	Fail	
128 Gertrude St	05/14/25	Violation	SPCC - Section 27-72 (f) - Overgrowth	Open	
128 Gertrude St	05/22/25	Inspection	Tickle Date (Follow Up)	In Progress	
128 Gertrude St	06/03/25	Inspection	Tickle Date (Follow Up)	In Progress	
128 Gertrude St	06/06/25	Inspection	Vacant - New Complaint Inspection	Vacant; New	
128 Gertrude St	06/06/25	Complaint	Vacant House	Open	V2025-0620 Vacant VPR due June 2026.
128 Gertrude St	06/06/25	Violation	2020 PMCNYS - Section 304.10 Stairways, decks, porches, and balconies	Open	
128 Gertrude St	06/06/25	Violation	2020 PMCNYS - Section 304.13.1 - Glazing	Open	
128 Gertrude St	06/06/25	Violation	2020 PMCNYS - Section 603.1 - Mechanical equipment and appliances	Open	
128 Gertrude St	06/06/25	Violation	SGOC - Section 54-5(A) - Lead Abatement and Control Deteriorated Paint Violation - Exterior Residential	Open	
128 Gertrude St	06/10/25	Periodic Inspection	Vacant Property Registry	VPR - Valid / Year 1	
128 Gertrude St	07/15/25	Inspection	Vacant - New Complaint Inspection	Vacant & Secured	
128 Gertrude St	07/15/25	Inspection	Vacant Property - Routine Inspection	Vacant & Secured	
128 Gertrude St	08/12/25	Inspection	Vacant - New Complaint Inspection	Vacant & Secured	

City of Syracuse
Parcel History

Address	Date	Transaction	Transaction Type	Status	Description
128 Gertrude St	08/12/25	Inspection	Vacant Property - Routine Inspection	Vacant & Secured	
128 Gertrude St	09/16/25	Inspection	Vacant - New Complaint Inspection	Vacant & Secured	
128 Gertrude St	09/16/25	Inspection	Vacant Property - Routine Inspection	Vacant & Secured	
128 Gertrude St	10/14/25	Inspection	Vacant - New Complaint Inspection	Vacant & Secured	
128 Gertrude St	10/14/25	Inspection	Vacant Property - Routine Inspection	Vacant & Secured	
128 Gertrude St	11/18/25	Inspection	Vacant - New Complaint Inspection	Vacant & Secured	
128 Gertrude St	11/18/25	Inspection	Vacant Property - Routine Inspection	Vacant & Secured	
128 Gertrude St	12/22/25	Inspection	Vacant - New Complaint Inspection	Vacant & Secured	
128 Gertrude St	12/22/25	Inspection	Vacant Property - Routine Inspection	Vacant & Secured	
128 Gertrude St	01/26/26	Inspection	Vacant - New Complaint Inspection	Vacant & Secured	
128 Gertrude St	01/26/26	Inspection	Vacant Property - Routine Inspection	Vacant & Secured	
128 Gertrude St	03/05/26	Inspection	Tickle Date (Follow Up)	No Progress	
128 Gertrude St	03/05/26	Inspection	Tickle Date (Follow Up)	No Progress	
128 Gertrude St	04/06/26	Inspection	Vacant - New Complaint Inspection	<None>	
128 Gertrude St	04/06/26	Inspection	Vacant Property - Routine Inspection	<None>	

OFFICE OF ZONING ADMINISTRATION

Sharon F. Owens, Mayor

Major Site Plan Review

MaSPR-2025-5

Approval	Status	Reviewer	Comments
Zoning Planner	Waiting on Board	Noah Garcia	No concerns, see Staff Report
Planning Commission			
Eng. Mapping-Zoning	Approved	Ray Wills	It appears that the applicant is proposing to do site work. Applicant shall clearly indicate on the plans what the proposed work will entail. Also, stormwater improvements (i.e. drywells, bioretention basin, etc.) need to be implemented as part of this development to prevent any stormwater sheet flow to the City's ROW and adjoining properties.
Engineering Design and Construction	On Hold	Mirza Malkoc	It appears that the applicant is proposing to do site work. Applicant shall clearly indicate on the plans what the proposed work will entail. Also, stormwater improvements (i.e. drywells, bioretention basin, etc.) need to be implemented as part of this development to prevent any stormwater sheet flow to the City's ROW and adjoining properties.
Engineering-SWPPP	On Hold	Mirza Malkoc	It appears that the applicant is proposing to do site work. Applicant shall clearly indicate on the plans what the proposed work will entail. Also, stormwater improvements (i.e. drywells, bioretention basin, etc.) need to be implemented as part of this development to prevent any stormwater sheet flow to the City's ROW and adjoining properties.
Engineering Sewer	Conditionally Approved	Vinny Esposito	•Site plan must indicate utility service locations. Sewer lateral must be video inspected to the main sewer to

			<p>determine condition and capacity. Any deficiencies must be corrected by the developer/owner.</p> <p>Storm water run-off can not adversely impact the adjoining properties or the City ROW.</p> <p>Plumbing plans must be reviewed and permitted through WEP, Plumbing Coontrol Division.</p>
Parks and Forestry	In Review	Jeff Romano	