

# 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: 6247 Lamphear Rd, Rome NY 13440

County Tax ID #: 258.003-1-3.1

### 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
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**City of Rome, New York**  
Application for Planning Board Review

**Applicant Information**

Name: Humane Society of Rome, LLC

Phone: (315) 336-7070

E-Mail: lynn@residentshoppersservice.com

Address: 6247 Lamphear Road

City: Rome State: NY Zip: 13446

**Property Owner Information** ☐ (Check if same as applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Agent Information**

Name: Julian Clark P.E. w/Plumley Engineering, P.C.

Phone: (315) 638-8587

E-Mail: jclark@plumleyeng.com

Address: 8232 Loop Road

City: Baldwinsville State: NY Zip: 13027

**City of Rome, New York**  
Application for Planning Board Review

**Brief Project Summary/Description:**

Construction of a new facility for the Humane Society of Rome behind their existing site at 6247 Lamphear Rd, Rome, NY 13340.

**Property Zoning:** R-R (Rural Residential)

**Property Size:** 17.82 acres

**Current Land Use:** Existing Humane Society, House & Farm Field

**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:** 19,814

**Proposed Building Height:** 28'

**Proposed Lot Coverage:** 17.82 acres

**Proposed Impervious Surface Coverage:** ±4 acres

**Proposed Building Setbacks:** 255', 274', 1339', 134' (Front, Side, Side, Rear)

**Breakdown of Proposed Uses by Square Footage:** Animal Shelter - 19,814 sq.ft.

**Proposed Number of Residential Units:** 0 (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

**Application Submittals Checklist (Site Plan Review)**

*This checklist **must** be completed if you are applying for Site Plan Review in order for your application to be considered complete.*

- ☒ Completed Application for Planning Board Review
- ☒ Application Fee (\$50 Minor Site Plan, \$250 Major Site Plan) (Make Checks Payable to City of Rome)
- ☒ Completed Short or Long Form Environmental Assessment Form, Part 1, As Applicable
- ☒ Project Drawings including the following and scaled to no more than 1"=100':
  - ☐ Project Title (cover page)
  - ☒ Name and address of applicant (all drawings)
  - ☒ Name and address of person/firm who prepared the drawings (all drawings)
  - ☒ North Arrow and scale (all drawings)
  - ☒ Date of drafting and most recent revision (all drawings)
  - ☒ Boundaries of property (all drawings)
  - ☐ Grading and drainage plan, including both existing and proposed contours
  - ☒ Location, type of construction, and exterior dimensions of all buildings
  - ☒ Elevations and design of all proposed buildings
  - ☒ Location, design, and type of construction of all parking and loading areas
  - ☒ Access and egress for all buildings and parking and loading areas
  - ☒ Location, design, and construction details for all existing and proposed site improvements
  - ☒ Pedestrian access and circulation
  - ☐ Emergency vehicle access and circulation
  - ☐ Location, design, and construction details for all utilities provisioning and connection
  - ☐ Location, design, and construction details for all proposed signs
  - ☐ Landscaping plan and planting schedule, including proposed buffer areas and vegetative cover
  - ☒ Outdoor lighting plan, including photometrics
  - ☐ Estimated project construction schedule
  - ☐ List of all state and county permits required for the project and their status

*Please note that the Planning Board or City departments may, at their discretion, require the submission of additional information beyond what is listed above.*

**City of Rome, New York**  
Application for Planning Board Review

**Subdivision Supplement**

*Please complete this section if you are applying for property subdivision.*

**Existing parcel size(s):** 5 parcels combined into 1 parcel. [Lot combination to be completed administratively by City Planning Dept.]

**New parcel sizes:** 17.82

**Proposed number of parcels to result from subdivision:** 1

**Will all parcels have frontage on a public right-of-way and take access from it?**

☒ Yes   ☐ No

**Does the proposed subdivision anticipate the creation of new roads, power lines, or water and sewer infrastructure that will be maintained by the City of Rome?**

No

**For major subdivision - have copies of the proposed plat been sent to the Oneida County Department of Health for approval?**

☐ Yes   ☐ No

**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: 5/15/25

Owner Signature: 

Date: 5/15/25

# Short Environmental Assessment Form

## Part 1 - Project Information

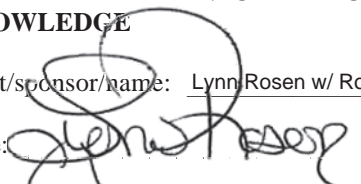
### Instructions for Completing

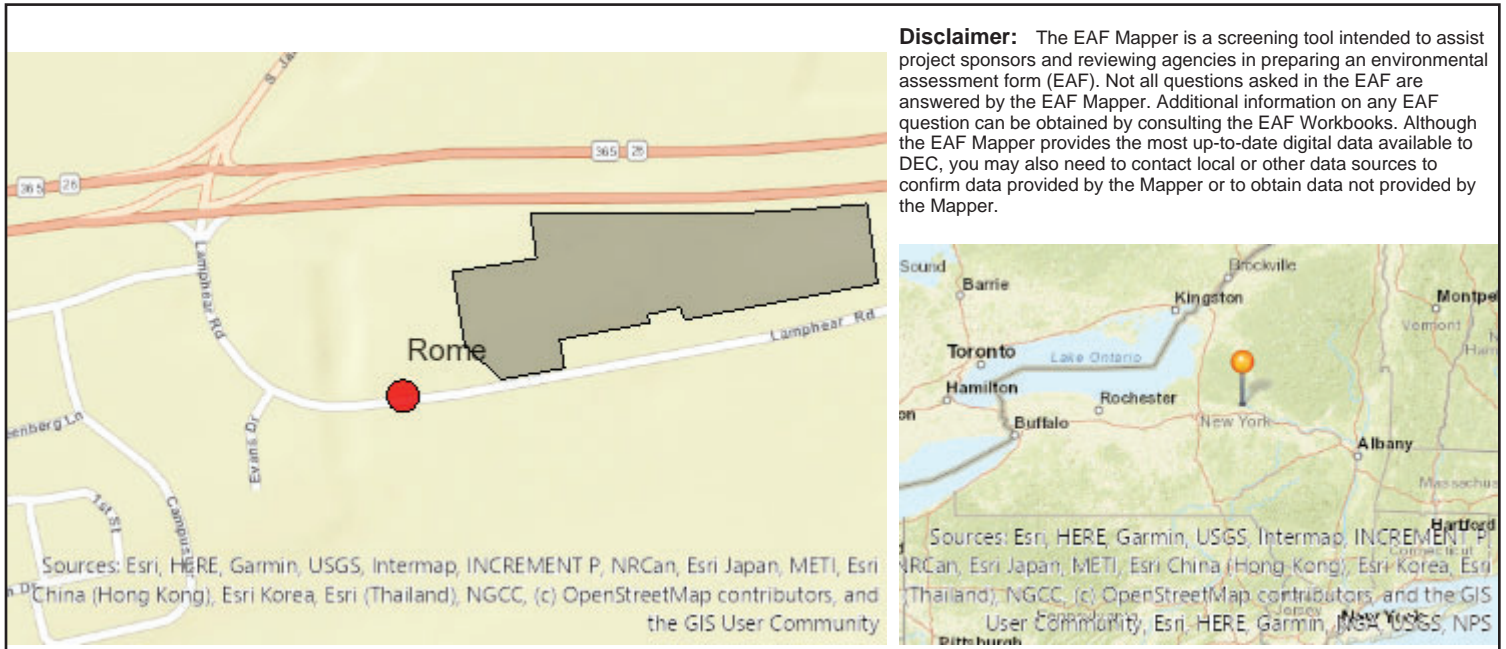
**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. 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.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Humane Society of Rome Lamphear Rd Animal Shelter - City of Rome Site Plan Approval			
Project Location (describe, and attach a location map): 6247 Lamphear Road, Rome, NY 13340 (Tax Parcels #258.003-1-3.1, #258.003-1-3.2, #258.003-1-15, #258.003-1-14, #258.003-1-13)			
Brief Description of Proposed Action: Resubdivision of 5 parcels into one. [Administrative process through Planning Department]  Construction of an animal shelter/kennel with parking, utilities, stormwater management system and associated site improvements.  Property is zoned R-R. Obtained a use variance on 05/07/2025.			
Name of Applicant or Sponsor:  Humane Society of Rome, Inc. - Lynn Rosen		Telephone: (315) 336-7070  E-Mail: lynn@residentshoppersservice.com	
Address:  6247 Lamphear Road			
City/PO: Rome		State: NY	Zip Code: 13440
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 checked="" 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: OCDOH - Septic System. OCDPW - Driveway Permit. NYSDEC - SPDES Stormwater Discharge Permit.		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action? b. Total acreage to be physically disturbed? c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		17.82 acres ±4 acres 17.82 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action: 5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input checked="" type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other(Specify): Existing Humane Society <input type="checkbox"/> Parkland			

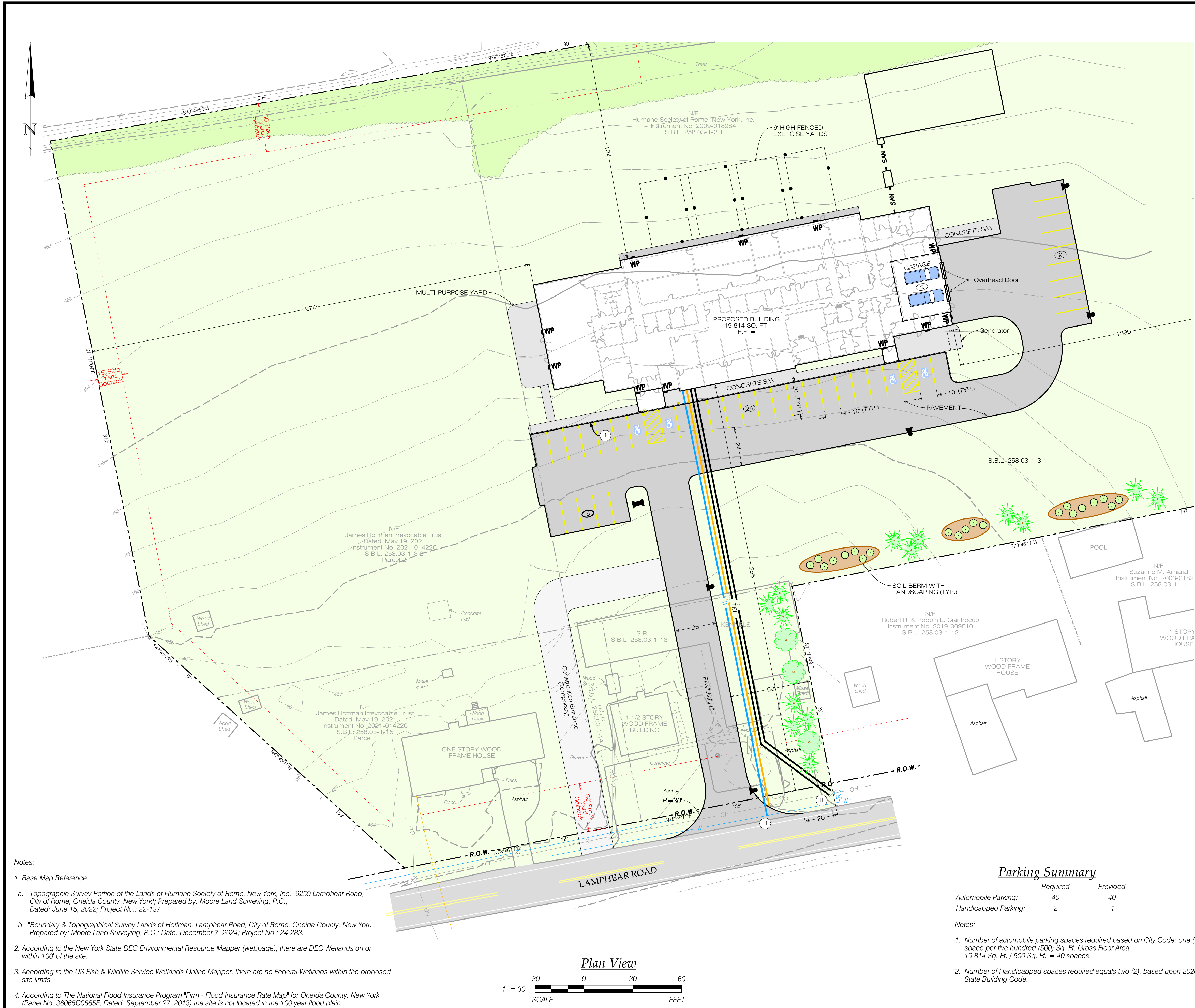
5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations? Use variance for animal shelter obtained from ZBA on 05/07/25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" 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?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ On-site Wastewater Treatment System. _____	<input checked="" 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?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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?	<input checked="" 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?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ PFO1Eh - Freshwater Forested/Shrub Wetland. Riverines R5UBH and R4SBC. All wetlands located over 100 feet from the property. _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input checked="" type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
_____ Existing drainage swales to the north on NYS DOT property		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
Stormwater management system - size TBD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor/name: <u>Lynn Rosen w/ Rome Humane Society</u>      Date: <u>05/14/2025</u></p> <p>Signature:  _____ Title: <u>President</u></p>		



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	No
Part 1 / Question 20 [Remediation Site]	No





Notes:

1. Base Map Reference:

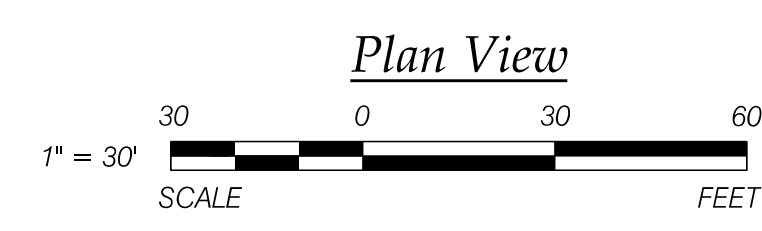
a. "Topographic Survey Portion of the Lands of Humane Society of Rome, New York, Inc., 6259 Lamphear Road, City of Rome, Oneida County, New York"; Prepared by: Moore Land Surveying, P.C.; Dated: June 15, 2022; Project No.: 22-137.

b. "Boundary & Topographical Survey Lands of Hoffman, Lamphear Road, City of Rome, Oneida County, New York"; Prepared by: Moore Land Surveying, P.C.; Date: December 7, 2024; Project No.: 24-283.

2. According to the New York State DEC Environmental Resource Mapper (webpage), there are DEC Wetlands on or within 100' of the site.

3. According to the US Fish & Wildlife Service Wetlands Online Mapper, there are no Federal Wetlands within the proposed site limits.

4. According to The National Flood Insurance Program "Firm - Flood Insurance Rate Map" for Oneida County, New York (Panel No. 36065C0565F, Dated: September 27, 2013) the site is not located in the 100 year flood plan.



**Parking Summary**

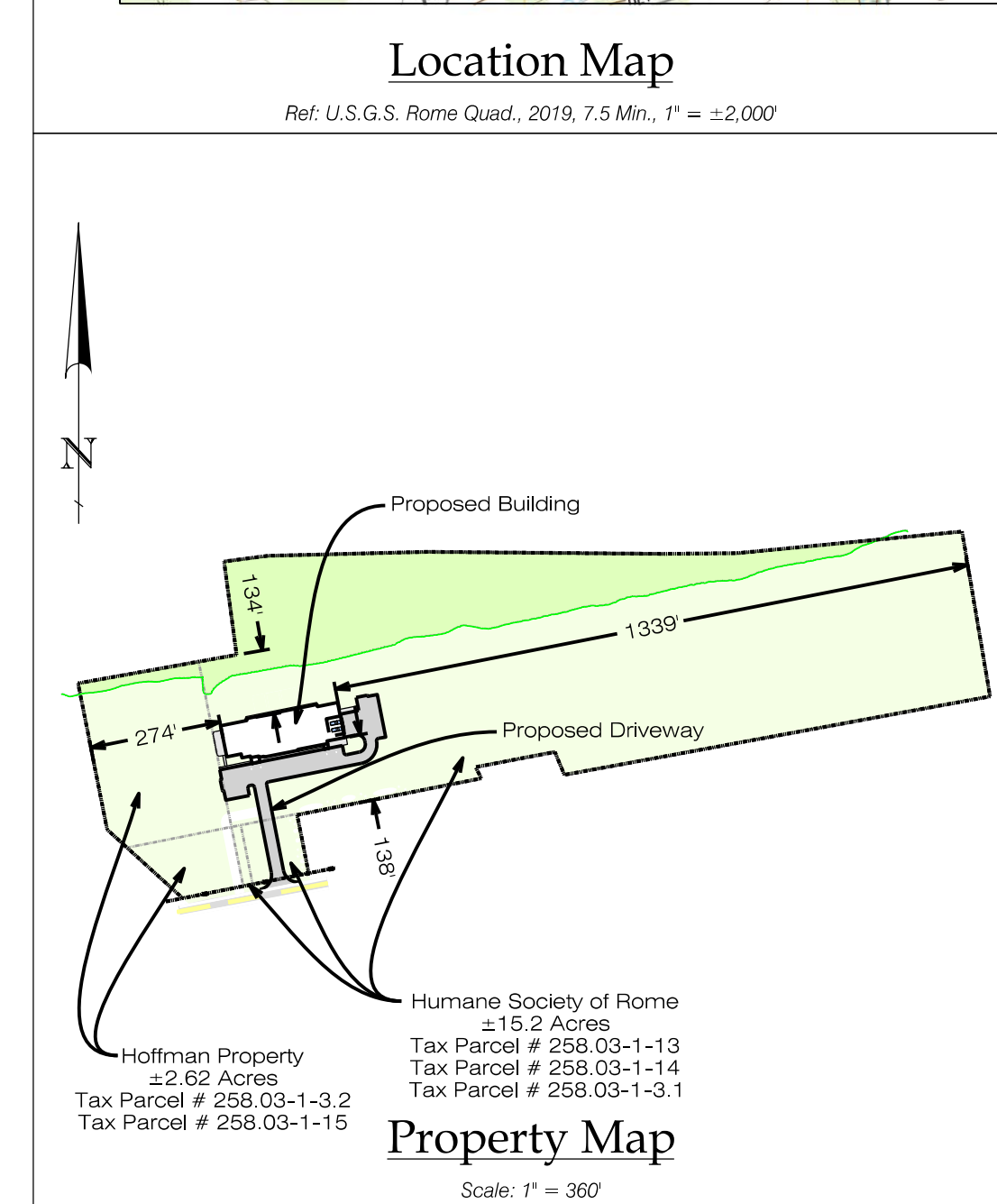
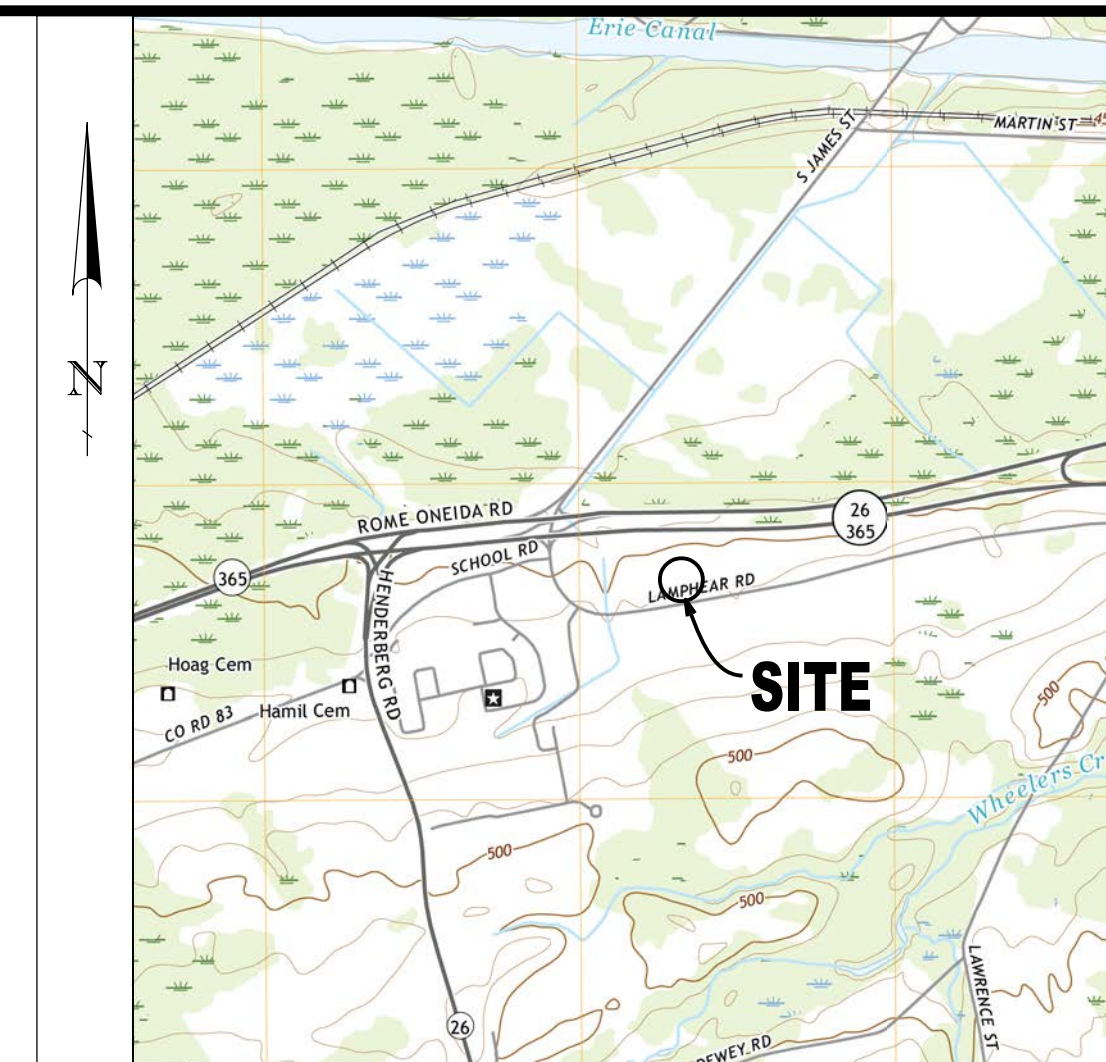
	Required	Provided
Automobile Parking:	40	40
Handicapped Parking:	2	4

Notes:

1. Number of automobile parking spaces required based on City Code: one (1) space per five hundred (500) Sq. Ft. Gross Floor Area. 19,814 Sq. Ft. / 500 Sq. Ft. = 40 spaces

2. Number of Handicapped spaces required equals two (2), based upon 2020 New York State Building Code.

- Key**
- Existing**
- Property Line
  - R.O.W. - Right of Way
  - Lot Line
  - R/O - Reputed Owner
  - 585 - Ground Surface Contour
  - OH - Overhead Utility
  - Utility Pole
  - W - Water Main
- Proposed**
- 18 - Number of Parking Spaces
  - Handicapped Parking w/ Applicable Signage
  - SAN - Sanitary Sewer Lateral
  - Fence
  - Tree
  - Bush
  - WP - Wall Pack / Light Pole and Fixture
  - E - TEL - Electric / Telephone
  - W - Water Service
  - G - Gas Service

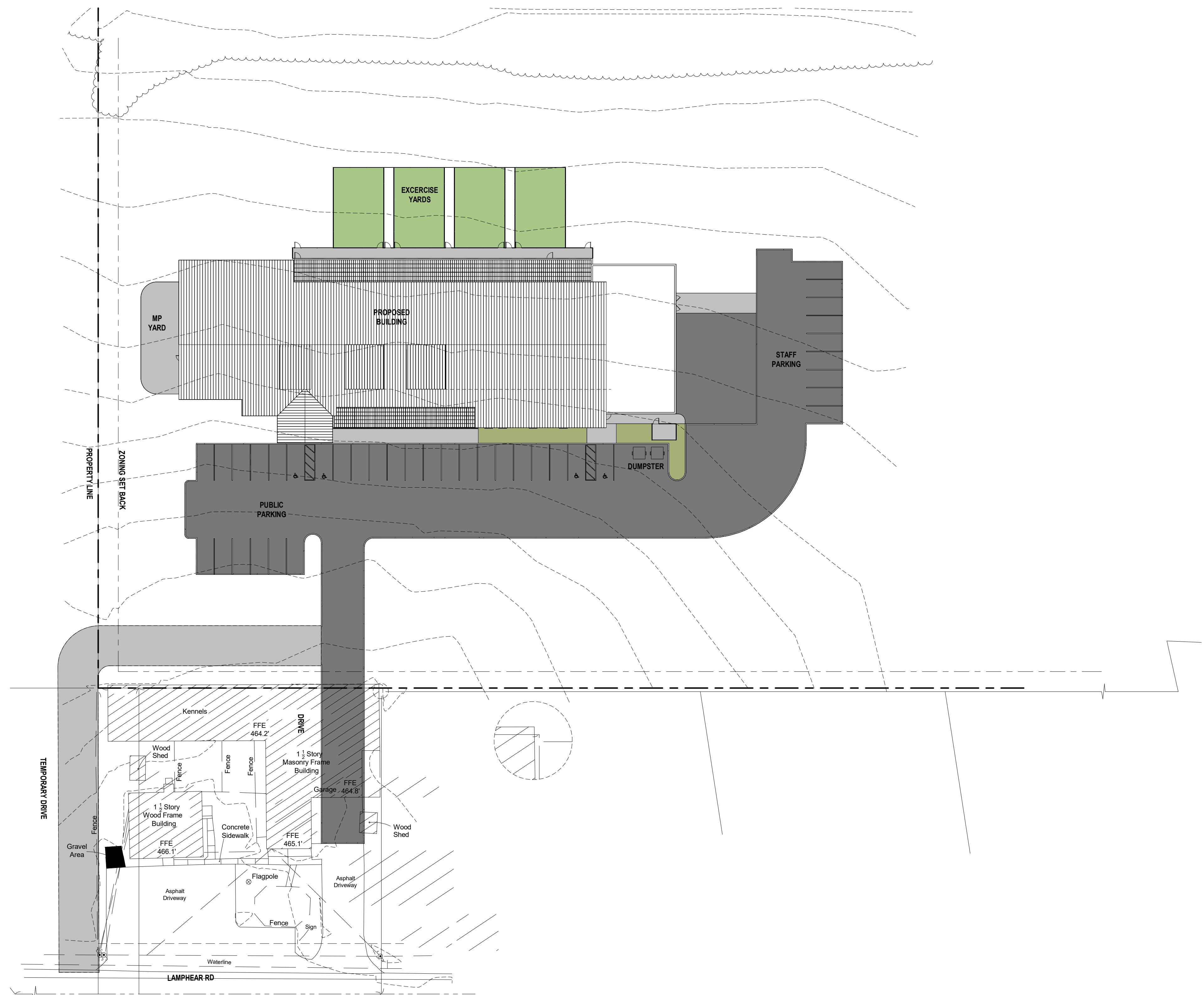


- Plan Notes**
- 1. Sidewalk with Integral 6" Concrete Curb.
  - 2. Coordinate water, electric, gas & telephone service locations with applicable utility company.

**CITY OF ROME ZONING ORDINANCE REVIEW**  
**ZONED: RURAL RESIDENTIAL, R-R**  
PROPOSED USE: ANIMAL SHELTER / KENNEL  
OBTAINED USE VARIANCE FROM CITY ZBA ON MAY 7, 2024

Required	Provided
1. Lot Size: Served by public water: 0.5 Acre Not served by public water: 1 Acre	1. Lot Size: 776,293 Sq.Ft (17.82 Acres)
2. Building Setbacks: A. Front Yard: 30' B. Rear Yard: 30' C. Side Yard: 15'	2. Building Setbacks: A. Front Yard: 255' B. Rear Yard: 134' C. Side Yard: 274' W; 1,337' E
3. Max. Height of Structures: 35'	3. Height of Structures: 28'
4. Min. Lot Width: N/A	4. Lot Width: 267'
5. Lot Coverage: 25%	5. Lot Coverage: Principal Building: 19,814 Sq. Ft. = 2.1% Asphalt Pavement & Concrete: 29,669 Sq. Ft. = 3.2% Green Space: 769,411 Sq. Ft. = 95.2%
6. Max Impervious Surface: 40%	



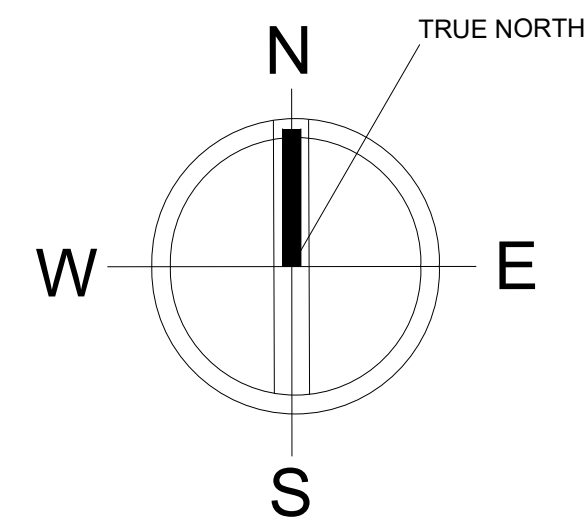


**SITE PLAN**

**TOTAL PROVIDED PARKING SPACES**

PUBLIC PARKING	=	24 SPACES
STAFF PARKING	=	9 SPACES
ADA PARKING	=	4 SPACES
<b>TOTAL PROVIDED SPACES</b>	<b>=</b>	<b>36 SPACES</b>

**SCALE: 1" = 30'-0"**



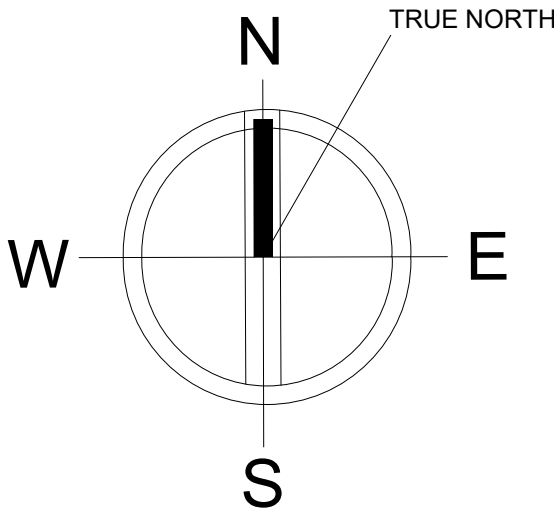
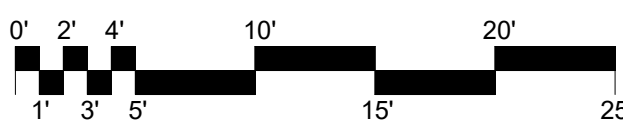
# HUMANE SOCIETY OF ROME NY



PROJECT AREAS

PROGRAMMED 19,275 SQ FT  
SCHEMATIC 19,576 SQ FT

SCALE: 1/8" = 1' - 0"



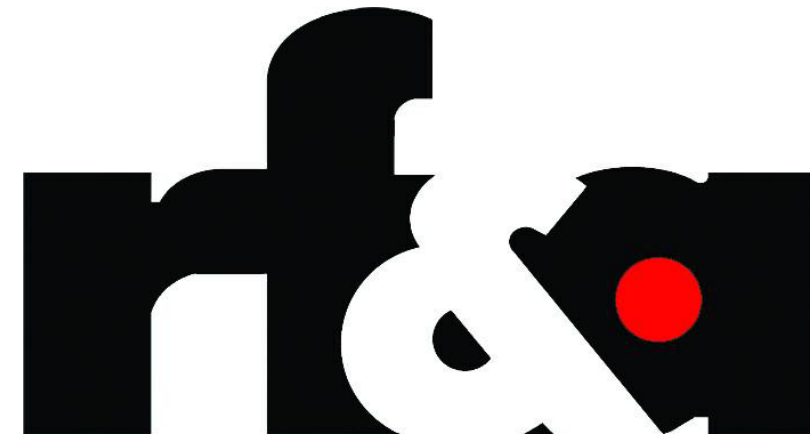
ROOM LEGEND

- PUBLIC AREA
- STAFF AREAS
- ANIMAL HOUSING
- SUPPORT
- CIRCULATION
- CLINIC
- EXTERIOR EXERCISE

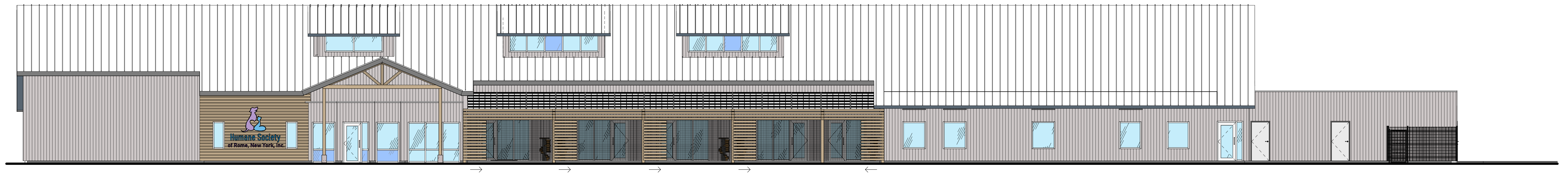


FIRST FLOOR PLAN

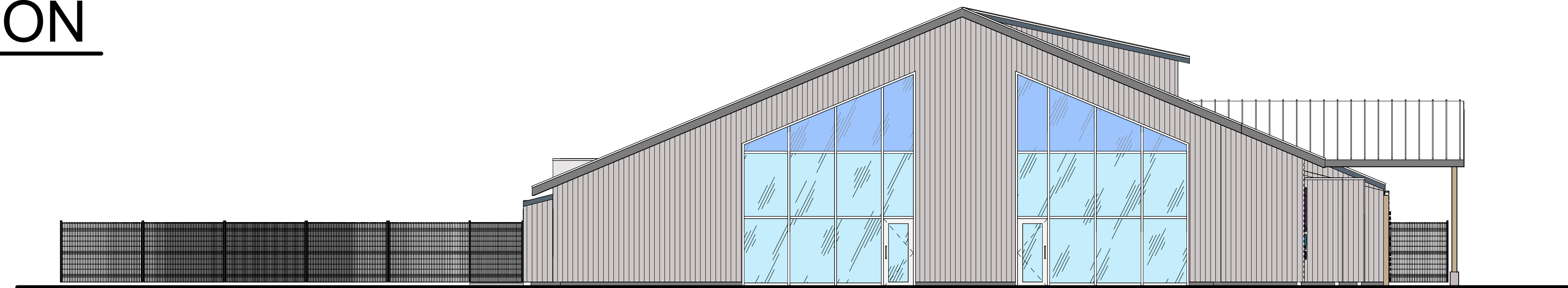
# HUMANE SOCIETY OF ROME NY



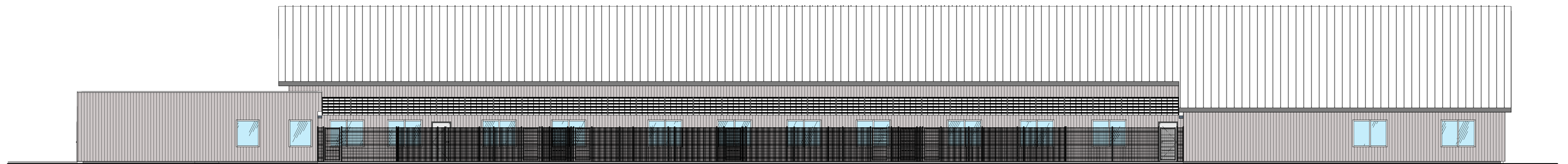




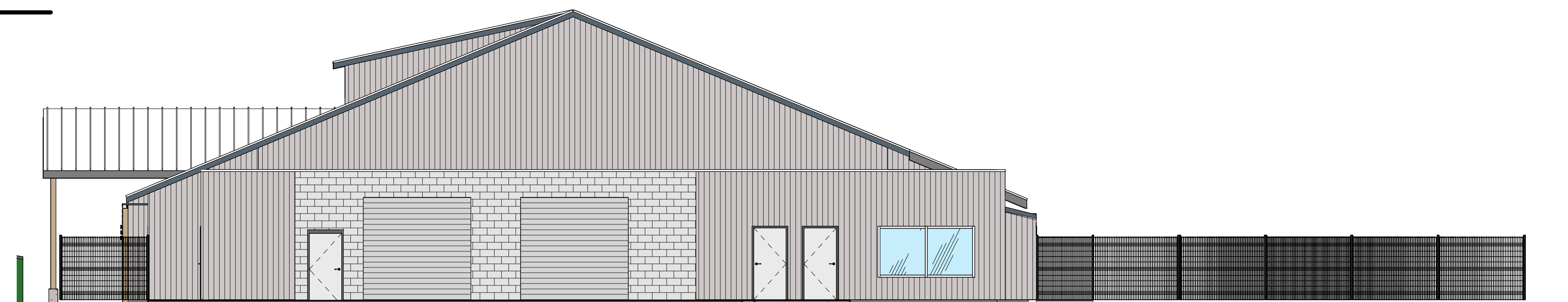
SOUTH ELEVATION



WEST ELEVATION



NORTH ELEVATION



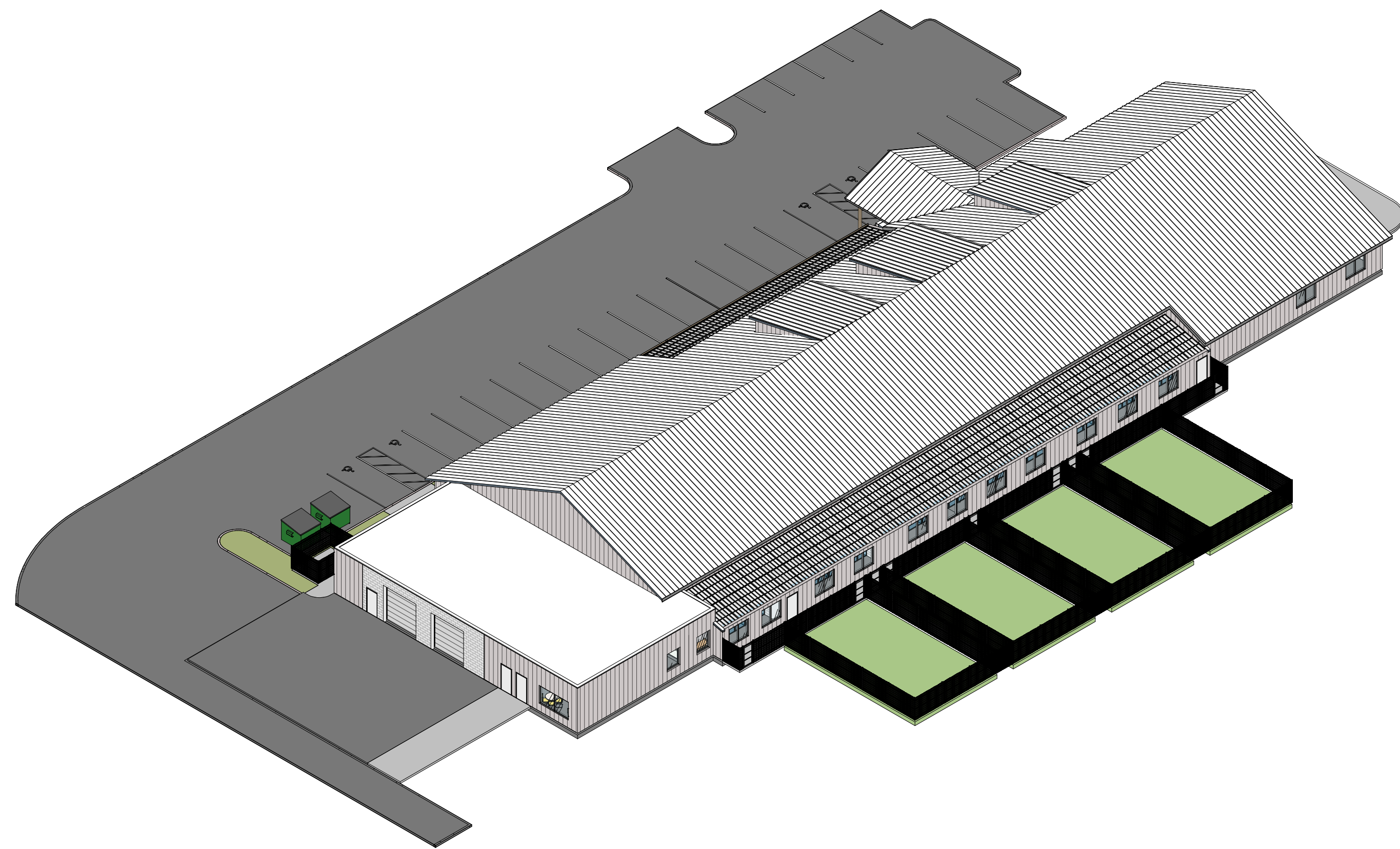
EAST ELEVATION

EXTERIOR ELEVATIONS

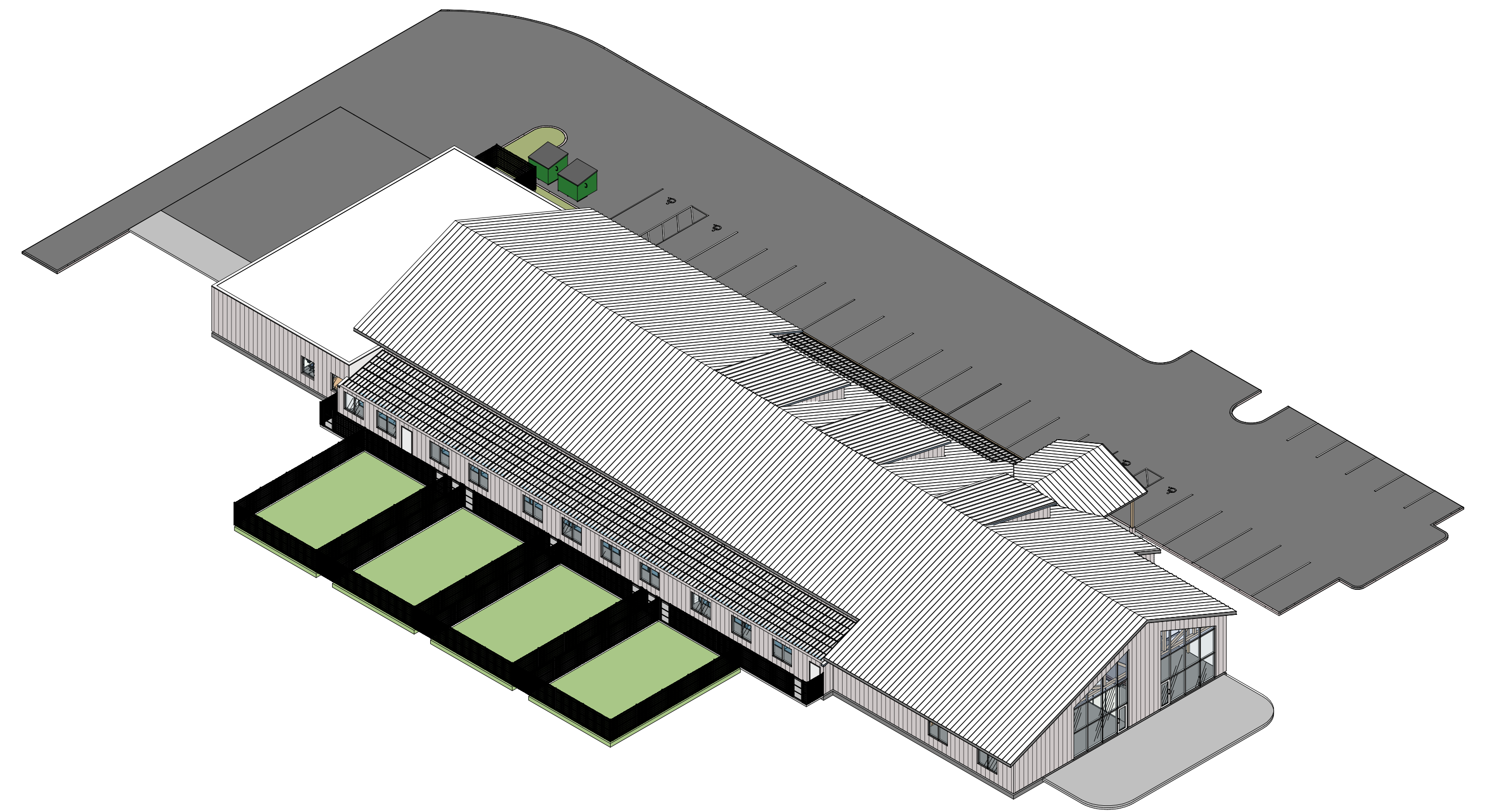


# HUMANE SOCIETY OF ROME NY

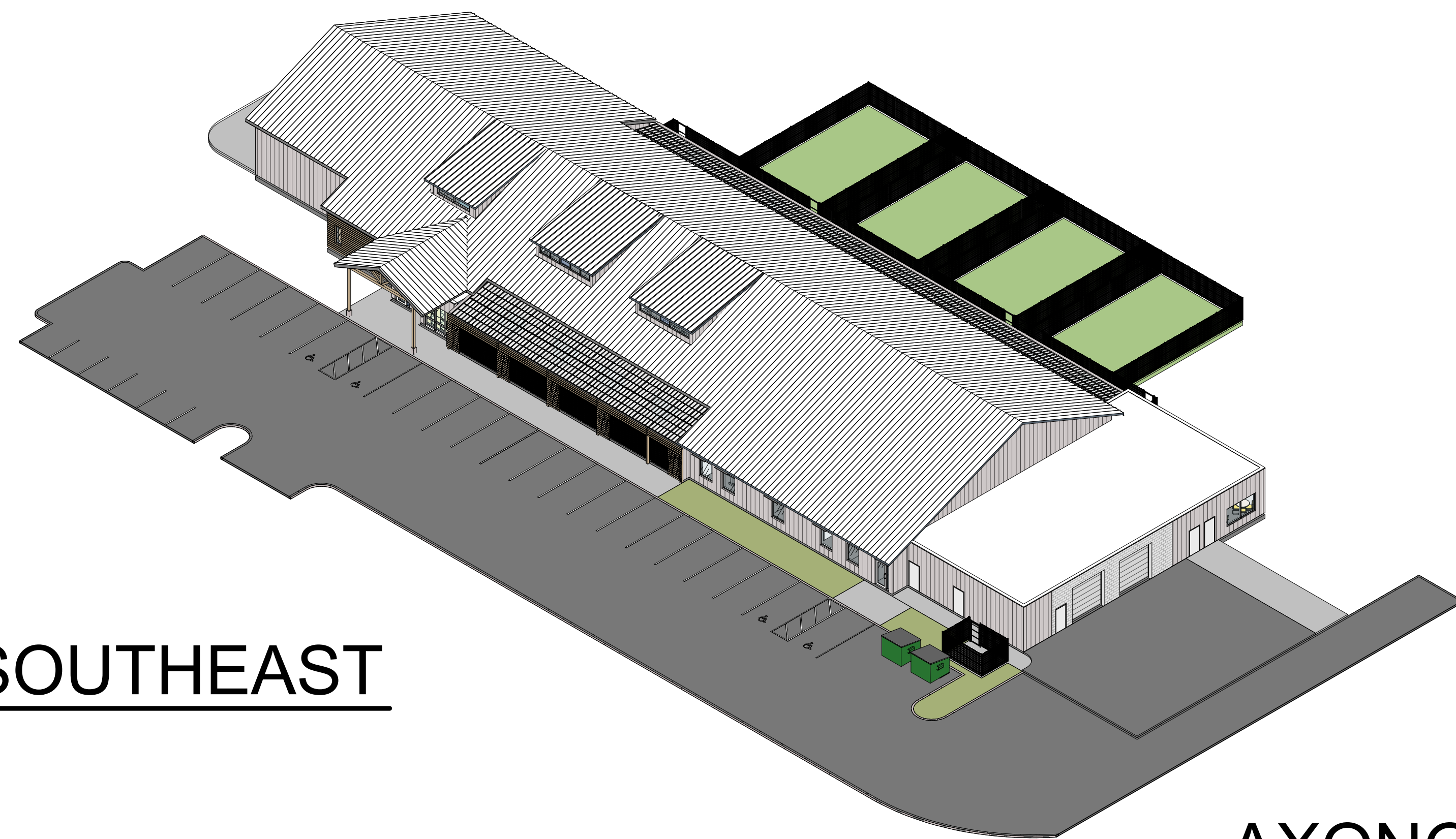




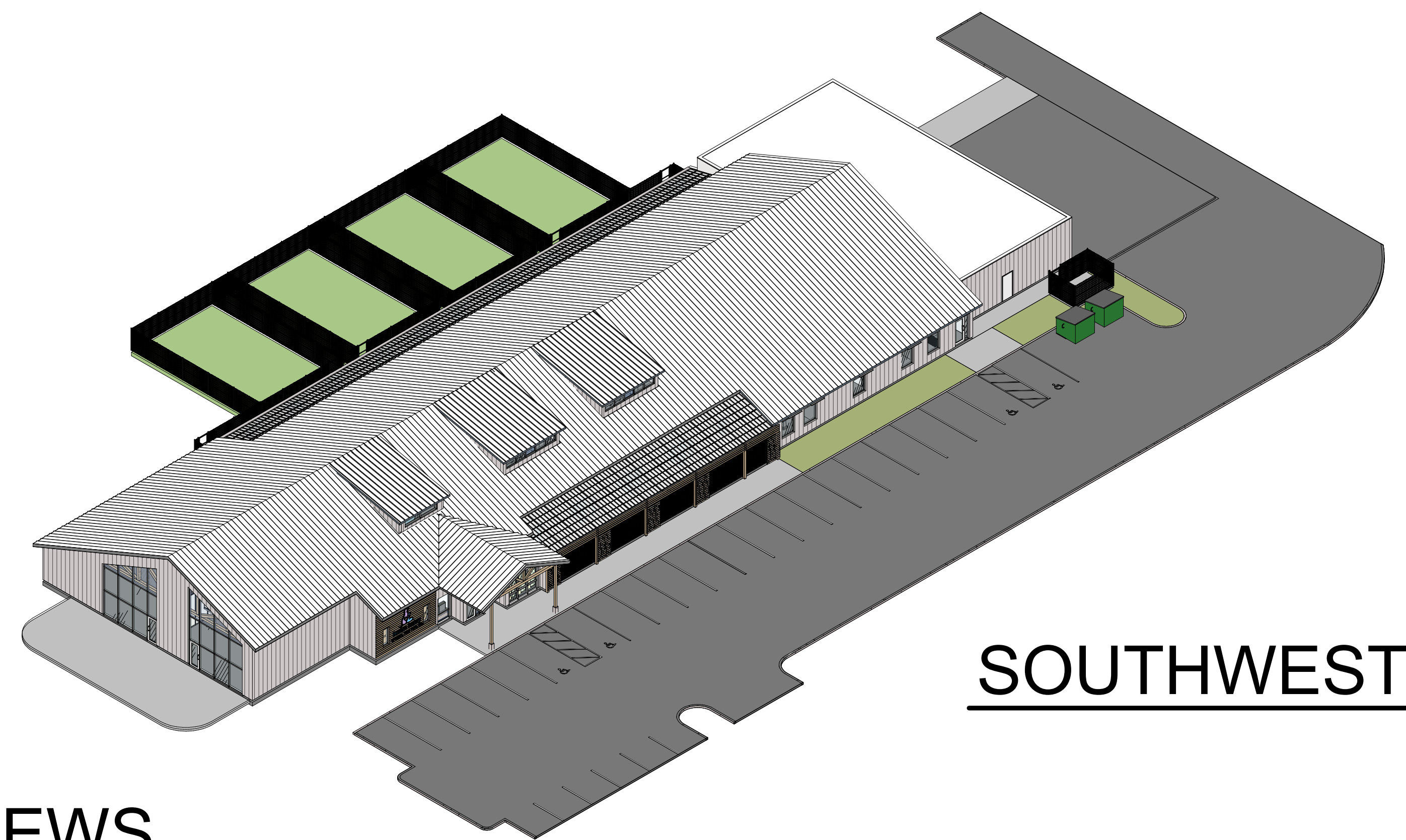
NORTHWEST



NORTHEAST



SOUTHEAST



SOUTHWEST

AXONOMETRIC VIEWS



# HUMANE SOCIETY OF ROME NY















## 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

### MEMO

To: Julian Clark, Project Engineer  
From: Garret S. Wyckoff, Planner  
CC: Matthew Andrews, Deputy Director  
Date: 05/21/2025  
Subject: Staff Review Memo of Proposed Site Plan – 6247 Lamphear Road

Mr. Clark,

After review of the submitted site plan application for compliance with the relevant portions of the Rome City Code we offer the following comments, referenced to the applicable zoning regulations and Code, for your consideration.

### General Notes

- 1. Please include a sheet with construction details/specifications for curbing, fencing, luminaires, catch basins, etc.***
- 2. Please confirm whether the building will include a fire department hookup or if there is a hydrant accessible on site.***
- 3. Please provide details, location, and design for any signage planned for the site.***
- 4. Please provide additional information regarding proposed plantings for the site, including species and height at planting.***
- 5. Please add an estimated project schedule to the site plan package.***

### Off-Street Parking and Loading

- 6. Per Table 80-14-1, animal shelters must provide 1 bicycle parking space per 2,500 square feet of gross floor area. Rounded down, this yields a requirement of 7 bicycle parking spaces for a***



***19,817 square foot facility. Please include the required bicycle parking in the next revision of the proposed site plan package. Design requirements for bicycle parking spaces are located in Section 80-14.8 of the Zoning Code.***

## **Landscape**

- 7. Per Section 80-15.7(b), All parking lots of 20 or more spaces must provide at least one parking lot island per 10 vehicle parking spaces, and at least one shade tree must be provided for each parking lot island. Please include the required parking lot landscape islands in the next revision of the proposed site plan package. If the strict application of this requirement is infeasible for the project site, an alternative landscape plan can be proposed to the Planning Board.***