

PART C

SECTION I

GENERAL REGULATIONS

ARTICLE 10

PROJECT SITE REVIEW

I. Purpose

The effect of establishing a comprehensive site review as follows will:

- A. **Protect streetscapes** from projects that are out of character with existing development, or, if specific neighborhood plans and regulations are adopted, insure that projects are consistent with those plans and regulations.
- B. **Reduce the cluttered aspects** of current development by:
 - 1. Keeping mechanical structures and other utility features out of main view as much as possible;
 - 2. Reducing unnecessary signage;
 - 3. Minimizing curb cuts;
 - 4. Improving the space for pedestrians;
- C. **Enhance parking area appearances.** *(Note: Parking areas are covered in the above process when part of an overall project involving building work. They are not covered when providing parking is the sole work being done. Parking lots, as uses in and of themselves, are covered in the applicable instances by the Special Permit process, as specific issue development rather than as general projects. In Business, Commercial, and Industrial Districts under present regulations parking lots are permitted without any zoning review.)*
- D. **Preserve historic and architecturally significant features.**

II. Affected Projects (commercial buildings only, does not include one- to four family dwellings)

- A. All **new construction**.
- B. All **additions** to existing buildings which face the street, that **exceed twenty-five percent** of the ground level space (total square feet of the footprint of the building).
- C. All **exterior renovations** facing a street and/or **reorientation of existing buildings**.
- D. All **off-premises advertising**.
- E. **Demolition** of buildings – **reclamation** of sites.
- F. Projects (other than demolitions) on properties:
 - 1. Identified by the City as **Architecturally Significant**, or
 - 2. By the New York State Office of Parks, Recreation, and Historic Preservation (SHPO) as:
 - a. Located in a **National Register District**,
 - b. **Individually listed** in the Nation Register, or
 - c. **Eligible for inclusion** in the National Register.

III. Exempt Projects Covered by Other Provisions

- A. **Preservation Board cases** pursuant to Part C, section VII, articles 1-9 of the City of Syracuse Zoning Rules and Regulations (Certificates of Appropriateness and demolitions on historically significant properties).
- B. **Planned Institutional District projects.**
- C. **Planned Development District projects.**
- D. **Hazardous Conditions:** Any building(s) or structure(s), which have been determined by the Director of the Division of Code Enforcement and/or Chief of Fire to constitute an immediate danger or hazard to public health, safety, or welfare.
- E. **Special Permit cases.**
- F. **Super Projects:** These are large-scale projects that exceed the scope of considerations intended by the Project Site Review. Their size makes the context of the surrounding properties immaterial to the consideration of project design. Their involvement in general with other types of review makes the considerations of the Project Design Review redundant. A Super Project shall be exempted when documentation is submitted to the Zoning Administrator that each of following three sets of criteria apply:
 - 1. A) Project size of at least thirty (30) contiguous acres held in common interest (contiguity includes land directly across streets), B) involvement under a single development entity of at least three (3) contiguous city blocks, or C) project worth of over ten million dollars;
 - 2. Approvals are required for government funding or economic incentives (including PILOT agreements);
 - 3. Approvals are required for A) street abandonment or dedication, B) land subdivision or resubdivision, C) use of public land, or D) exercise of eminent domain.

Modifications to Super projects are also exempted.

The Zoning Administrator shall provide acknowledgment of the exemption to a developer of a Super Project within a reasonable time of a receiving a request for such documentation.

IV. Application Requirements

- A. **Completed application form.**
- B. **SEQR form.**
- C. **Supplemental material.**
 - 1. For **new construction, additions, and renovations:**
 - a. Site plan (see V. below for details)
 - b. Stamped survey.

- c. Architectural drawings to scale, depicting floor plans, section views, exterior elevations, architectural design of building including proposed and existing materials, textures and colors.
 - d. 35 mm or digital Photographs of the existing structure or project site.
 - e. Photographs of existing streetscape (Must include one photograph of each adjacent property and properties directly across the street).
 - f. Other information or details as may be reasonably required.
2. For **demolitions**: Post demolition plans must be submitted pursuant to SEQR (617.3g)
- a. Stamped survey
 - b. One 35 mm or digital photograph of the site.
 - c. Photographs of each adjacent property to project site.
 - d. Photos of the properties across the street from the intended demolition.
 - e. Key map for photos or other illustration of building locations drawn to scale.
 - f. Post demolition plans or reclamation plans
3. For **re-orientations** of existing buildings
- a. Site Plan
 - b. Floor Plans
 - c. Photos of existing building and areas of reorientation
 - d. Elevations illustrating areas of reorientation

D. **Fees** (pursuant to fee schedules adopted by the Common Council)

V. Site Plan Components (as prepared by a New York State licensed architect, engineer, or landscape architect)

- A. All existing easements and/or restrictions of record, including rights-of-way, fully dimensioned.
- B. All existing and proposed utilities both public and/or private.
- C. All existing and proposed buildings or structures and mature trees.
- D. All watercourses, marshes, rock outcroppings, wooded areas, wetlands (DEC or Corps of Engineers) floodplains, (based on FEMA maps) and other significant natural or man-made features.
- E. Topographic information (spot elevations for areas less than 2% slope and two-foot contours for slopes greater than 2%).
- F. Proposed land use.
- G. All driveways, parking lots, curbing, loading spaces, and driving lanes (existing and proposed).
- H. All proposed landscaping, plantings, screening devices and exterior lighting.
- I. All proposed signage.
- J. Existing and proposed fire hydrants and fire suppression connections.
- K. Detailed drainage plans showing on-site storage, floodways, and proposed easements, including siltation and erosion controls plans.
- L. Proposed grading.

VI. Stages of Review

- A. **Preparation** of the project plan (including consultation with appropriate city staff for applicable requirements).

- B. **Preliminary review of project plan** by the Division of Code Enforcement to identify any major **building code inconsistencies** and any **drainage** or **other construction** issues.
- C. **Submission** of application to the **Zoning Office** following review for New York State building code compliance.
- D. **Review** of application for **completeness** and (if not done earlier) **identification of other approvals** that may be required.
- E. **Preliminary evaluation of SEQR.**
- F. **Referral of application** to other bodies as required (*responses required within 30 days*):
 - 1. **Onondaga County Planning Board** for projects within 500 feet of a State or County road.
 - 2. **Syracuse Landmark Preservation Board** for recommendation on II. F. properties (historic and architecturally significant sites)
- G. **Analysis: DETERMINED BY SEPARATE POINT BY POINT ANALYSIS FORM (ATTACHMENT A) TO BE COMPLETED BY STAFF.**
 - 1. **Identification** of the significant **features of surrounding area** (the context).
 - 2. **Identification** of **relevant adopted plans** and any specially adopted criteria, **if applicable**, that must be met.
 - 3. **Point by point comparison** of proposed project against the identified salient contextual features or, **if applicable**, the specifically required adopted design criteria.
- H. **Compilation** of the **point by point report** by the Zoning Office (or other duly designated staff) based upon the determinations of the above analysis.
- I. **Provision** of the point by point report **to applicant** by the Zoning Office (or other duly designated staff).
- J. **Receipt of applicable recommendations** (including review of project by the Syracuse Landmark Preservation Board for historically and architecturally significant properties, or Onondaga County Planning Board).
- K. **Response by the applicant** to the point by point report (and to recommendations if any) in one of the following ways:
 - 1. **Acceptance** of or **consent** to the report to be reviewed by the Zoning Administrator for decision.
 - 2. **Withdrawal** of the application for revision and re-submission of a revised application at a later date.
 - 3. **Written Disagreement** with all or some of the points in the report (*stops the decision "clock"*) and employment of an architectural consultant of the applicant's choosing to compose a **rebuttal** to the report.
 - a. Rebuttal to be submitted to staff within 30 days of report date.
 - b. Forwarding of the report, application, and rebuttal to Planning Commission for Decision.

- c. Election by Planning Commission to call upon **consultant** (on retainer) for review of application, plans, report and rebuttal - consultant to provide Planning Commission with interpretation and recommendation.

L. **Scheduling of Public Hearings** at the optional discretion of the Zoning Administrator and the City Planning Commission in their respective reviews unless otherwise stated in the City of Syracuse Zoning Rules and Regulations.

M. **Decisions** in one of the following manners:

1. Approval of application as submitted.
2. Approval with Conditions.
3. Denial

A majority plus one vote shall be required to override recommendation of Syracuse Landmark Preservation Board and/or Onondaga County Planning Board. In the case of review by the Zoning Administrator matters that would involve an override shall be forwarded to the City Planning Commission, a body made up of more than one individual.

Decisions shall be made in resolution form. Original resolution shall stay in the office file, a copy shall be filed with the City Clerk, and a copy shall be provided to applicant, the Division of Code Enforcement, Permit Office, and any other pertinent involved party.

N. **Appeals** from determinations of the Zoning Administrator shall be made to the City Planning Commission. Appeals from the Planning Commission, if chosen, shall be made to the Supreme Court pursuant to Article 78 of the NYCCR.

VII. Waivers

The Syracuse Planning Commission shall have the authority to grant waivers of area, number, or design requirements for properties subject to the Project Site Review regulations set forth in this article. In approving any Waiver the Commission must find that **practical difficulties** would occur with respect to the economic and functional utilization of the property under consideration and that **reasonable alternatives** otherwise permitted do not exist. Practical difficulties affecting the property under consideration must be weighed against the **impact** the Waiver would have on the character of the surrounding area. All Waiver requests shall be subject to duly noticed public hearings.

VIII. Coordination with Other Boards and Procedures

A. **Special Permit Uses**

1. **Project Site Review not necessary.**
2. The required **Special Permit reviews** include all of the same materials that would accompany Project Plan review applications and approximate the **same point by point analysis** as involved with the project plans.

B. **Board of Zoning Appeals**

1. Where Project Site Reviews are involved the Board of Zoning Appeals shall **consider only use** variances.

2. Where Project Site Reviews are involved the Syracuse Planning Commission shall consider as waivers those requests that would otherwise be considered as variances of residential **density** requirements or required amounts of **parking**.
3. Subject to findings under State Law, the Board of Zoning Appeals may grant requested use variances, to be **preliminary to required review of the project plan** by the Syracuse Planning Commission.
4. The Board of Zoning Appeals shall have **no authority to waive the requirements for Project Site Review**, nor shall it grant waivers as reserved for review by the Syracuse Planning Commission.
5. The Board of Zoning Appeals shall have **no authority to review appeals** from the Zoning Administrator or the Syracuse Planning Commission with respect to Project Site Review.

C. **Inner Harbor District**

1. All Lakefront Design Review Board **matters shall be transferred** to the Syracuse Planning Commission.
2. The **Lakefront Design Review Board** shall **cease to exist**.

D. **James Street Overlay District**

1. All Eastwood Design Review Board **matters shall be transferred** to the Syracuse Planning Commission.
2. Those **Special Permit requirements** under Local Business A District provisions, which had been eliminated by the adoption of the James Street Overlay District, shall be **restored** as matters falling to the City Planning Commission.
3. The **Eastwood Design Review Board** shall **cease to exist**.

E. **Ministerial Construction Review**

Final detailed review of construction plans for major projects preceding issuance of permits **shall** follow the Project Site Review approval process outlined above.

Adopted 9/22/03

Case No. _____

Address _____

Property No. _____

POINT BY POINT ANALYSIS

COMPONENT	PROPOSED PROJECT	SURROUNDING AREA	ADOPTED PLAN REQUIREMENTS (if applicable)	DEVIATION <1-2-3-4-5> (PROJECT TO AREA OR ADOPTED PLAN*) 1=No Deviation 5=Major
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STREETS AND PUBLIC ROWS				
Street Width(s)				
Street Type(s) (arterial, collector, local)				
LOT CONFIGURATIONS				
Lot Area(s) (sq. ft.)				
Lot Frontage(s) (in ft.)				
BUILDING PLACEMENT AND MASS				
Building Setbacks				
Building Heights				
Building Spacing				
Orientation of Facades (back/front/side)				

Case No. _____

Address _____

Property No. _____

POINT BY POINT ANALYSIS

COMPONENT	PROPOSED PROJECT	SURROUNDING AREA	ADOPTED PLAN REQUIREMENTS (if applicable)	DEVIATION <1-2-3-4-5> (PROJECT TO AREA OR ADOPTED PLAN*) 1=No Deviation 5=Major
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TERRAIN				
Slope				
Water Features				
LAND USES				
Types and Mix of Uses				
VISIBLE MECHANICAL FEATURES, UTILITIES, AND ACCESSORY STRUCTURES				
Street Lighting				
Private Lighting				
Utility Poles and Service Boxes				
Telephones and Vending Devices				
Building Mechanicals				
Public Shelters				

Case No. _____

Address _____

Property No. _____

POINT BY POINT ANALYSIS

COMPONENT	PROPOSED PROJECT	SURROUNDING AREA	ADOPTED PLAN REQUIREMENTS (if applicable)	DEVIATION <1-2-3-4-5> (PROJECT TO AREA OR ADOPTED PLAN*) 1=No Deviation 5=Major
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Accessory Structures				
Trash Containers				
ARCHITECTURAL DETAIL				
Architectural Styles				
Roof Lines and Types				
Fenestration and Building Entries				
Canopies and Marquees				
Building Materials				
Colors and Textures				
PARKING, DRIVEWAYS, AND LOADING				
On-Street Parking (type and capacity)				

Case No. _____

Address _____

Property No. _____

POINT BY POINT ANALYSIS

COMPONENT	PROPOSED PROJECT	SURROUNDING AREA	ADOPTED PLAN REQUIREMENTS (if applicable)	DEVIATION <1-2-3-4-5> (PROJECT TO AREA OR ADOPTED PLAN*) 1=No Deviation 5=Major
Curb Cuts (ingress/egress)				
Off-Street Parking Size and Placement				
Surface Types				
Screening				
Features Softening Parking Area Expanses				
Loading Facilities (type and visibility)				
OPEN SPACES				
Public Gathering Areas				
Sidewalks and Paths (type and location)				
Bicycle Paths and Accommodations				
Public Landscaping				

Case No. _____

Address _____

Property No. _____

POINT BY POINT ANALYSIS

COMPONENT	PROPOSED PROJECT	SURROUNDING AREA	ADOPTED PLAN REQUIREMENTS (if applicable)	DEVIATION <1-2-3-4-5> (PROJECT TO AREA OR ADOPTED PLAN*) 1=No Deviation 5=Major
Private Landscaping (trees, grass, other Plantings)				
Enclosures (walls, fences, etc.)				
Street Furniture				
SIGNS				
Freestanding Businesses Identification Signs				
Wall, Roof, and Projecting Signs				
Billboards				
Kiosks				
Street Signs And Other Public Signs				

DEMOLITIONS (POST DEMO PLANS)

Grading				
New Construction				

Case No. _____

Address _____

Property No. _____

POINT BY POINT ANALYSIS

COMPONENT	PROPOSED PROJECT	SURROUNDING AREA	ADOPTED PLAN REQUIREMENTS (if applicable)	DEVIATION <1-2-3-4-5> (PROJECT TO AREA OR ADOPTED PLAN*) 1=No Deviation 5=Major
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Other In-Fill				
Compatibility with Existing Streetscape				

***NOTES:**

- The analysis consists of comparing each component of the project with the components of the street or area in which the project exists.
- Note is to be made of the average or typical nature of each component in the surroundings and the range of the variations in that component.
- The comparison with the existing surroundings is superseded when specific requirements have been adopted on a city-wide scale or when specific requirements are established as part of adopted neighborhood or corridor plans.
- With new construction most of the components in this table will need to be examined. With additions, renovations, and demolitions many of the components may not be applicable