

CITY OF ROME PLANNING BOARD
CARE OF: DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT
ROME CITY HALL, 198 N. WASHINGTON STREET
ROME, NEW YORK 13440-5815
Telephone: (315) 339-7643 Fax: (315) 838-1167
www.RomeNewYork.com



Application for Planning Board Review

Property Address: _____
6692, 6696, 6700 Martin Street (Lots Combined)

County Tax ID #: _____
258.002-2-24, 25, 26.2, Portion of 29

Type of Action Requested

- ☐ Site Plan Review ☒ Site Plan Revision ☐ Minor Subdivision (less than 5 lots)
- ☐ Major Subdivision (5 lots or more)
- ☐ Preliminary Plat ☐ Final Plat

Please fill out all the application forms completely and ensure that you are submitting all required supporting documentation. Review and complete the application checklist form prior to submission to confirm that your application is complete.

A complete application must include, at minimum:

- *Completed Application Form*
- *Application Fee*
- *All Required Submittals*
- *Digital Copy of All Documents*
- *10 Paper Copies of All Documents Printed to Full Original Scale*

*A **complete** application package must be submitted to the City's Department of Community and Economic Development at least sixteen (16) calendar days in advance of the upcoming meeting to be placed on an agenda. **Please note that for review items which require a State Environmental Quality Review (SEQR), by law, each agency that is part of the project review has up to thirty (30) days for comment. With this in mind, if an item subject to SEQR is submitted at the deadline (16 days prior to the meeting), it is unlikely that the review item will be able to be acted on at the following regular meeting of the planning board.***

The Planning Board generally meets on the first Tuesday of each month, but consult the publicly posted schedule as this can vary as a result of public holidays.

| | | |
|------------|----------------|---|
| Office Use | Date Received: | Fee Recieved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
|------------|----------------|---|

City of Rome, New York
Application for Planning Board Review

Applicant Information

Name: First Student, Inc.

Address: 6700 Martin Street

Phone: (315) 523-7836

City: Rome State: NY Zip: 13440

E-Mail: michael.cline@firststudentinc.com

Property Owner Information ☐ (Check if same as applicant)

Name: Cleghorn Properties, LLC

Address: 5857 Fisher Road

Phone: (315) 383-8642

City: E. Syracuse State: NY Zip: 13057

E-Mail: colin@ironhornenterprises.com

Agent Information

Name: _____

Address: _____

Phone: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

City of Rome, New York
Application for Planning Board Review

Brief Project Summary/Description:

Application is for a Site Plan Amendment to remove four landscaped islands, add five additional bus parking stalls, adjust planting quantities and locations, modify fence limits, light pole and edge of pavement locations to align with the previously established parking lot configuration. The vegetation to be removed includes one White Pine, two American Arborvitae, and three Japanese Holly. All vegetation that is scheduled to be removed was within the limits of the perimeter fencing that will screen the property. All visible vegetation outside the fencing will remain. The removal of the landscaped islands is to better accommodate the facility's bus drivers.

Property Zoning: General Industrial (I-G)

Property Size: 3.308 Acres

Current Land Use: Bus Terminal

Are there any easements or rights-of-way on the property? ☐ Yes ☒ No

☐ Utility ☐ Right-of-Way ☐ Access ☐ Other

Are there any known archaeological or historically significant features on the property? ☐ Yes ☒ No

If yes, please explain: _____

Are there any federal or state wetlands located on the property? ☐ Yes ☒ No

☐ Federal Wetlands ☐ New York State Wetlands

Is the property located within a floodplain? ☐ Yes ☒ No

☐ 100-Year ☐ 500-Year

City of Rome, New York
Application for Planning Board Review

Site Plan Review Supplement

Please complete this section if you are applying for site plan review

Proposed Building Square Footage: N/A

Proposed Building Height: N/A

Proposed Lot Coverage: 7.7 % (Existing Buildings)

Proposed Impervious Surface Coverage: 99,696 Sq. Ft. (69.2%)

Proposed Building Setbacks: 177', 28' W, 60' E, 101' (Front, Side, Side, Rear)

Breakdown of Proposed Uses by Square Footage: Bus Terminal (100%)

Proposed Number of Residential Units: N/A (If Applicable)

Does the proposed project involve the construction of wireless telecommunication facilities or infrastructure?

☐ Yes ☒ No

Does the proposed project involve the construction of a Tier 2 or Tier 3 Solar Energy Project as defined in the City of Rome Zoning Code?

☒ No ☐ Yes, Tier 2 ☐ Yes, Tier 3

Additional information is required for projects involving wireless telecommunication facilities and infrastructure, as well as Tier 2 and 3 solar arrays. For these types of project, please contact the Department of Community and Economic Development for assistance.

City of Rome, New York
Application for Planning Board Review

General Information and Certification

The City of Rome's Planning Board regularly meets the first Tuesday of every month. To be placed on an agenda, a complete application must be submitted to the City's Department of Community and Economic Development at least sixteen (16) calendar days in advance of the upcoming meeting.

Please note that you *must* have a representative in attendance at the meeting in order for your application to be considered.

All required supporting documentation including the required number of copies of plans, documents, drawings and/or other illustrative materials must be submitted in an application packet in order for it to be considered complete. Please refer to the relevant application checklist to confirm that you are submitting all necessary information.

Failure to provide complete information may result in unnecessary delays or revocation of approvals.

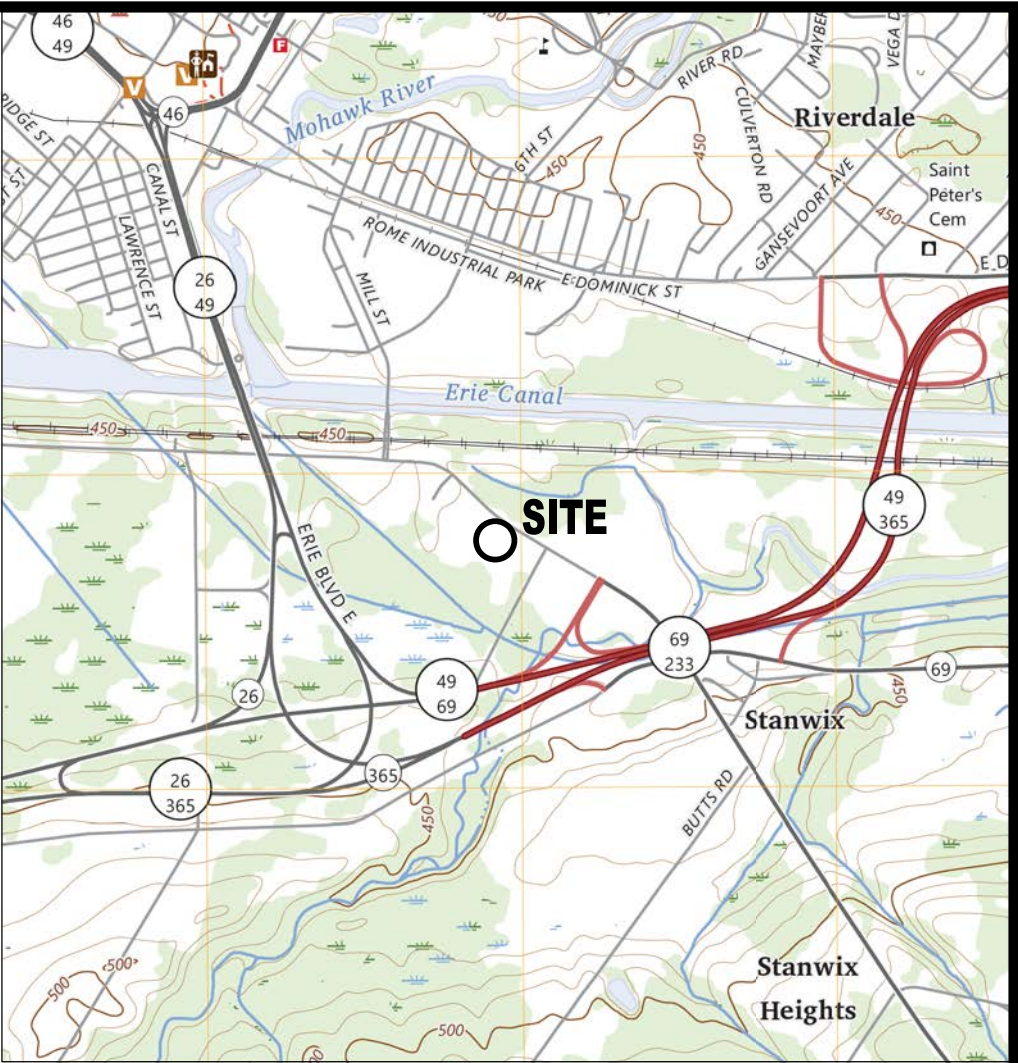
I do hereby state that the information submitted is an accurate representation of my request and complete to the best of my knowledge:

Applicant Signature: 

Date: 5/8/25

Owner Signature: 

Date: 5-9-25



LOCATION MAP

Reference: U.S.G.S. Rome Quadrangle, 2023, 7.5 Min., 1" = ±2000'

Key

| Existing | Proposed |
|------------------|---|
| Property Line | Number of Parking Spaces |
| Right of Way | Handicapped Parking w/ Applicable Signage |
| Lot Line | Tree/Shrub |
| Reputed Owner | Curb Stop (For Parking Stalls Along R.O.W.) |
| Overhead Utility | 6' High Chain Link Fence |
| Utility Pole | Light Pole w/ Fixture |
| | |

Applicant: First Student, Inc.
Address: 6700 Martin Street
Rome, NY 13440

Parking Summary

| | Required | Provided |
|----------------------|----------|---|
| Automobile Parking: | 19 | 106 (59 Large Bus, 7 Small Bus, 2 Transport Vans, 3 Caravans, 1 Suburban, 34 Employee Cars) |
| Handicapped Parking: | 2 | 2 |

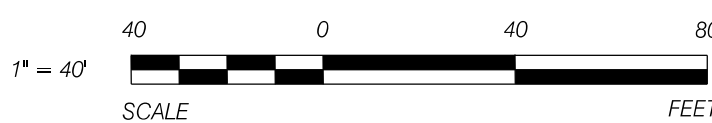
Notes:

- Number of automobile parking spaces required based on City Code: one (1) space per 500 sq. ft. of gross floor area used for office purposes and four (4) spaces per service bay for vehicle repair use.
The gross floor space used for office purposes equals 5,305 sq. ft. The vehicle repair building will possess two (2) bays.
- Number of Handicapped spaces required equals two (2) based upon New York State Building Code. Requirement calculated based on number of employee stalls.
- Large Bus stalls are 42x11', Small Bus and Transport Van stalls are 25x11', Caravan and Suburban stalls are 20x10', Employee Car stalls are 22x9' and 20x9'.

Notes:

- Base Map Reference:
Topographic Survey Lands of Cleghorn Properties, LLC, Martin Street, City of Rome, Oneida County, New York; Prepared by: Moore Land Surveying, P.C.; Dated: August 19, 2024; File No.: 21-204-1.
- According to the New York State DEC Environmental Resource Mapper, there are no DEC wetlands on or within 100' of the site.
- According to the US Fish and Wildlife Service National Wetlands Inventory, there are no federal wetlands on the site.
- According to The National Flood Insurance Program (Panel No. 36065C0554F, Dated: September 27, 2013) the site is not located in the 100 year flood plain.

Plan View



PLUMLEY
ENGINEERING

Civil and Environmental Engineering

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| | | |
|------------------------|----------|-----|
| REVISIONS: | DATE: | BY: |
| △ ADDITIONAL PLANTINGS | 05/16/25 | GAH |
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PROJECT: **MARTIN STREET BUS TERMINAL**
CLIENT: **FIRST STUDENT, INC.**
LOCATION: **CITY OF ROME, ONEIDA COUNTY, NEW YORK**

DWG. TITLE: **SITE PLAN REVISION**
Note: No alteration permitted hereon except as provided under Section 7209 Subdivision 2 of the New York State Education Law.

PROJECT No.: 2024074
FILE NAME.: C201
SCALE: 1"=40'
DATE: May 2025
ENG'D BY: GAH
DRAWN BY: GAH
CHECKED BY: JFC

SHEET No.: **C201**
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