



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-2026-10</i>	<i>Staff Report – May 18, 2026</i>
<i>Application Type:</i>	Major Site Plan Review
<i>Project Address:</i>	109 Phillips Rd. (Tax Map ID: 039.-08-09.0)
<i>Summary of Proposed Action:</i>	<p>The applicant intends to establish three additional bedrooms in an existing “Dwelling, Single Unit Detached” land use type with two existing bedrooms, and to change the land use type 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 R1 Zone District. The conversion of 2 or more rooms to bedrooms requires Major Site Plan Review.</p> <p>Site changes include designating 3 additional parking spaces along the existing rear driveway.</p> <p>Total site area: 0.17 Acres / 7,573 SF</p>
<i>Owner/Applicant</i>	Joseph E. Grasso, Phins Management Inc, VP of Finance and Administration LeMoyne College (Owner)
<i>Existing Zone District:</i>	Single Unit Residential (R1) Zone District
<i>Surrounding Zone Districts:</i>	The neighboring properties to the north, east, west, and south are within the R1 Zone District.
<i>Companion Application(s)</i>	N/A
<i>Scope of Work:</i>	<p>Exterior work:</p> <ul style="list-style-type: none"> (1) Designating 3 on-site parking spaces within the rear U shaped driveway. <p>Interior work:</p> <ul style="list-style-type: none"> (1) Establishing 3 existing bedrooms which were illegally added by prior owner. (2) Finishing and expanding common areas and building walls to separate mechanical utility areas from conditioned habitable space. (3) Installing egress windows throughout to comply with NYS Building Codes. (4) Finishing and conditioning portions of the basement to be utilized for both common spaces and bedrooms.
<i>Facts on Project:</i>	<p><u>Existing Conditions</u></p> <ul style="list-style-type: none"> - The existing structure is residential in character, with two legally established bedrooms, and a large U-shaped parking area in the rear. <p><u>Nonconformities</u></p> <ul style="list-style-type: none"> - 1 nonconformity exists on the lot: 1) the Parking and Driveway area covers 25% (1900 sqft) of the lot where 20% is the maximum allowed in the R1 zone district. This can be rectified in the future with a Zoning Administrative Adjustment, up to 5%. <p><u>Dimensional Standards</u></p> <ul style="list-style-type: none"> - The existing lot meets all Dimensional standards of the R1 Zone District. - The existing coverage of the lot is 14% (1065 sqft) Structural, 25% (1900

sqft) Parking and Driveway Surface, and 4.2% (321 sqft) Other Non-Natural Material.

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.
- 3 additional parking spaces are provided in the rear of the structure along the U-shaped driveway
- The provided common spaces meet the required minimum for commercial conversions, 708 sqft is provided which exceeds the required 700 sqft per SZO for a 5-bedroom commercial conversion.

Local Land Use and Residential Compatibility

- The site is in the Single Unit Residential (R1) 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. For this lot all required parking is provided along the side and rear of the structure which complies with SZO.

Off-Street Parking and Loading

- 3 additional parking spaces are provided in the rear of the structure along the U-shaped driveway.

Landscaping, Buffering, and Screening

- No new landscaping, buffering or screening is proposed.

Site, Building Design, and Exterior Lighting

- The existing structure is residential in character, with two legally established bedrooms, and a large U-shaped parking area in the rear.

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 review by the Landmark Preservation Board.

Additional Standards, Building Placement, and Transparency

- No other additional standards apply.

Staff Analysis:	<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 R1 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>
Staff Recommendation:	Staff recommend approving this project.
Recommend conditions if approved:	<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. All onsite parking must be kept behind the front façade of the structure, additional parking is not permitted on the driveway between the front façade and the City ROW.3. All proposed work shall apply for and obtain permits from the Central Permit Office prior to commencing any work.4. Any unpermitted work will require retroactive permits to be obtained from the Central Permit Office.5. The property owner shall ensure that the designated three (3) parking spaces remain continuously available for residents of the property.
Zoning Procedural History:	No zoning history exists for this property.
Code Enforcement History:	See attached code enforcement history.

Zoning Violations:	The proposed lot has one zoning violation for illegal land use of the additional existing bedrooms, which is the purpose of this application.
Summary of Changes:	This is not a continued application.
Property Characteristics:	<p>Existing property characteristics</p> <p>The subject property at 109 Phillips Rd. is a regularly shaped parcel with a lot size of 7,573 SF (0.174 Acres). The property has one street frontages with 60.1 FT of southern frontage along Phillips Rd. To the west, the property line borders 107 Phillips Rd. for 126 FT. To the north, the property line borders 1208-12 Salt Springs Rd. and 1216 Salt Springs Rd. for 60.1 FT. To the east, the property line borders 115 Phillips Rd. for 126 FT; The parcel is currently occupied by a 1 story frame house with two legally established bedrooms and a large U-shaped driveway that leads to the rear.</p>
SEQR Determination:	Pursuant to the 6 NYCRR §617.2(al), the proposal is an Unlisted Action.
Onondaga County Planning Board Referral:	Pursuant to GML §239-1, m and n, the proposal was reviewed by the Onondaga County Planning Board on 4/17/2026 with no position. (See OCPB resolution)

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

- Major Site Plan Review Application
- Short Environmental Assessment Form Part 1
- Existing Conditions Lemoyne Phin’s Housing (Sheets T1.1 and A1.1) 109 Phillips Road, Syracuse, NY 13214; Drawn by TEF of Holmes, King, and Kallquist; Dated 10/02/2025; Scale: As shown
- Lot No. 29 & part of Lot No. 30 Gifford Manor Amended – Section “B” Part of Lot No. 50 – Former Town of Dewitt Now City of Syracuse, Onondaga County, State of New York; Prepared by Ianuzi and Romans Land Surveying, P.C.; Dated 2/6/2012; Scale: 1” = 20’

Attachments:

Major Site Plan Review Application
Code Enforcement History

OCPB Comments
IPS Comments from City Departments

Context Maps:

Figure 1: Zone District of Subject Property

MaSPR-2026-10



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/>

ON THIS SITE ONE MAJOR SITE PLAN REVIEW (MSPR-2026-10) TO ESTABLISH A "DWELLING, SINGLE UNIT COMMERCIAL CONVERSION" LAND USE TYPE, IS BEING PROPOSED TO ESTABLISH THREE (3) ADDITIONAL BEDROOMS. THIS MATTER WILL BE DISCUSSED AT A CITY PLANNING COMMISSION MEETING ON MAY 18TH, 2026, AT 6:00 P.M. IN THE COMMON COUNCIL CHAMBERS, CITY HALL, SYRACUSE, NEW YORK

Questions or Comments?
315-445-4614
neighborhood@lemoyne.edu





For Office Use Only	
Zone District:	_____
Application Number:	_____ - _____ - _____
Date:	_____

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

Site Plan Review Application

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

General Project Information

Business/project name:	
Street address (as listed in the Syracuse Department of Tax Assessment property tax records):	
Tax Map ID#:	Lot size (sq. ft.):
Current use of property:	Proposed:
Current number of dwelling units (if applicable):	Proposed:
Current number of affordable dwelling units (if applicable):	Proposed:
Current onsite parking (if applicable):	Proposed:
Zone District (base and any overlay) of property:	
Companion zoning applications (if applicable, list any related zoning applications):	
Type of Site Plan: <input type="checkbox"/> Major <input type="checkbox"/> Minor	
Project construction (check all that apply): <input type="checkbox"/> Demolition (full or partial) <input type="checkbox"/> New construction <input type="checkbox"/> Exterior alterations <input type="checkbox"/> Site changes	
Detailed description of the project (required):	



Site Plan Review Application

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

Owner/Owner's Agent Certification

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

Print owner's name:	
Signature:	Date:
Mailing address:	
Phone:	Email:
Print authorized agent's name:	
Date:	
Signature:	
Mailing address:	
Phone:	Email:

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

Required Submittal Sheet

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Please submit one copy of each of the following:

- APPLICATION** – filled out completely, dated, and signed by property owner as instructed
- STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQR)** – Short Environmental Assessment Form (SEAF) Part One filled out to the best of your ability, dated, and signed
- PHOTOGRAPHS (COLOR) of the PROJECT SITE** – keyed to a property survey or site plan
- PHOTOGRAPHS (COLOR) of the STREETScape** – including properties adjacent to and across the street from the project site, labeled with addresses and keyed to a property survey or site plan
- APPLICATION FEE** – \$0

*Please submit PDFs of plans into one PDF package containing all applicable submittal requirements detailed below. For projects with multiple sites, **separate site plan review applications must be submitted for each project site.** Hard copies of plans may be submitted in person. All plans must include a title block with author, date, scale, and the Property Tax Assessment address, and must be an accurate graphic representation of all pertinent information that can be correctly interpreted by any person without additional explanation.*

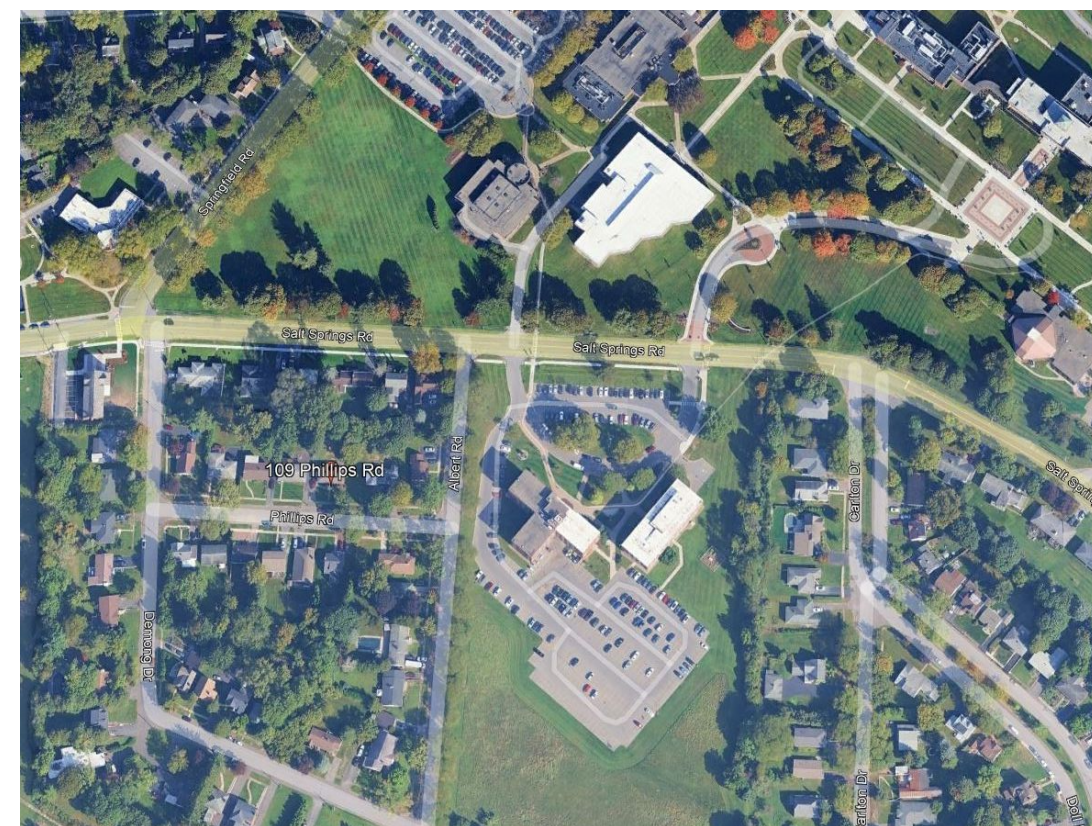
- AS BUILT PROPERTY SURVEY(S)** of all involved properties illustrating boundaries and current conditions including structures, fencing, parking surface, and retaining walls (signed and stamped by a licensed surveyor)
- SITE PLAN(S)** illustrating site alterations and post project conditions that are/will be different from the as built property survey including:

EXISTING CONDITIONS

LEMOYNE PHIN'S HOUSING

109 PHILLIPS ROAD, SYRACUSE, NY 13214

HKK PROJECT #24054



ARCHITECT:
HOLMES ■ KING ■ KALLQUIST
 & ASSOCIATES, ARCHITECTS, LLP

575 NORTH SALINA STREET
 SYRACUSE, NY 13208
 PHONE: (315) 476-8371
 WEBSITE: www.hkkarchitects.com

I, THE UNDERSIGNED ARCHITECT, CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, THE PLANS AND SPECIFICATIONS ARE IN ACCORDANCE WITH APPLICABLE REQUIREMENTS OF THE INTERNATIONAL BUILDING CODE AS ADOPTED BY NEW YORK STATE AND THE INTERNATIONAL ENERGY CONSERVATION CODE AS ADOPTED BY NEW YORK STATE.

ISSUE DATE: XX/XX/XXXX
 BID SET No.

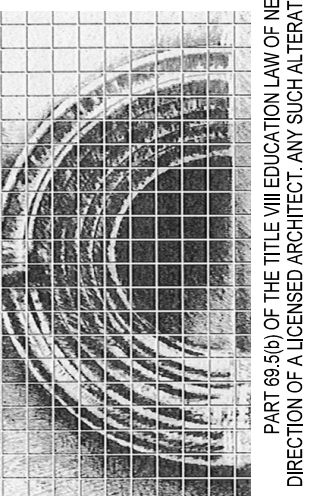
REV. No.	DATE	DRAWN BY	DESCRIPTION

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JOB NO: 24054
 DATE: 10/02/2025
 DRAWN BY: TEF
 SCALE: NONE

EXISTING CONDITIONS
LEMOYNE PHIN'S HOUSING
 109 PHILLIPS ROAD, SYRACUSE, NY 13214

HOLMES ■ KING ■ KALLQUIST
 & Associates, Architects, LLP
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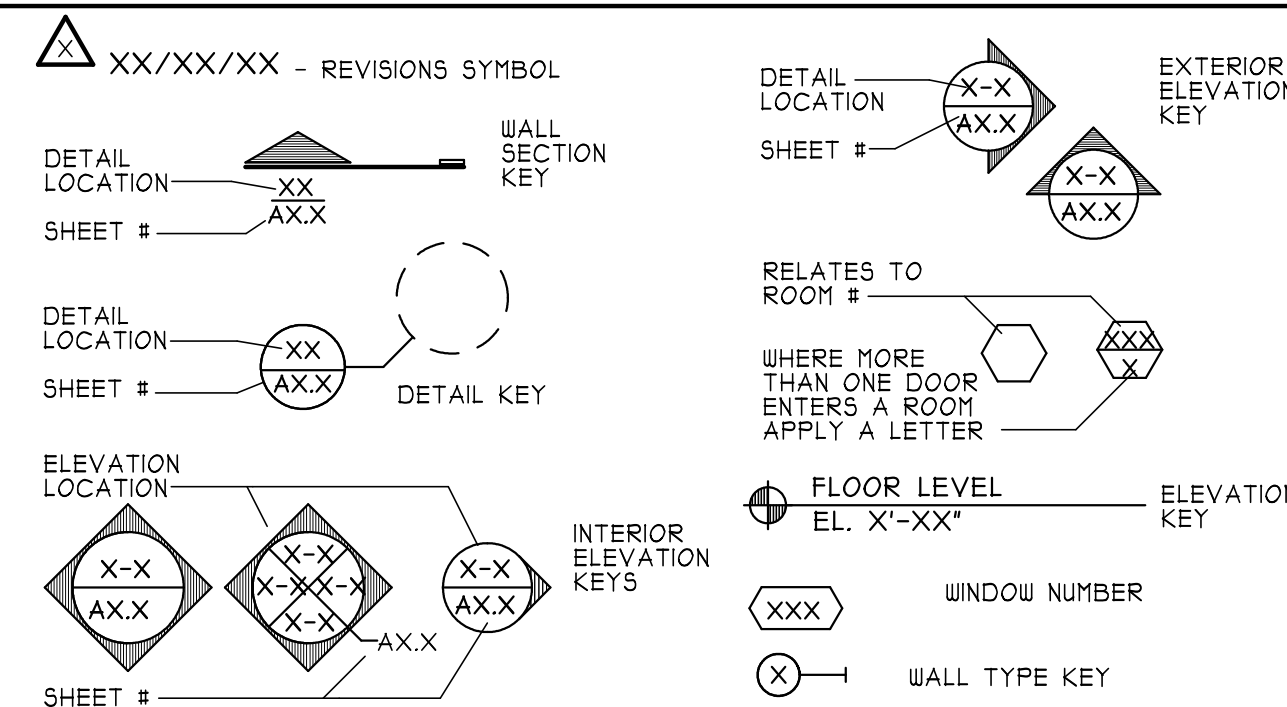
TITLE SHEET

T1.1

ABBREVIATIONS :

ACP/APC	ACOUSTIC CEILING PANEL	EQ	EQUAL	LLH	LONG LEG HORIZONTAL	REV	REVISED/REVISION
ACT/ATC	ACOUSTIC CEILING TILE	EST	ESTIMATE	LLV	LONG LEG VERTICAL	RM	ROOM
ADJ	ADJACENT	EQUIP	EQUIPMENT	LOC	LOCATION	RO	ROUGH OPENING
AF	ABOVE FINISHED FLOOR	EWIC	ELECTRIC WATER COOLER	LTG	LIGHTING	ROW	RIGHT OF WAY
AIA	AMERICAN INSTITUTE OF ARCHITECTS	EXH	EXHAUST	LTL	LINTEL	RUB	RUBBER
ALLOW	ALLOWANCE	EX or EXIST	EXISTING	LVL	LAMINATED VENEER LUMBER	SCHED	SCHEDULE
ALT	ALTERNATE	EXT	EXTERIOR	LVP	LUXURY VINYL PLANK	SEC	SECTION
ALUM	ALUMINUM	FD	FLOOR DRAIN	LVR	LUXURY VINYL TILE	SLNT	SEALANT
ANOD	ANODIZED	FDN	FOUNDATION	LVT	LUXURY VINYL TILE	SLR	SEALER
APPROX	APPROXIMATELY	FE	FIRE EXTINGUISHER	MAR	MARBLE	SLT	SLATE
ARCH	ARCHITECT (URAL)	FEC	FIRE EXTINGUISHER CABINET	MAS	MASONRY	SF	SQUARE FOOT
AVG	AVERAGE	F/F	FACE OF FINISH	MAT	MATERIAL	SHT	SHEET
AWC	ACOUSTICAL WALL COVERING	FGL	FIBERGLASS	MAX	MAXIMUM	SIM	SIMILAR
AWP	ACOUSTICAL WALL PANELING	FIN	FINISH	HDF	HIGH DENSITY FIBERBOARD	SPEC	SPECIFICATIONS
B/F	BOTTOM OF FOOTING	FIN FLR	FINISHED FLOOR	HDO	HIGH DENSITY OVERLAY	SPR	SPRINKLER
BIT	BITUMINOUS	FIXT	FIXTURE	MECH	MECHANICAL	SQ	SQUARE
BLDG	BUILDING	FLR	FLOOR	MEZZ	MEZZANINE	SS	STAINLESS STEEL
BLKG	BLOCKING	FM	FACTORY MUTUAL	MFR	MANUFACTURER	SSM	SOLID SURFACE MATERIAL
BH	BEAM/BENCHMARK	F/O	FACE OF	MN	MISCELLANEOUS	STC	SOUND TRANSMISSION CLASS
B/O	BOTTOM OF	FP	FIRE PROOFING	MISC	MISCELLANEOUS	STD	STANDARD
BRD	BOARD	FR	FIRE RESISTIVE	MO	MASONRY OPENING	STL	STEEL
BRK	BRICK	FRNG	FRAMING	HTL	HETAL	STN	STAIN
BSMT	BASEMENT	FRRP	FIBERGLASS REINFORCED PLASTIC	STRCT	STRUCTURAL	SURF	SURFACE
BTWN	BETWEEN	FT	FOOT/FEET OR FIRE TREATED	NA	NOT IN CONTRACT	SUSP	SUSPENDED
BUR	BUILT-UP ROOF	FTG	FOOTING	NO, OR #	NUMBER	SQ YD	SQUARE YARD
CABT	CABINET	FRTRD	FIRE TREATED	NOM	NOMINAL	SYM	SYMMETRICAL
CEH	CEMENT/CEMENTITIOUS	FURN	FURNING	NTS	NOT TO SCALE	T	TREAD
CF	CUBIC FOOT/FEET	GALV	GALVANIZED	OA	OVERALL	TEL	TELEPHONE
CJ	CONTROL JOINT	GA	GAUGE	OD	ON CENTER	TEHP	TEMPORARY
CL	CENTERLINE	GALV	GALVANIZED	OH	OUTSIDE DIAMETER	TERR	TERRAZZO
CLG	CLOSED	GC	GENERAL CONTRACTOR	OPNG	OPENING	THK	THICK
CLO	CLEAR	GEN	GENERAL	OPP	OPPOSITE	THRESH	THRESHOLD
CLR	CONCRETE MASONRY UNIT	GLZ	GLASS/GLAZING	OPPH	OPPOSITE HAND	T&G	TONGUE & GROOVE
CHU	COLUMN/COLOR	GNT	GRANITE	OSB	ORIENTED STRAND BOARD	T/O	TOP OF
COMP	COMPOSITE	GR	GRADE	OZ	OUNCE	TOIL	TOILET
CONC	CONCRETE	GRND	GROUND	PART	PARTITION	T/S	TOP OF STEEL
CONST	CONSTRUCTION	GLZD	GLAZED TILE	PBRD	PARTICLE BOARD	TTL	TOTAL
CONT	CONTINUOUS	GWB	GYP/SUM WALLBOARD	PC	COMPUTER	TV	TELEVISION
CONTR	CONTRACTOR	GYP	GYP/SUM	PED	PEDIMAT	TYP	TYPICAL
COORD	COORDINATE	H	HIGH	PERF	PERFORATED	UL	UNDERWRITER'S LABORATORY
CORR	CORRIDOR	H/C	HANDICAPPED ACCESSIBLE	PLM	PLATE	UNO	UNLESS NOTED OTHERWISE
CORRUG	CORRUGATED	HWWD	HARDWOOD	PLAM	PLASTIC LAMINATE	UR	URINAL
CPT	CARPET	HWDR	HARDWARE	PLAS	PLASTER	VAR	VARIABLE
CPT. T.	CARPET TILE	HGT	HEIGHT	PLBG	PLUMBING	VARN	VARNISH
CRS	COURSES	HLM	HOLLOW METAL	PLYBD	PLYWOOD	VB	VAPOR BARRIER
CT	CERAMIC TILE	HORIZ	HORIZONTAL	PNL	PANEL	VCT	VINYL COMPOSITION TILE
CY	CUBIC YARD	HPC	HIGH PRESSURE LAMINATE	PNT	PAINT	VERT	VERTICAL
D	DEPTH	HR	HOUR	PREFAB	PREFABRICATED	VET	VINYL ENHANCED TILE
DF	DRINKING FOUNTAIN	HVAC	HEATING, VENTILATING & AIR CONDITIONING	PRFRN	PRE-FINISHED	VEST	VESTIBULE
DIA	DIAMETER	INSUL	INSIDE DIAMETER	PSF	POUNDS PER SQUARE FOOT	VIF	VERIFY IN FIELD
DIAG	DIAGONAL	IN	INCH	PSI	POUNDS PER SQUARE INCH	VNR	VENEER
DIH	DIPENSION	INCL	INCLUDED, INCLUDING	PT	PRESSURE TREATED	VTR	VENT THROUGH ROOF
DL	DEAD LOAD	INSUL	INSULATION	PTD	PAINTED	VVC	VINYL WALL COVERING
DN	DOWN	INT	INTERIOR	PVC	POLYVINYL CHLORIDE	W	WIDE
DO	DITTO	INV	INVERT	PVHT	PAVEMENT	W/	WITH
DR	DOOR	JAN	JANITOR	QT	QUARRY TILE	WC	WATER CLOSET/WALL COVERING
DTL	DETAIL	JT	JOINT	QTY	QUANTITY	WD	WOOD
DWG	DRAWING	L	LENGTH	QZT	QUARTZ	WD PNL	WOOD PANELING
EA	EACH	LAM	LAMINATE(D)	R	RISER/RADIUS	WF	WIDE FLANGE
EFS	EXTERIOR INSULATION FINISH SYSTEM	LAV	LAVATORY	RC	RESILIENT CHANNEL	WIN	WINDOW
EL	ELEVATION	LB	POUND	RD	REGULAR DRAIN	W/O	WITHOUT
ELEC	ELECTRIC (AL)	LF	LINEAR FEET	RECT	RECTANGULAR	WR	WATER RESISTANT
ELEV	ELEVATOR/ELEVATION	LG	LIGHT GAUGE	REF	REFERENCE	WTF	WELDED WIRE FABRIC
EM	ENTRANCE MAT	LGF	LIGHT GAUGE METAL FRAMING	REG	REGULAR		
ENTR	ENTRANCE	LN, MTL	LINEAR METAL CEILING	REIN	REINFORCE (D) (MENT)		
EPS	EXPANDED POLYSTYRENE	LNO	LINOLEUM	REQD	REQUIRED		
		LL	LIVE LOAD	RES	RESILIENT FLOORING		

SYMBOLS :

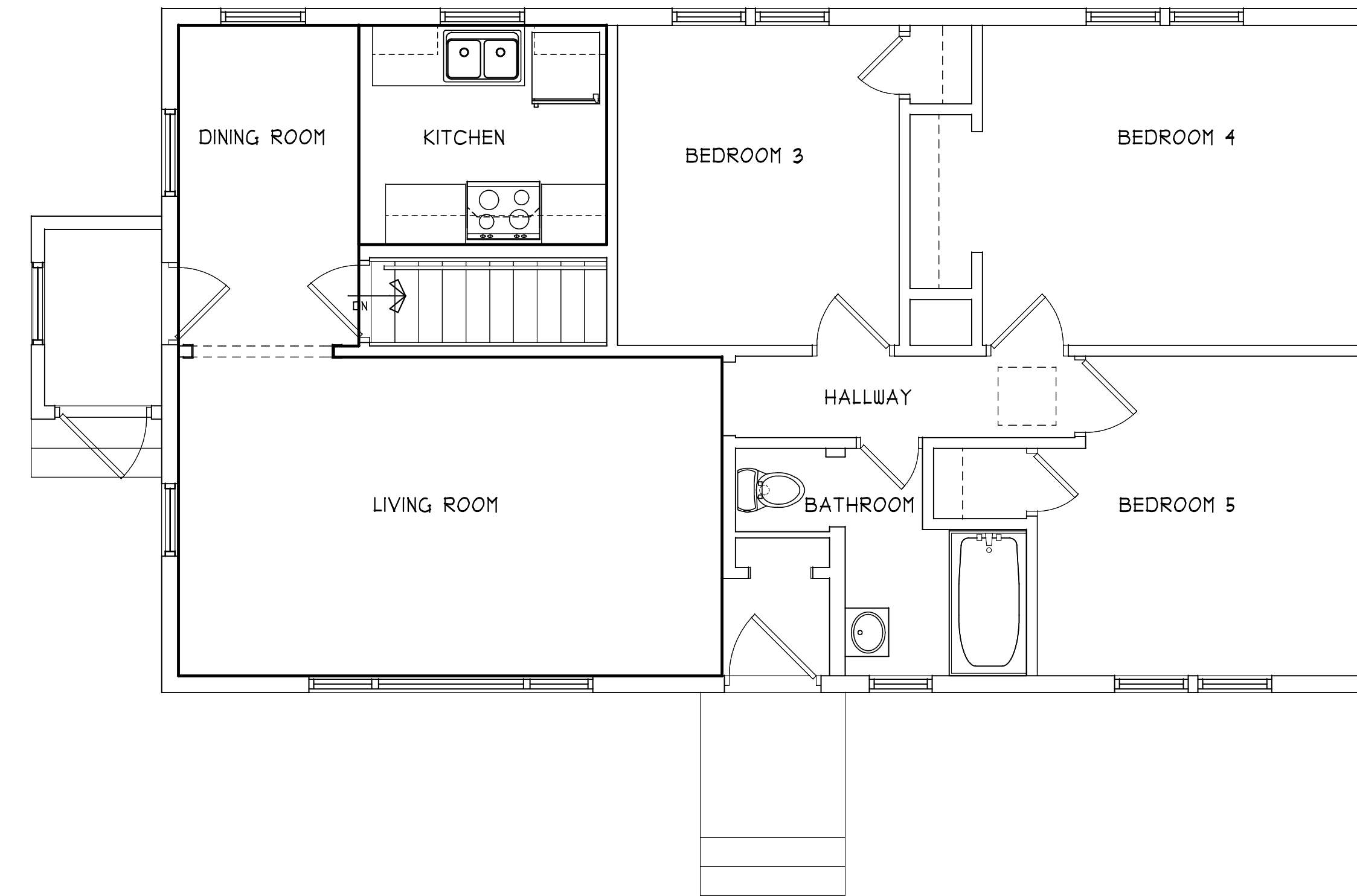


LIST OF DRAWINGS :

- T1.1 TITLE SHEET
- ARCHITECTURAL
- A1.1 EXISTING FLOOR PLANS

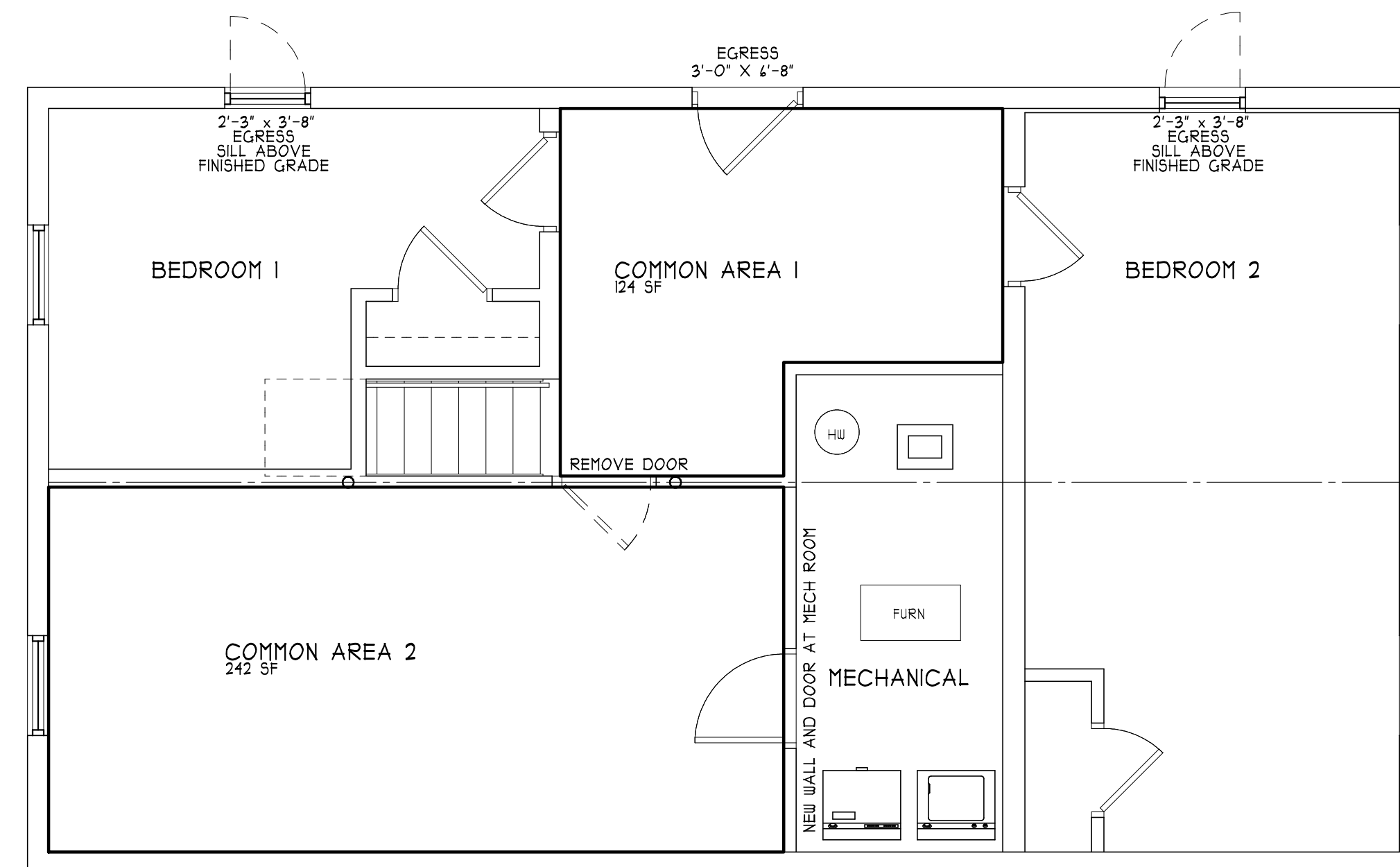
10/6/2025 S:\JOB NUMBER\2024\24054 - Le Moyne Phin's Housing - City Permitting\Exist\109 Phillips Road\Plot\24054 - 109 Phillips - A1.1.dwg

124 SF COMMON AREA 1
 242 SF COMMON AREA 2
 45 SF KITCHEN
 211 SF DINING/LIVING ROOM
 108 SF TOTAL COMMON SPACE



EXISTING FIRST FLOOR PLAN
 SCALE : 1/4" = 1'-0"

B-1
 All



EXISTING LOWER LEVEL PLAN
 SCALE : 1/4" = 1'-0"

A-1
 All

REV No.	DATE	DRAWN BY	DESCRIPTION

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<p>PROJECT NORTH</p>	JOB NO: 24054
	DATE: 10/02/2025
	DRAWN BY: TEF
SCALE: AS NOTED	

EXISTING CONDITIONS

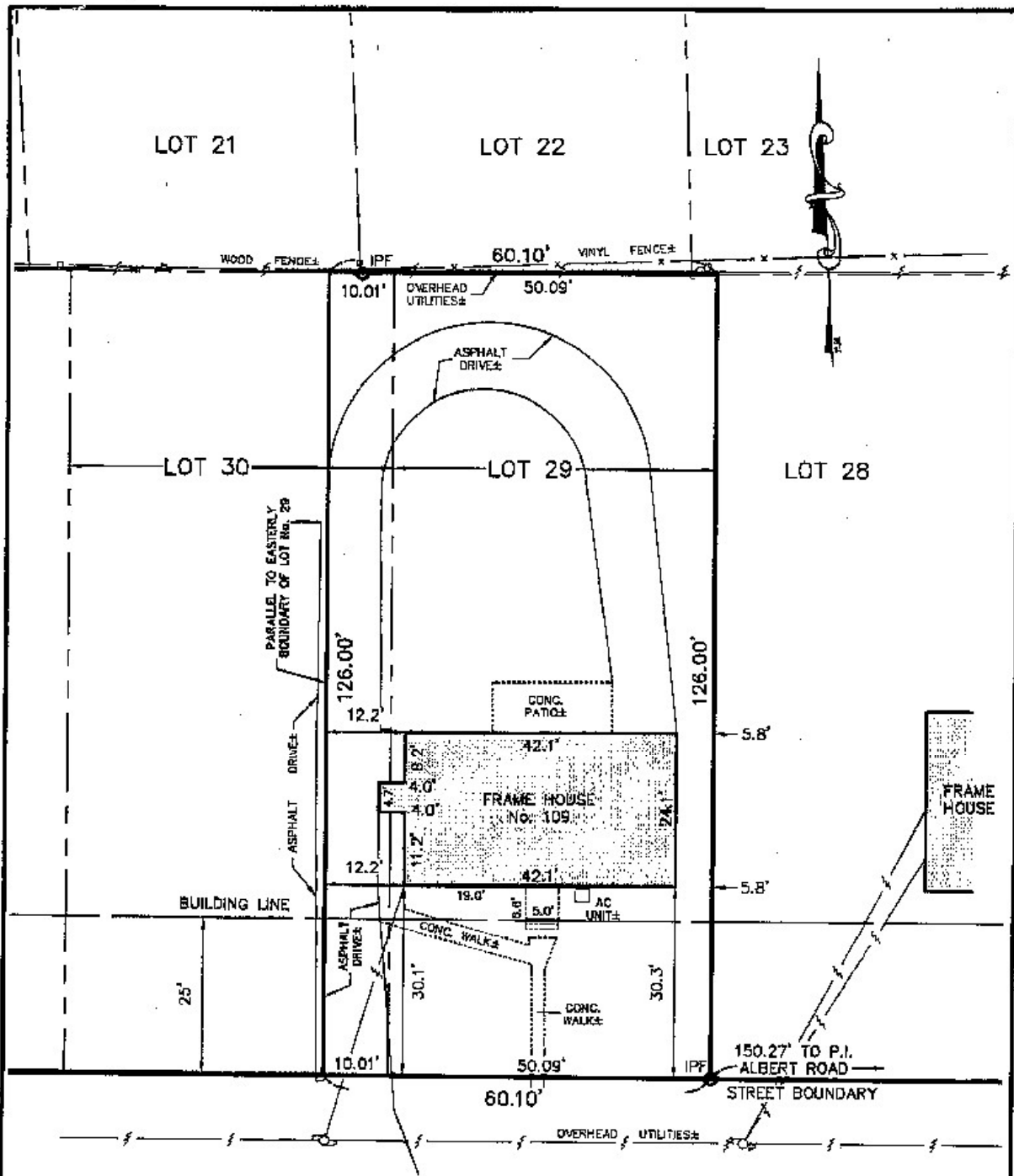
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 www.hkkarchitects.com

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EXISTING FLOOR PLANS

A1.1

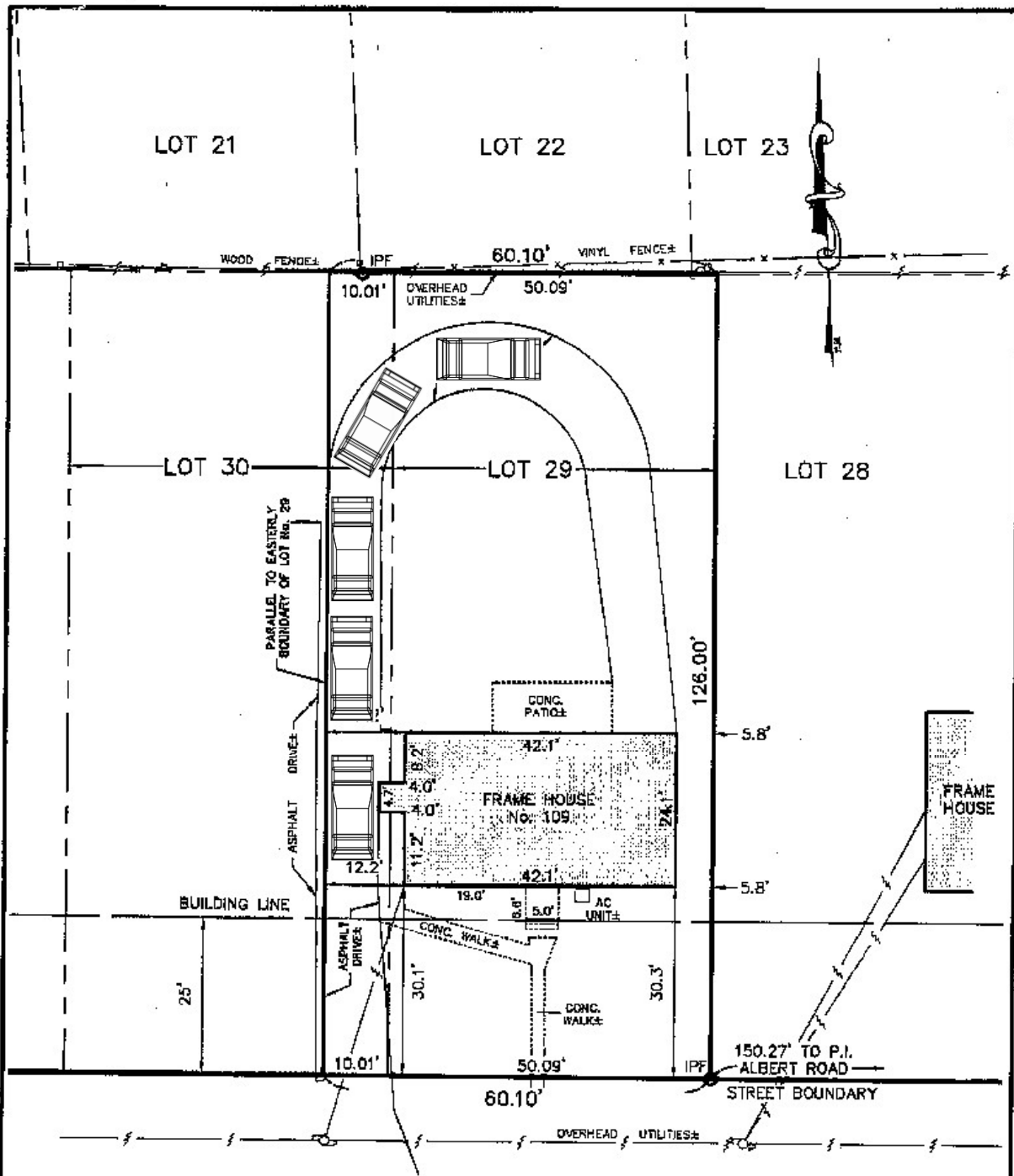


PHILLIPS ROAD
 (FORMERLY PHELPS ROAD, PER DEED)
 (MARVIN ROAD, PER T.M.)

○ IPF indicates iron pipe found, 2/2012
 Subject to any statement of facts on records and
 UP to date abstract of title will show.
 Unauthorized alteration or addition to a survey map
 bearing a licensed land surveyor's seal is a violation
 of section 7206, subdivision 2, of the New York State
 Education Law.
 \\server\land\projects\9652982.dwg\1000002.dwg

TRACT MAP	
BY:	CHESTER A. BORKHIN, C.E.
DATE FILED:	FEBRUARY 8, 2012
MAP NO.	15150
PROPERTY CORNERS NOT SET THIS SURVEY, UNLESS SHOWN OFFSETS FROM PROPERTY LINES MEASURED TO FOUNDATION WALLS UNLESS OTHERWISE INDICATED.	
TO:	
THE UNDERSIGNED HEREBY CERTIFIES THAT THIS MAP WAS MADE FROM AN ORIGINAL SURVEY.	
I, <i>Chester A. Borkhin</i> N.Y. LICENSED LAND SURVEYOR	

LOT No. 29 & PART OF LOT No. 30 GIFFORD MANOR AMENDED - SECTION "B" PART OF LOT No. 50 - FORMER TOWN OF DEWITT NOW CITY OF SYRACUSE ONONDAGA COUNTY, NEW YORK	
DATE:	FEBRUARY 8, 2012
SCALE:	1" = 20'
FILE:	965.2982
FB:	1468



PHILLIPS ROAD
 (FORMERLY PHELPS ROAD, PER DEED)
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LOT No. 29 & PART OF LOT No. 30 GIFFORD MANOR AMENDED - SECTION "B" PART OF LOT No. 50 - FORMER TOWN OF DEWITT NOW CITY OF SYRACUSE ONONDAGA COUNTY, NEW YORK	
IANUZI & ROMANS LAND SURVEYING, P.C. 5251 WITZ DRIVE, NORTH SYRACUSE, NY 13212 PHONE: (315) 457-7200 FAX: (315) 457-8251	
DATE:	FEBRUARY 8, 2012
SCALE:	1" = 20'
FILE:	965.2982
FB:	1468



FACILITIES MANAGEMENT

STATEMENT TO SUPPORT MAJOR SITE PLAN REVIEW APPLICATION

TO: City of Syracuse Dept of Zoning and Code Enforcement

DATE: December 2, 2025

FROM: Gary Peden and John Brower

SUBJECT: Major Site Plan Review for Eight Properties owned by Phins Management

“Le Moyne College is proud to be one of the institutional “anchors” of the City of Syracuse and its Salt Springs Neighborhood. The College plans on continuing to invest in the neighborhood and in the City. We want to be a reliable and good partner with the City.” Linda M. LeMura, PhD, President, Le Moyne College

In June 2023, The City of Syracuse published a Housing Study that categorized every neighborhood in Syracuse by its housing market challenges and strengths. The study defined the Salt Springs neighborhood as an “asset cluster”, a neighborhood “where recovery and vitality are possible, but so is further decline if action is not taken to avoid it” (Syracuse Housing Strategy, 32).

Those familiar with Salt Springs and its proud residents know that vitality already exists here. These residents, however, are quick to note the differences between owner-occupied homes and rental properties. The Neighborhood Plan for Salt Springs, developed as follow up to the Housing Study, warns, “rental property in Salt Springs is generally not well maintained and if this is not turned around, this will be a major reason the neighborhood will struggle in the future” (2025 Neighborhood Plan for Salt Springs, prepared by czbLLC for the City of Syracuse, 27).

In July 2023 Le Moyne College acquired a portfolio of 20 rental properties within a half mile radius of campus via its wholly owned subsidiary, Phins Management, Inc. The College has since invested over \$500,000 in capital improvements and maintenance at these properties. Phins Management also hosts regular neighborhood meetings and social gatherings to foster an environment where students and long-term residents can live as neighbors without major disruption to quality of life.

The previous owner added additional bedrooms in the basements of eight of these properties without prior zoning or permitting approval. Phins Management installed egress windows as needed to bring these bedrooms up to NYS Fire Safety Code and continued to house students in these rooms. After following protocol to obtain rental registry inspections for each property, the Department of Zoning and Code Enforcement cited these additional bedrooms for illegal land use, as they were added without zoning approval or permits.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone: _____		
		E-Mail: _____		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? 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? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, are adjoining or near the proposed action:				
<input 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,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input 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 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 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 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 type="checkbox"/>	<input type="checkbox"/>	
	<input 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 type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	



ONONDAGA COUNTY

DEPARTMENT OF PLANNING

J. Ryan McMahon, II
COUNTY EXECUTIVE

Troy Waffner
DIRECTOR OF PLANNING

TO: Members of the City of Syracuse Zoning Administration
FROM: Troy Waffner, Director Of Planning
DATE: Friday, April 17, 2026
RE: GML Administrative Review - 109 Phillips Road
RECOMMENDATION: No Position

Per General Municipal Law, §§239-m and -n, and the Onondaga County Planning Board Rules of Procedure and Referral Policy, the Board may delegate review and recommendation on certain referral actions to the Director of the Onondaga County Department of Planning.

These actions, determined as being generally routine in nature with minimal and/or well-understood intercommunity or countywide concerns, are listed within the Rules of Procedure, and at this website: <http://www.ongov.net/planning/ocpbpreferableactions.html>. Please contact Onondaga County Department of Planning staff with any questions.

CASE NUMBER: Z-26-100
REFERRING BOARD: City of Syracuse Zoning Administration
DATE RECEIVED: 4/10/2026
TYPE OF ACTION: SITE PLAN
APPLICANT: Joseph E Grasso and Jack Bower
LOCATION: 109 Phillips Road
WITHIN 500' OF: The municiple boundary between the City of Syracuse and Town of DeWitt
TAX ID(s): 039.-08-09.0
PROPOSAL: The applicant is proposing to establish three additional bedrooms in an existing house, for City records, in the Salt Springs area of the City of Syracuse. The house is located on 0.17-acre parcel in a Single Unit Residential (R1) zoning district close to LeMoyne College. Per the application, the bedrooms were constructed prior to the applicant's acquisition of the property in 2023. It's noted that to be code compliant, egress windows were installed and common-space within the house was increased to 700 sf. Each additional bedroom requires one designated parking space and sufficient on-site parking exists. No exterior changes to the site are proposed.

ADVISORY NOTE(S): Per GML § 239-nn, the legislative body or other authorized body having jurisdiction in a municipality shall give notice to an adjacent municipality when a hearing is held by such body relating to a subdivision, site plan, special use permit, or a use variance on property that is within five hundred feet of an adjacent municipality. Such notice shall be given by mail or electronic transmission to the clerk of the adjacent municipality at least ten days prior to any such hearing.

For agency contacts and additional information about advisory notes, please visit: <http://ongov.net/planning/ocpbresources.html>

Project:	MaSPR-2026-10
Date:	5/18/2026

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:		
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-2026-10
Date:	5/18/2026

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 <hr/> Name of Lead Agency	5/18/2026 <hr/> Date
Steven Kulick <hr/> Print or Type Name of Responsible Officer in Lead Agency	Chairperson <hr/> Title of Responsible Officer
<hr/> Signature of Responsible Officer in Lead Agency	<hr/> Signature of Preparer (if different from Responsible Officer)

City of Syracuse

Parcel History

01/01/1900 - 05/12/2026

Tax Map #: 039.-08-09.0

Owners: PHINS MANAGEMENT INC.

Zoning: R1

Address	Date	Transaction	Transaction Type	Status	Description
109 Phillips Rd	04/29/13	Completed Complaint	Sewer Back Up	Completed	2013-09067 sewer b/u
109 Phillips Rd	11/12/13	Completed Complaint	Sewer Back Up	Completed	2013-27094 sewer b/u
109 Phillips Rd	09/12/16	Completed Complaint	Sewer Back Up	Completed	2016-27303 sewer back up James 416-2968
109 Phillips Rd	01/09/17	Periodic Inspection	Rental Registry	Invalid - failed to	
109 Phillips Rd	02/27/17	Completed Complaint	Sewer Back Up	Completed	2017-04939 sewer backup- lilam 518-423-0860
109 Phillips Rd	06/07/17	Completed Complaint	Illegal Trash Set Out	Completed	2017-13858 code violation
109 Phillips Rd	10/28/17	Completed Complaint	Sewer Back Up	Completed	2017-31953 sewer backup nick 585-643-0880
109 Phillips Rd	10/31/17	Completed Complaint	Jet Lateral/Main	Completed	2017-31738 basement flush for tues
109 Phillips Rd	11/12/17	Completed Complaint	Sewer Back Up	Completed	2017-32800 bu
109 Phillips Rd	01/25/18	Completed Complaint	Sewer Back Up	Completed	2018-02589 sewer backup- john 372-1332
109 Phillips Rd	02/21/19	Completed Complaint	Illegal Trash Set Out	Completed	2019-03555 code violation (heavy can)
109 Phillips Rd	07/26/19	Inspection	Complaint Inspection	Pass	
109 Phillips Rd	08/13/19	Inspection	Complaint Inspection	In Progress	
109 Phillips Rd	08/28/19	Completed Complaint	Building W/O Permit	Completed	2019-20704 Potential construction reported. A lot of debris in the back yard and contruction noise. Please determine if it's potentially permit related
109 Phillips Rd	08/28/19	Inspection	Complaint Inspection	Pass	
109 Phillips Rd	10/28/19	Periodic Inspection	Rental Registry	RR - Valid/Cert	
109 Phillips Rd	02/10/20	Completed Complaint	Sewer Back Up	Completed	2021-02690 b/u
109 Phillips Rd	05/18/20	Completed Complaint	Bulk Household Items	Completed	2020-07880 couch
109 Phillips Rd	02/06/21	Completed Complaint	Sewer Back Up	Completed	2021-04018 SEWER B/U
109 Phillips Rd	10/21/22	Complaint	Rental Registry	Open	2022-09356 Rental Registry
109 Phillips Rd	10/21/22	Violation	SPCC-Sec. 27-133 Registration	Closed	
109 Phillips Rd	01/12/23	Inspection	Complaint Inspection	N/A	
109 Phillips Rd	01/13/23	Inspection	Complaint Re-Inspection	N/A	
109 Phillips Rd	06/21/23	Periodic Inspection	Rental Registry	Invalid - Cannot	
109 Phillips Rd	07/25/24	Inspection	Complaint Re-Inspection	No Progress	

City of Syracuse
Parcel History

Address	Date	Transaction	Transaction Type	Status	Description
109 Phillips Rd	08/29/24	Inspection	Complaint Re-Inspection	In Progress	
109 Phillips Rd	09/19/24	Complaint	Property Maintenance- Int	Open	2024-07332 Apply for and obtain proper permits
109 Phillips Rd	09/19/24	Inspection	Complaint Inspection	Fail	
109 Phillips Rd	09/19/24	Violation	SZC - RAA Illegal Land Use	Open	
109 Phillips Rd	09/25/24	Inspection	Complaint Re-Inspection	In Progress	
109 Phillips Rd	10/11/24	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	10/11/24	Periodic Inspection	Rental Registry	RR - Application	
109 Phillips Rd	10/11/24	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	11/13/24	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	11/13/24	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	01/13/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	01/13/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	03/13/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	03/13/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	05/13/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	05/13/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	06/13/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	06/13/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	08/13/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	08/13/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	09/15/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	09/15/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	10/15/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	10/15/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	12/15/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	12/15/25	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	01/15/26	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	01/15/26	Inspection	Tickle Date (Follow Up)	In Progress	

City of Syracuse
Parcel History

Address	Date	Transaction	Transaction Type	Status	Description
109 Phillips Rd	01/15/26	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	02/17/26	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	02/17/26	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	03/17/26	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	03/17/26	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	03/17/26	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	04/17/26	Inspection	Tickle Date (Follow Up)	In Progress	
109 Phillips Rd	04/17/26	Inspection	Tickle Date (Follow Up)	In Progress	

OFFICE OF ZONING ADMINISTRATION

Sharon F. Owens, Mayor

MaSPR-2026-10

Approval	Status	Reviewer	Comments
Zoning Planner	Waiting on Board	Noah Garcia	No concerns, see Staff Report
Planning Commission	In Review		
DPW Traffic Control	Approved	Charles Gafrancesco	
DPW Transportation	Conditionally Approved	Neil Burke	<p>No major concern with interior work as proposed. Revised plans are needed: the property frontage requires remediation to comply with City requirements. 5' ADA compliant sidewalk is required across the entire frontage, including through driveways. The existing walk is in hazardous condition and has multiple areas of non-compliant material/asphalt.</p> <ul style="list-style-type: none">• Applicant can satisfy this requirement by obtaining the necessary permit/s and showing the remedial work on the site plan, which can be notated and does not

			require new plan set/s.
Eng. Mapping-Zoning	Approved	Ray Wills	Work should have no impact on Mapping Division assets. Work inside of the ROW would require seperate review and permitting prior to any work commencing.
Engineering Design and Construction			

Engineering-SWPPP			
DPW Sanitation and Sewers	Conditionally Approved	Vinny Esposito	Must meet zoning requirements for lot coverage. Driveway must drain to the owners property and can not adversely impact the adjoining properties or the City ROW.
Parks and Forestry			