TOWN OF CAMILLIUS
ZONING BOARD OF APPEALS
REFERRAL FORM

You are seeking to take action that *(check one)* __X__ requires the approval of the Zoning Board of Appeals **OR** ___ is not allowed by the Camillus Municipal Code*.

*If your action has been denied because it is not allowed by the Municipal Code, you have the option to apply to the Zoning Board of Appeals, explain how hardship or circumstance prevents you from being able to comply with the requirements of the Municipal Code, and request an exception.

To apply to the Zoning Board of Appeals, please contact Theresa Garvey, Zoning Board of Appeals Clerk, for instructions and application forms: tgarvey@townofcamillus.com -- 315-488-1234 ext. 6.

PROPERTY ADDRESS: 100m Owls Nest Way

ZONING CLASSIFICATION: R-3 TM #: 007.1-05-11.0

PROPERTY OWNER: Jenn and Matthew Andino

PROJECT MANAGER: Jenn Andino

PHONE: (315) 427-3524 EMAIL: jneuman1125@gmail.com

The property owner's application for an addition to the home cannot be approved by the Code Enforcement Office due to non-compliance with the following section

Municipal Code Reference: Article: VI Section: 602 Paragraph: E

Brief Description of the issue: Applicant is requesting a variance to this section of approximately seven feet into the front yard along Shetland Place with a small increase to approximately ten feet as the front yard lines meet at Owls Nest Way to allow for the construction of a first-floor bedroom and bathroom.

☐ Check here if a referral opinion from the Planning Board is required

Referred by: _____
Code Enforcement Officer

Date: October 19, 2026

TOWN OF CAMILLIUS
ZONING BOARD OF APPEALS
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Referred by: _____
Code Enforcement Officer

Date: October 19, 2026

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.

Part 1 – Project and Sponsor Information

Name of Action or Project:
Addition on right side of house

Project Location (describe, and attach a location map):
100 Owls Nest Way

Brief Description of Proposed Action:
Requesting variance of 7ft in the front yard. We are unable to complete renovation to the left of the driveway as the sump pump, dining room, air condition unit and pool pump/equipment are on that side.

Name of Applicant or Sponsor:
Matthew Andino

Telephone: (315) 882-2961

E-Mail: andino0623@gmail.com

Address:
100 Owls Nest Way Warners, NY 13164

City/PO:

State:

Zip Code:

	NO	YES
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.	☒	☐
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:	☒	☐

3. a. Total acreage of the site of the proposed action? _____ acres
   b. Total acreage to be physically disturbed? _____ acres
   c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

Area of addition:

4. Check all land uses that occur on, are adjoining or near the proposed action:

5. ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☒ Residential (suburban)
   ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):
   ☐ Parkland

APPLICATION TO THE
TOWN OF CAMILLUS ZONING BOARD OF APPEALS

DATE: 8/4/26

ADDRESS: 100 Owls Nest Way Warners, NY 13164

TAX PARCEL #: 007 - 1 - 05 11.0 CURRENT ZONING CLASSIFICATION: _____

CURRENT PROPERTY OWNER NAME & ADDRESS: Matthew Andino - 100 Owls Nest Way Warners, NY 13164

APPLICANT NAME & ADDRESS: Same as above

APPLICANT PHONE & EMAIL: (315) 882-2961 andino0623@gmail.com

BRIEF PROJECT DESCRIPTION: Addition of bedroom with full bath and laundry room - 1 story

STATE REASON YOU ARE UNABLE TO COMPLY WITH CODE REQUIREMENTS: _____

APPEALING TO THE ZONING BOARD OF APPEALS FOR AN (mark box and indicate related Article & Section of the Camillus Municipal Code):

☐ INTERPRETATION: Article: _____ Section: _____ Specific reason for the appeal request:

☒ AREA VARIANCE: Article: _____ Section: _____ Specific reason for the appeal request:
Requesting additional feet variance

☐ USE VARIANCE * : Article: _____ Section: _____ Specific reason for the appeal request:

☐ SPECIAL USE PERMIT * : Article: _____ Section: _____ Specific reason for the appeal request:

* *Pursuant to Camillus Municipal Code Chapter 30, §1304, site plan review by the Planning Board will also be required for Use Variances and Special Use Permits.*

Matthew D. Andino
SIGNATURE OF APPLICANT

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	☒	☐
b. Consistent with the adopted comprehensive plan?	☐	☒	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	☒

	NO	YES
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?		
If Yes, identify: _____	☒	☐

	NO	YES
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☒	☐
b. Are public transportation services available at or near the site of the proposed action?	☒	☐
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☒	☐

	NO	YES
9. Does the proposed action meet or exceed the state energy code requirements?		
If the proposed action will exceed requirements, describe design features and technologies:	☐	☒
_____		
_____		

	NO	YES
10. Will the proposed action connect to an existing public/private water supply?		
If No, describe method for providing potable water: _____	☐	☒
_____		

	NO	YES
11. Will the proposed action connect to existing wastewater utilities?		
If No, describe method for providing wastewater treatment: _____	☐	☒
_____		

	NO	YES
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?	☒	☐
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?	☒	☐

	NO	YES
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?	☒	☐
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☒	☐
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		
_____		
_____		

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:

☐Shoreline ☐ Forest Agricultural/grasslands Early mid-successional Urban

Wetland ☐ (Suburban)

	NO	YES
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?	☒	☐
16. Is the project site located in the 100-year flood plan?	☒	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources?	☒	☐
If Yes,		
a. Will storm water discharges flow to adjacent properties?	☒	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	☒	☐
If Yes, briefly describe:		
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:		
19. 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:		
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:		

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor/name: _____ Date: 8/4/26

Signature: _____ Title: Owner

PRINT FORM

Agency Use Only [If applicable]

Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.
Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

PRINT FORM

Agency Use Only [if applicable]

Project:

Date:

Short Environmental Assessment Form
Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT FORM

Dear Neighbors,

We hope you're doing well. We are planning to build an addition onto the side of our home so an elderly parent can move in with us and receive the care and support they need. To make this possible, we are requesting a variance to allow the addition to extend approximately 10-12 feet closer to the property line than current zoning regulations permit. As part of this process, we're asking for the support of our neighbors.

We are committed to designing the addition to complement our home, minimizing any impact on the neighborhood. If you have any questions or concerns regarding this request, we'd be happy to share our plans with you.

If you are willing to support our request, we kindly ask that you return this letter to either Matt or I or leave it in our mailbox with your signature, printed name, address and today's date so we can present your support to the town board as part of our variance application. Thank you for your time and consideration.

Sincerely,

Matt and Jenn Andino

@ 100 Owls Nest Way

I support the Andino family's request for a zoning variance related to the proposed home addition.

Signature:

x Matt Mancari

Printed Name:

x Matt Mancari

Property Address:

105 Owls Nest Way

Warwick NY 13164

Today's Date: 7/10/26

Dear Neighbors,

We hope you're doing well. We are planning to build an addition onto the side of our home so an elderly parent can move in with us and receive the care and support they need. To make this possible, we are requesting a variance to allow the addition to extend approximately 10-12 feet closer to the property line than current zoning regulations permit. As part of this process, we're asking for the support of our neighbors.

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Sincerely,

Matt and Jenn Andino

@ 100 Owls Nest Way

I support the Andino family's request for a zoning variance related to the proposed home addition.

Signature:

X _____

Printed Name:

X Nicholas G. Zeskind

Property Address:

128 Shetland Place

Warners, NY 13164

Today's Date: 7/11/26

Dear Neighbors,

We hope you're doing well. We are planning to build an addition onto the side of our home so an elderly parent can move in with us and receive the care and support they need. To make this possible, we are requesting a variance to allow the addition to extend approximately 10-12 feet closer to the property line than current zoning regulations permit. As part of this process, we're asking for the support of our neighbors.

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Sincerely,

Matt and Jenn Andino

@ 100 Owls Nest Way

I support the Andino family's request for a zoning variance related to the proposed home addition.

Signature:

X _____

Printed Name:

X Eric R Chase

Property Address:

131 SHETLAND Pl.

WARNER NY 13164

Today's Date: 7/11/2026

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Sincerely,

Matt and Jenn Andino

@ 100 Owls Nest Way

I support the Andino family's request for a zoning variance related to the proposed home addition.

Signature:

x Adam G Bryant

Printed Name:

x Adam G. Bryant

Property Address:

101 Owls Nest Way
Warners N.Y. 13164

Today's Date: 7/11/26

Dear Neighbors,

We hope you're doing well. We are planning to build an addition onto the side of our home so an elderly parent can move in with us and receive the care and support they need. To make this possible, we are requesting a variance to allow the addition to extend approximately 10-12 feet closer to the property line than current zoning regulations permit. As part of this process, we're asking for the support of our neighbors.

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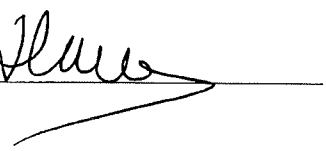
Sincerely,

Matt and Jenn Andino

@ 100 Owls Nest Way

I support the Andino family's request for a zoning variance related to the proposed home addition.

Signature:

x 

Printed Name:

x Claudia Lagory

Property Address:

129 Shetland Place
Warners NY, 13164

Today's Date: 07/11/26

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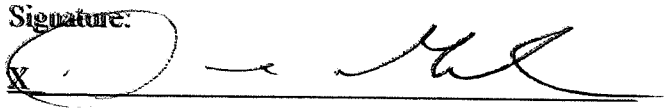
Sincerely,

Matt and Jenn Andino

@ 100 Owls Nest Way

I support the Andino family's request for a zoning variance related to the proposed home addition.

Signature:

X 

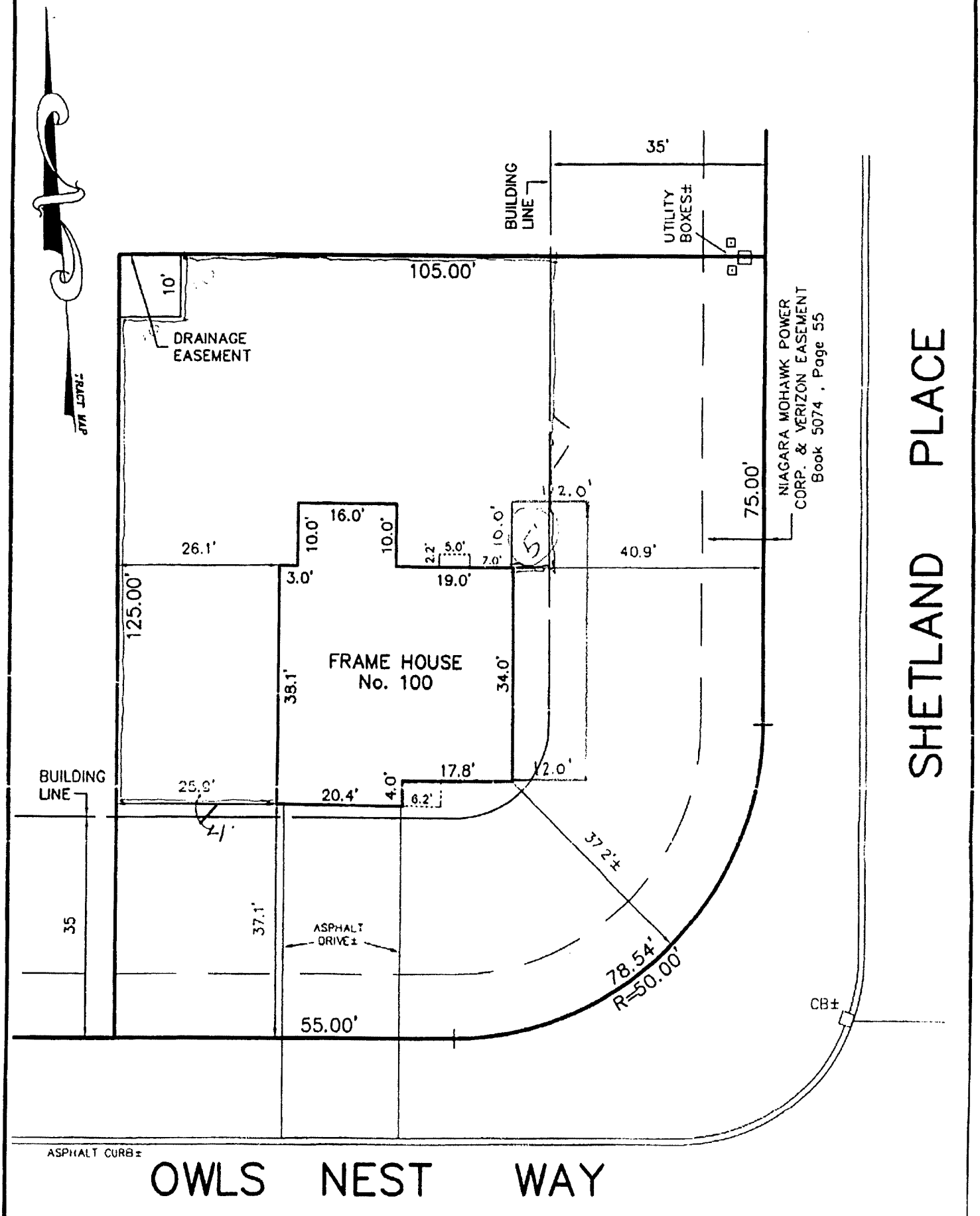
Printed Name:

X Dave Meluni

Property Address:

102 Owls Nest Way
Warners, NY 13164

Today's Date: 7/13/26


35'
BUILDING LINE
UTILITY BOXES±
105.00'
10'
DRAINAGE EASEMENT
NIAGARA MOHAWK POWER CORP. & VERIZON EASEMENT Book 5074 , Page 55
75.00'
12.0'
16.0'
10.0'
10.0'
10.0'
2.2'
5.0'
7.0'
26.1'
3.0'
19.0'
40.9'
125.00'
FRAME HOUSE No. 100
38.1'
34.0'
BUILDING LINE
25.9'
20.4'
4.0'
6.2'
17.8'
12.0'
37.2'±
35
37.1'
ASPHALT DRIVE±
78.54'
R=50.00'
CB±
55.00'
ASPHALT CURB±
SHETLAND PLACE
OWLS NEST WAY

STATE OF NEW YORK}
COUNTY OF ONONDAGA}
TOWN OF CAMILLUS
AFFIDAVIT

Matthew P. Andino being duly sworn, deposes and says:

I have reviewed §809 of the General Municipal law, and am familiar with the provisions contained therein. No state officer, or any officer or employee of the County of Onondaga or Town of Camillus has any interest in the person, partnership or association making the application to which is attached.

Legal Signature: Matthew P. Andino

Sworn to before me this 19th day

of October, 2024

Gina Pascarella

Notary Public

GINA MARIE PASCARELLA
Notary Public - State of New York
No. 01PA0039204
Qualified In Onondaga County
My Comm. Expires July 8, 2029

TOWN OF CAMILLUS
ZONING BOARD OF APPEALS APPLICATION

1. **Fully complete and sign the following documents:**
   - Zoning Board of Appeals Application
   - Part 1 of the Short Environmental Assessment Form (Part 2 is left blank for ZBA use)
   - Disclosure Affidavit

2. **Assemble the following into a packet:**
   - Zoning Board of Appeals Application
   - Short Environmental Assessment Form (all 4 pages)
   - Disclosure Affidavit
   - Survey of the premises parted by a licensed land surveyor, depicting existing structures, and including a drawing of the proposed project
   - Property Deed, including full legal description of the property

3. **Submit the entire original packet along with FIVE copies of the packet**
   Application fee is in accordance with the current Town of Camillus fee schedule. If, in the opinion of the Zoning Board of Appeals, expert legal or engineering opinions are required, additional costs of such shall be paid by the applicant as prescribed in Chapter 30, §1305 of the Town of Camillus Municipal Code. Applications should be submitted to: Town of Camillus Code Enforcement Office, 4600 W Genesee Street, Syracuse, New York 13219.

4. ***The Applicant's failure to accurately provide all the requested documents and information will result in delays of a month or more in processing the application.***

5. Applications must be received at least five business days prior to a regularly scheduled meeting of the Zoning Board of Appeals to be eligible to have the application considered for a public hearing at the subsequent month's meeting.

6. A 'Hearing Guide' will be mailed to the applicant at the address provided in the application, which will contain the date and time of the hearing and all pertinent information the application should be prepared to discuss at the hearing. The applicant or their representative much be present at the public hearing.

7. Applicants requesting an area variance for a fence must also include an accurate survey upon which there shall be shown the proposed location of the fence, a scaled drawing of a typical section of the fence including all gates, and material and color details, together with any other information as may be required.

8. The following additional information may also be required in some cases at the request of the Zoning Board of Appeals:
   - Site Plan prepared by the appropriate licensed professional depicting drainage, sewage disposal, parking, landscaping, exterior lighting, and proposed structures
   - Architectural renderings of the existing and proposed structures

9. Applicants seeking a *Use Variance* or *Special Use Permit* are also required, as part of the ZBA application process, to appear before the Camillus Planning Board so that they may render an advisory opinion to the ZBA regarding site plan concerns at the location.

Any questions regarding completing this application may be directed to the Code Enforcement office: 315-487-8930. Once the application is submitted and the Hearing Guide has been received, questions should be directed to the Zoning Board of Appeals Clerk: 315-488-1234, ext. 6.

THIS IS A LEGAL INSTRUMENT AND SHOULD BE EXECUTED UNDER THE SUPERVISION OF AN ATTORNEY.

THIS INDENTURE, made the 18th day of October , 2013.

BETWEEN
REBECCA HOSEY and MICHELLE MAUSTELLER,
of 100 Owls Nest Way, Warners, New York 13164, Grantors

AND

MATTHEW P. ANDINO, of 4873 Razorback Run, Syracuse, New York 13215, Grantee

WITNESSETH, that the grantor, in consideration of One and 00/100 ($1.00) Dollars, paid by the grantee, hereby grants and releases unto the grantee, the heirs or successors and assigns of the grantee forever,

ALL THAT TRACT AND PARCEL OF LAND situate in the Town of Camillus, Onondaga County and State of New York, in Military Lot 55 of said Town, and being more particularly known as Lot No. 117 of Country Oaks Subdivision, Section 1, as shown on a map of said subdivision filed in the Onondaga County Clerk's Office on December 12, 2008 as Map No. 10962.

SUBJECT to easements, covenants and restrictions of record, if any.

BEING the same premises conveyed to the Grantors herein by Warranty Deed dated July 13, 2011 and recorded in the Onondaga County Clerk's Office on July 15, 2011 in Book 5167 of Deeds at Page 831.

TOGETHER with the appurtenances and all the estate and rights of the grantor in and to said premises.
TO HAVE AND TO HOLD the premises herein granted unto the grantee, the heirs or successors and assigns of the grantee forever, AND the grantor covenants as follows:
FIRST.---The grantor is seized of the said premises in fee simple, and has good right to convey same;
SECOND.---The grantee shall quietly enjoy the said premises;
THIRD.---That said premises are free from encumbrances;
FOURTH.---The grantor will forever warrant the title to said premises;
This deed is subject to the trust provisions of Section 13 of the Lien Law. The words "grantor" and "grantee" shall be construed to read in the plural whenever the sense of this deed so requires.
IN WITNESS WHEREOF, the grantor has executed this deed the day and year first above written.

In presence of:

_____ L.S.
REBECCA HOSEY

Michele Mausteller L.S.
MICHELLE MAUSTELLER

STATE OF NEW YORK)
COUNTY OF ONONDAGA) **ss:**

On the 18th day of October in the year 2013, Before me, the undersigned, a Notary Public in and for the State, personally appeared REBECCA HOSEY and MICHELLE MAUSTELLER, personally known to me or proved to me on the basis of satisfactory evidence to be the individuals whose names are subscribed to the within instrument and acknowledged to me that they executed the same in their capacities, and that by their signatures on the instrument, the individuals, or persons upon behalf of which the individuals acted, executed the instrument.

_____
Notary Public

WILLIAM T BASKIN