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PLANNING BOARD AGENDA
Common Council Chambers
January 15, 2026 – 4:30 PM

NEW BUSINESS

PB Case No.:	01-26	Zone:	Residential Single
Address:	11-15 Fairfax Place	Requested Action:	Site Plan Review and
Applicant:	Naomi Romero		Special Use Permit
Owner:	Naomi Romero		

Pursuant to City of Utica Zoning Code Section 2-29-312(c), the applicant is seeking Special Use Permit review and Site Plan review of a plan to convert the attic of an existing two-family home into an accessory dwelling unit.

According to the applicant, the unit will offer two bedrooms and one bathroom and measure about 1,000 square feet. Access to and from the proposed unit will be via an existing back corridor and a proposed stair addition to the front corridor. Parking for the unit is proposed to be in the rear yard.

In the Residential Single zoning district, this is a use that requires approval of both a Special Use Permit and a Site Plan; a public hearing is required as part of the Special Use Permit. Section 2-29-347(e) limits accessory dwelling units to no larger than 800 square feet. As the proposed unit measures 1,000 square feet, an area variance will be necessary from the Zoning Board of Appeals.

PB Case No.:	02-26	Zone:	Residential Mixed
Address:	2012 Sunset Avenue	Requested Action:	Site Plan Review and
Applicant:	Lucas Saltsman		Special Use Permit
Owner:	Sturges Manufacturing		

Pursuant to City of Utica Zoning Code Section 2-29-312(c), the applicant is seeking Site Plan approval of a proposal to construct an addition to an existing industrial facility in south Utica.

According to the applicant, the addition will measure 15,200 square feet and will be attached to the south side of the expansion which was constructed in 2022. The addition will primarily be for warehousing of both raw materials and finished product. The proposed plans for the addition do not

include loading docks or truck access. The addition will be a pre-engineered steel building with a metal roof and siding to match existing buildings.

In October 2025, the proposed addition was reviewed by the Zoning Board of Appeals which granted a Use Variance, thereby allowing for the expansion of a legal, nonconforming use. The ZBA approval was contingent upon favorable review of and Final Site Plan approval by the Planning Board. The approval also included three recommendations from the ZBA, including:

1. Particular attention to the exterior aesthetics of the building, landscaping and lighting in a residential district;
2. No commercial truck traffic on Arnold Avenue; and
3. Recommend replacing the existing fence with one gate.