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SYRACUSE - ONONDAGA COUNTY PLANNING AGENCY

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## Onondaga County Planning Board

### NOTICE of Administrative Review Actions and Procedure

Adopted February 9, 2022

Per General Municipal Law, §§239-m and -n, and the Onondaga County Planning Board (OCPB) *Rules of Procedure and Referral Policy*, the OCPB may delegate review and recommendation on certain referral actions to the Director of the Syracuse-Onondaga County Planning Agency (SOCPA). These actions are routine in nature with minimal and/or well-understood intercommunity or countywide concerns. Local review implications of administrative review recommendations are the same as OCPB review.

This change does not require any change in procedure by municipalities.

#### Administrative Review Actions

The following actions are hereby delegated to administrative review:

- Area variances
- Subdivisions, involving:
  - A combination of lots;
  - lot line adjustments;
  - creation of up to 5 lots; or
  - creation of any number of lots, where each resulting lot is 10 acres or more.
- Site plans and special permits, involving:
  - Co-location of telecommunication equipment and accessories on existing towers and structures;
  - Façade, interior or exterior building modifications, including building-mounted signage or lighting;
  - A change of tenant in an existing commercial building;
  - Residential accessory structures;
  - Residential accessory uses, including but not limited to dwelling units and home occupations; or
  - Signs.
- Zoning amendments, involving:
  - administration and fees;
  - moratoriums, and extensions thereto; or
  - interpretations of language.
- Exempt Actions:
  - For referring bodies without an Exemption Agreement with Onondaga County, those actions identified in Onondaga County Legislature Resolution 182 of 1993.

#### Concurrent Actions

Any action subject to administrative review that is directly related to, and received concurrently or contemporaneously with, another referral requiring Board review shall also be subject to Board review.

## Requirements

Administrative reviews shall be performed in accordance with all applicable requirements of New York State General Municipal Law §§239-l, m, and n.

Administrative review referrals are to be submitted and recommendations are to be considered locally in the same fashion as would a full OCPB review.

A schedule of all administrative review decisions shall be provided to the Onondaga County Planning Board. At any time, the Director of SOCPA may refer an administrative decision to the Board for their consideration. If the Director of SOCPA finds it necessary to recommend disapproval of an administrative review action, it shall be referred to the Board for a final recommendation.

## Questions

Please contact SOCPA staff at (315) 435-2611 or [countyplanning@ongov.net](mailto:countyplanning@ongov.net) with any questions.