

City of Syracuse Zoning Administration

Application for SPECIAL PERMIT Review by the Planning Commission

City Hall Commons * Room 101 * 201 E. Washington Street * Syracuse, NY 13202-1426 * 315-448-8640

For Office Use: Filing Date: 11/29/2018 Case Number: SP-18-29 Zoning District: RB-1

[X] NEW SPECIAL PERMIT [] MODIFICATION OF EXISTING SPECIAL PERMIT

LIST ALL ADDRESSES INVOLVED IN YOUR PROJECT:

1026 N. TOWNSEND ST, SYRACUSE, NY 13208

TAX MAP SECTION, BLOCK, and LOT information from Assessment Department (call 448-8280)

Section: 008 Block: 04 Lot: 34.1
Section: Block: Lot:
Section: Block: Lot:

This APPLICATION is for a:

- [] Restaurant (this also includes uses such as Bars, Taverns, Coffee Shops, Night Clubs)
[] Gasoline Service Station
[] Car Wash Facility
[] Care Home
[] Parking Lot or Parking Garage
[] Transitional Parking Area
[] Offices of Religious and Educational Institutions
[] Bed and Breakfast

[X] Other Special Permit Uses (describe) NON FOR PROFIT VIETNAMESE COMMUNITY OF SYRACUSE

PLEASE DESCRIBE ALL ASPECTS OF YOUR PROJECT IN DETAIL:

MAINTANCE THE EXISTANCE SINCCOMMUNITY CENTER

PROPERTY OWNER INFORMATION:

Name(s): VIETNAMESE COMMUNITY OF SYRACUSE
Mailing Address: 1026 N. TOWNSEND ST
Zip: 13208 Daytime phone: 315-952-7429 Home phone:
E-mail: ASIKTAI@GMAIL.COM

APPLICANT INFORMATION:

(Copy of contract to purchase must be included with application)

Contract Purchaser(s) Tenant Co-Applicant Other (please state):

Name(s):

Mailing Address:

Zip: Home phone: Day Phone:

E-mail:

↑ CRAIG FOLHAMUS ARCHITECT, 114 E. GEN. ST. FAYETTEVILLE, NY 13066
(315) 637-0066

REPRESENTATIVE INFORMATION:
(Only if involved in this application)

Attorney Architect Contractor Other

Name(s):

Mailing Address:

Zip: Telephone: E-mail:

DESCRIPTION OF OPERATION:

Days of week open:

Hours of operation:

Maximum number of ^{VOLUNTEERS} employees on premises at one time:

Number of off-street parking available (site plan required to indicate location):

Other uses currently on the property: FIRST FLOOR:

SECOND FLOOR: OTHER FLOORS:

Indicate types and uses of other structures on the property if any (i.e. garage, storage building, etc.):

SIGNAGE INFORMATION:

Size and location of all existing AND proposed signage (use additional sheet if necessary)
A sign plan is required, see attachment (Wall, Ground, Projecting, Window)

Size: Location: Type:
Size: Location: Type:
Size: Location: Type:

SPECIAL PERMIT FUNCTIONS: (Check all that apply)

- Dining room Bar Service Drive-thru
- Entertainment Stage DJ Booth
- Light Duty auto repair Heavy Duty auto repair
- Car Wash Facility New Auto Sales Used Auto Sales

Has owner obtained or applied for a Certificate of Use: Yes No

DECLARATION:

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I understand that false statements made herein are punishable as a Class A Misdemeanor, pursuant to section 210.45 of the Penal Law of the State of New York. I declare that, subject to the penalties of perjury, any statements made on this application and any attachments are the truth and to the best of my knowledge correct.

I also understand that any false statements and/or attachments presented knowingly in connection with this application will be considered null and void.

CURRENT PROPERTY OWNER SIGNATURE

As listed on the City of Syracuse Tax Assessment Roll. If not listed as the owner on the current rolls, please include a proof of ownership, for example, a copy of the deed. Attorney's signing on behalf of the owner must include a one page letter describing the legal representative arrangement. Architects, engineers, contractors, tenants, etc. cannot sign on behalf of the property owner. If property owner is a Corporation or an Organization, then the person signing must provide verification they are a member of such, and can sign on the owners' behalf.

Tai Ngo Shaw - PRESIDENT 10/11/18
CURRENT PROPERTY OWNER SIGNATURE DATE

TAI NGO SHAW PRESIDENT
Please legibly PRINT SIGNATURE NAME and TITLE

***Please note that if referrals are necessary for this application, additional copies of all required materials will be requested.**

FOR STAFF USE ONLY

REFERRAL NEEDED

- ONONDAGA COUNTY PLANNING BOARD
- SYRACUSE LANDMARK PRESERVATION BOARD (This project is located within _____ Historic District; is listed individually in the National Register of Historic Places; is Eligible for inclusion in the National Register of Historic Places; or is architecturally significant).
- OTHER CITY/COUNTY/STATE AGENCY OR DEPARTMENT(S) _____

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STATE ENVIRONMENTAL QUALITY REVIEW ACT ASSESSMENT FORM-Part I filled out completely, and signed by Applicant or Owner.

PLANS REVIEW FORM-Must be submitted to, and signed by the applicant and the Department of Code Enforcement (City Hall Commons, Permit Office, Room 101-see attached form).

EXTERIOR SIGNAGE DRAWINGS (Photos may be used to show location)

a) Type (ground/wall/window/projecting)

b) Size (exact dimensions including height from grade to top of sign example)

c) Location(s) – (see attached sign plan sample)

i. Exact placement must be included for ground signs – measurements from structure to sign location and distance from sign to property line. (not sidewalk)

ii. For wall signs, the distance from the top of sign to roofline, from ground to bottom of sign and measurement from side of building to the side of the sign– see attached

PHOTOGRAPHS - (COLOR 35mm or digital) of existing structures and project site. **(MUST BE LABELED WITH ADDRESS OF SUBJECT SITE.)**

***IF EXTERIOR ALTERATIONS ARE PART OF THE PROPEAL THEN THE FOLLOWING MUST ALSO BE SUBMITTED:**

EXTERIOR ELEVATIONS-Must be drawn to scale, labeled with dimensions, and include material notes on the elevations). **Schematic, photo shop, or color renderings will NOT be accepted.**

a) Exterior Elevations with all dimensions clearly indicated for all exterior elements

b) Building materials and colors. Please include THREE sets of color catalogue cuts or manufacturer's reference that can be photocopied (**not life size samples or real materials**). Elevation drawings must indicate materials, color, and location of each.

SPECIFICATIONS (include specs for exterior surface materials, awnings, windows, doors, etc.)

***Special Permit Reviews by the City Planning Commission may require additional action by the Syracuse Common Council.**

04/2018



Vietnamese Community of Syracuse

1026 N. Townsend Street, Syracuse, NY 13208

Email: cdvnsyr@yahoo.com

315-952-7429



Since 2006, the Vietnamese Community Center (VCC) of Syracuse has not only empowered the city's Vietnamese community but has also positively contributed to the broader cultural life of Syracuse on a whole. This has come in the form of cultural celebrations, participation in the local neighborhood association, and collaboration in community betterment campaigns, such as the most recent "Neighbors Street Clean Up" day. In addition, the VCC on Townsend Street has begun a renewed education campaign that will include afterschool and computer programs, ESL and ASL tutoring, as well as Senior, Youth and Women's groups. In sum, the vibrant nature of the VCC justifies its change in zoning status!

Tai Shaw

President

NOV 13 2018

**Vietnamese Community of Syracuse
1026 North Townsend Street
Syracuse, NY 13208
(315) 426-6759 www.vncsyr.com**

July 31, 2018

To Whom It May Concern,

We, the undersigned six (6) individuals, write to confirm the results of an election held on Sunday July 29, 2018 for the leadership of the organization referred to as the Vietnamese Community of Syracuse. We, the undersigned six (6) individuals, also write to confirm how this election was conducted and decided. We six (6) members of the local Vietnamese Community were designated to oversee the election process, as equal representatives of the two candidates for President of this organization: Mr. Tai Shaw and Mr. Michael Tong. It is our understanding that the winner of the election will be recognized as President of the organization during the years 2018 through 2021.

It is our understanding that a meeting was held on Saturday July 28, 2018 from approximately 7:00 pm to 8:00 pm at the Vietnamese Community of Syracuse office between Mr. Dung Nguyen, as then President of the Vietnamese Community of Syracuse, and candidate Mr. Tai Shaw. However, none of the six (6) of us were present at this meeting. The following persons from the Vietnamese Community were also present at this meeting as associates of Mr. Shaw: Thoi Trang, Khanh Dinh, Khuyet Le, Thuan Nguyen, Hoang Huynh, Ngoc Pham. At this meeting, it was established that each of the two (2) candidates for President would each designate three (3) adult community members to oversee the election process and count the votes. Voting would be by private paper ballot that would be obtained, marked and turned in within the offices of the Vietnamese Community of Syracuse at the address listed above. It was also established that Mr. Dung Nguyen, acting in his role as President of the organization, would provide the paper ballots that would be used.

The Election commenced as described above on July 29, 2018 at 10:00am. Members of the local Vietnamese Community entered the offices to cast their ballots until 2:00 pm, when the voting was scheduled to end. Then the paper ballots were counted by the undersigned six (6) individuals. All six (6) of us were present throughout the voting and counting process, as was Mr. Dung Nguyen. The ballots were printed on white paper, with red lettering in the Vietnamese language. Each ballot included a square to check to the left of the word for "candidate" followed by the name of each of the two (2) candidates.

178 adults (over age 18) arrived to mark and turn in a ballot. *A copy of this ballot is attached to the file copy of this letter.* Each person who voted was acknowledged by all six (6) of us as a person of Vietnamese descent and a resident of Onondaga County. The ability of one (1) Amer-Asian woman was challenged, and she was initially turned away from voting. Candidate Tai Shaw entered the office and advocated for her right to cast a ballot in front of the six (6) of us and Mr. Dung Ngyugen. Upon viewing naturalization papers that listed her Vietnamese name and place of birth as Vietnam, as well as a government issued identification card that listed her address in Liverpool, NY she was allowed to vote with the support of all six (6) of us.

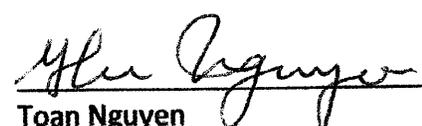
NOV 13 2018

Between 2:00 pm and 2:20 pm we six counted the ballots. This was done in close view and hearing of all six (6) of us. One of the 178 ballots cast was rejected because the voter had not clearly marked his/her choice of candidate. Instead, this person only crossed out the name of one of the two (2) candidates. All six (6) of us agreed to reject this ballot.

After the ballots were counted and all six (6) of us agreed on the result, we informed Mr. Dung Nguyen of the results. These were 136 ballots cast in favor of Mr. Tai Shaw for President of the Vietnamese Community of Syracuse and 41 ballots cast in favor of Mr. Michael Tong. We declared Mr. Tai Shaw winner of the election, and informed Mr. Dung Nguyen of this result. It is our understanding that as of July 30, 2018 Mr. Tai Shaw is the President of the Vietnamese Community of Syracuse, and Mr. Dung Nguyen has no further leadership role in this organization. Candidate Michael Tong was not present at the Vietnamese Community of Syracuse office at any time on the day of this election, however one person closely associated with his candidacy was present when the results were announced.

Vietnamese Community members waiting outside the organization office were invited inside to hear the results at approximately 2:20pm. 20-25 members of the Vietnamese community were present, along with all six (6) of us. Mr. Dung Nguyen announced the results, offered congratulations to the winner, and stated that he would turn over the key to the office and _____ (what organizational materials and information did he specifically mention?) on August 1, 2018. Mr. Tai Shaw then spoke briefly to the community members present, followed by 6 persons associated with Mr. Shaw: Thoi Trang, Khanh Dinh, Khuyet Le, Thuan Nguyen, Hoang Huynh, Ngoc Pham.

We each sign below to confirm the information above, including the results of this election for President of the Vietnamese Community of Syracuse. We request that this letter be filed and clearly posted at the Vietnamese Community of Syracuse office.



Toan Nguyen



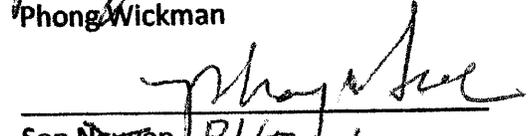
Tuan Tran



Phong Wickman



Bang Diep



Son Nguyen PHAN



Dieu Pham

Representatives of former candidate Mr. Tai Shaw

Representatives of former candidate Mr. Michael Tong

Copies of this letter are to be sent to:

Mr. Tai Shaw, Mr. Michael Tong, Mr. Dung Nguyen, and Board of Directors – Vietnamese Community of Syracuse

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THE VINEYARD CHURCH

"Come as you are...and be loved"

October 31, 2018

To Whom It May Concern:

I would like to affirm that the Vietnamese Community Center located at 1026 N. Townsend St and led by Tai Shaw is an important part of the Northside community. They have generously opened their doors to the Vineyard Community Center since we were displaced following the fire on N. Salina St. They have also served many other organizations and people on the Northside.

Sincerely,

John Elmer
Lead Pastor

THE VINEYARD CHURCH

312 Lakeside Rd. • Syracuse, New York 13209 • Phone: 315.407.8463
Fax: 315.468.0884 • vineyardny.org

NOV 1 2018



September 5, 2018

Re: 1026 N. Townsend Street

To Whom it May Concern:

This letter is to verify that Home HeadQuarters, Inc. (HHQ) purchased the aforementioned property in coordination with the City of Syracuse under the Syracuse Neighborhood Initiative (SNI) Round V on March 9, 2007 for \$20,000 from a private owner. The purpose of the acquisition was to substantially improve the property which occupied a significant corner lot (Catawba and N. Townsend Streets) and had fallen into disrepair. HHQ also acquired the lot next door at 1024 N. Townsend for the purpose of demolishing the property and combining the remaining vacant lot into the parcel at 1026 N. Townsend Street.

At the request of Syracuse Commissioner Ortiz, on February 2, 2009, HHQ conveyed this newly improved property to the Syracuse Vietnamese Community Center of Syracuse, Inc. Since that time, it has served as their headquarters. However, a change of occupancy was not sought at the time of this conveyance and most likely should have been obtained at that time.

Now almost ten year later, it appears that the use has proven to be not only compatible with the surrounding neighborhood but has also enhanced the value of the of the area surrounding this property. For that reason, HHQ supports the change in use for this property to ensure the long-term health of the property itself and the neighborhood around it.

Please let me know if you have any questions or require further information regarding this property or if more information is required.
Thanks very much.

Sincerely,

Paul Driscoll
Chief Planning & Development Officer

NOV 13 2018



1022 North Townsend Street • Syracuse, NY 13208

October 2, 2018

To Whom it May Concern,

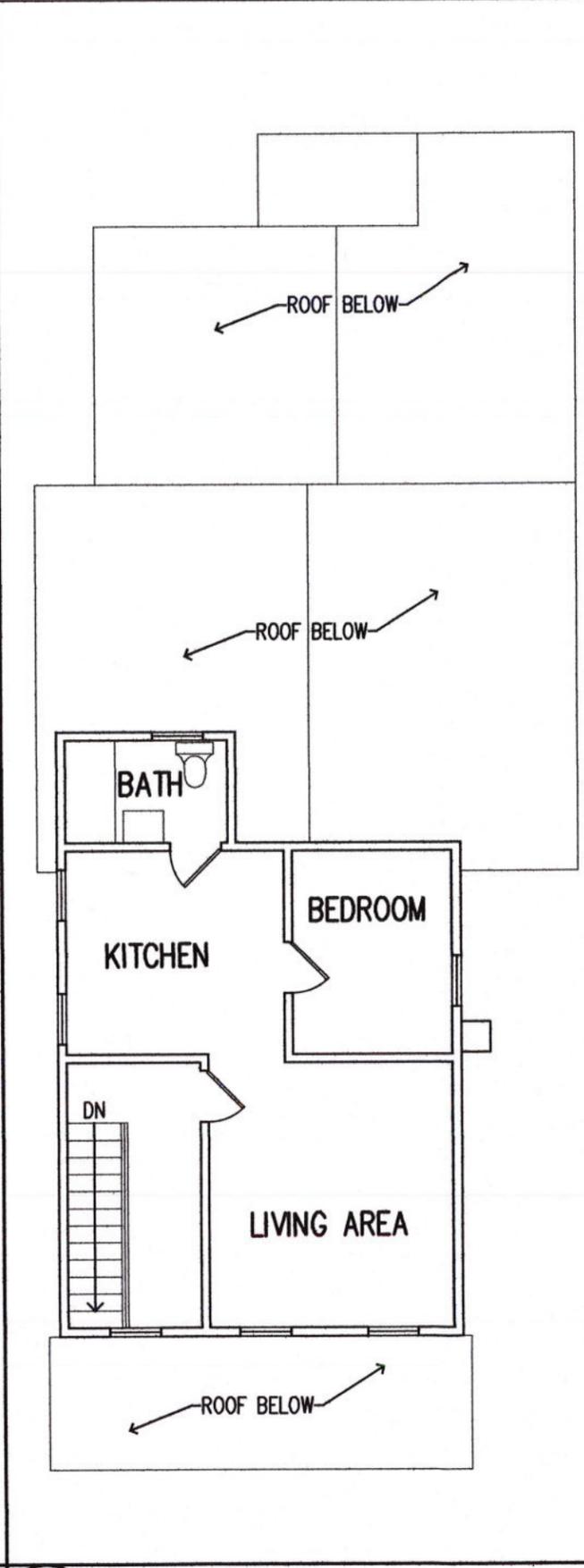
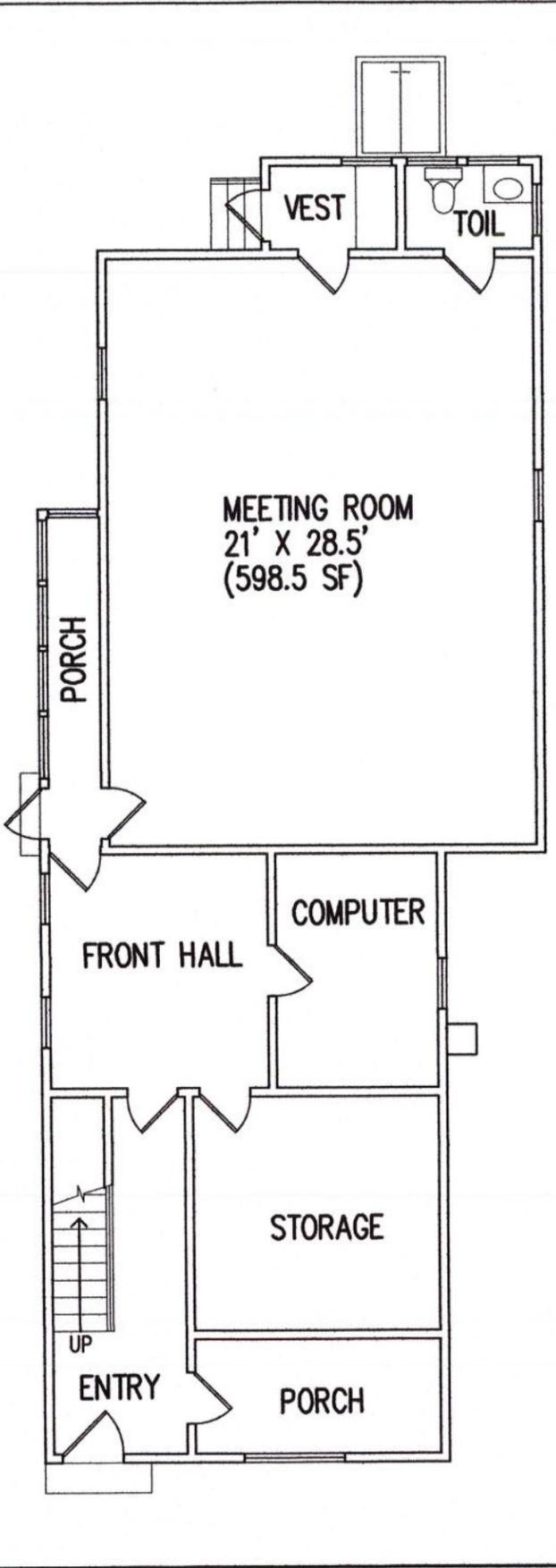
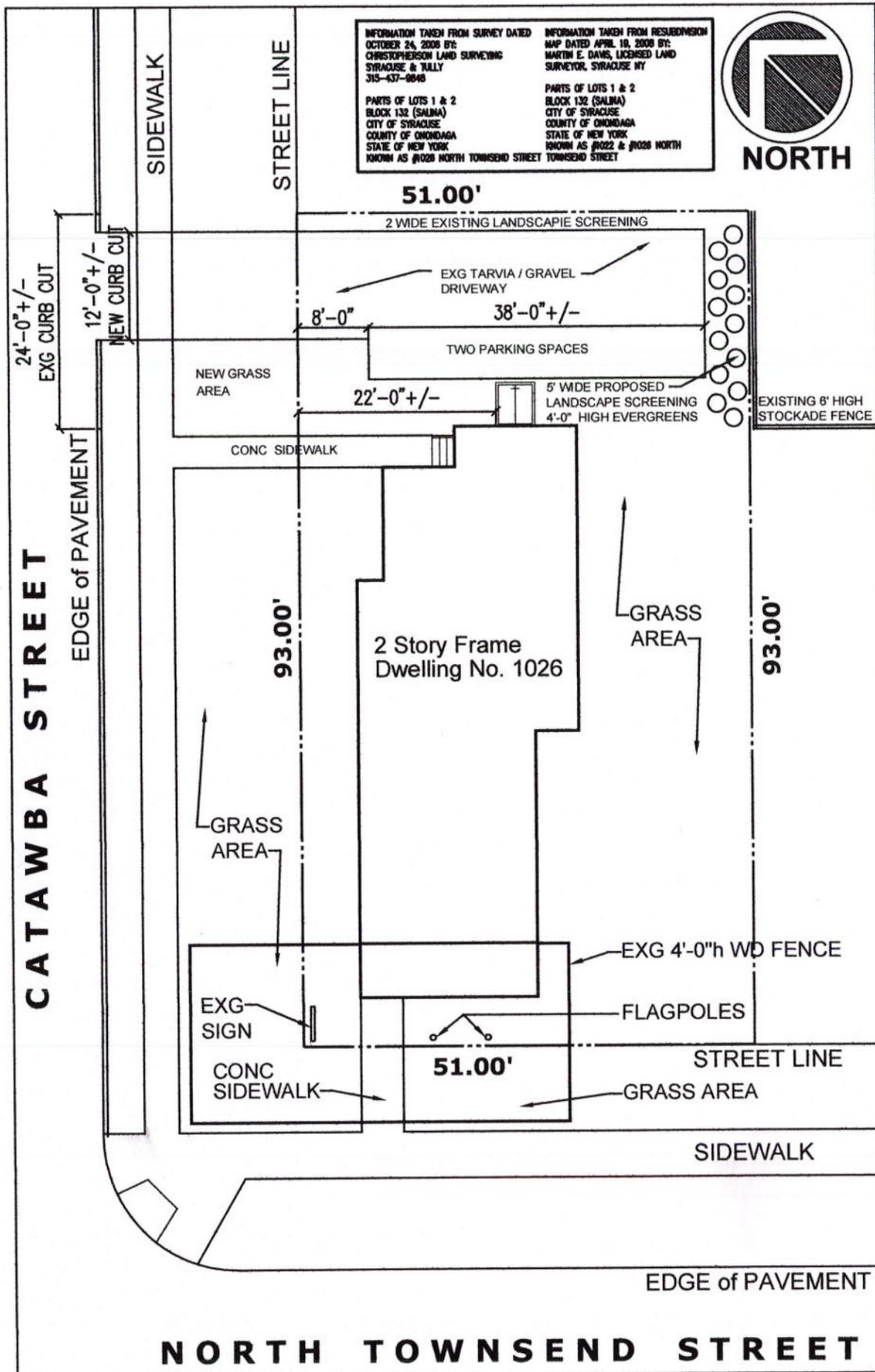
We fully endorse the location of the Vietnamese Community Center at 1026 N. Townsend St. As neighbors, for the past ten years, we have witnessed both the center and its participants having a positive and stabilizing effect on our neighborhood.

Most recently, their increased outward focus has members of their board going beyond participation in our neighborhood association, Lower NorthSide Neighbors, to initiating and organizing community betterment events. For example, it was the Vietnamese Center that spearheaded our Lower NorthSide Neighbors Street Clean up event last Saturday September 30th, where over 50 volunteers gathered on to rid our streets of litter. Their center is one of a handful of sites where our meetings are held. For the good of neighborhood, please do everything in your power to keep them at their present location.

Thank You,

Louis Vinciguerra
Neighbor 1022 N Townsend St.
Executive Director Yeshua Restoration Ministries Inc.
Founding Member of Lower NorthSide Neighbors

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C1 SITE PLAN
A-1 SCALE : 1/16" = 1'-0"

C2 FIRST FLOOR PLAN
A-1 SCALE : 1/8" = 1'-0"

C3 SECOND FLOOR PLAN
A-1 SCALE : 1/8" = 1'-0"



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Cong Dong Viet Nam
Vietnamese Community
1026 North Townsend St.
Syracuse, New York

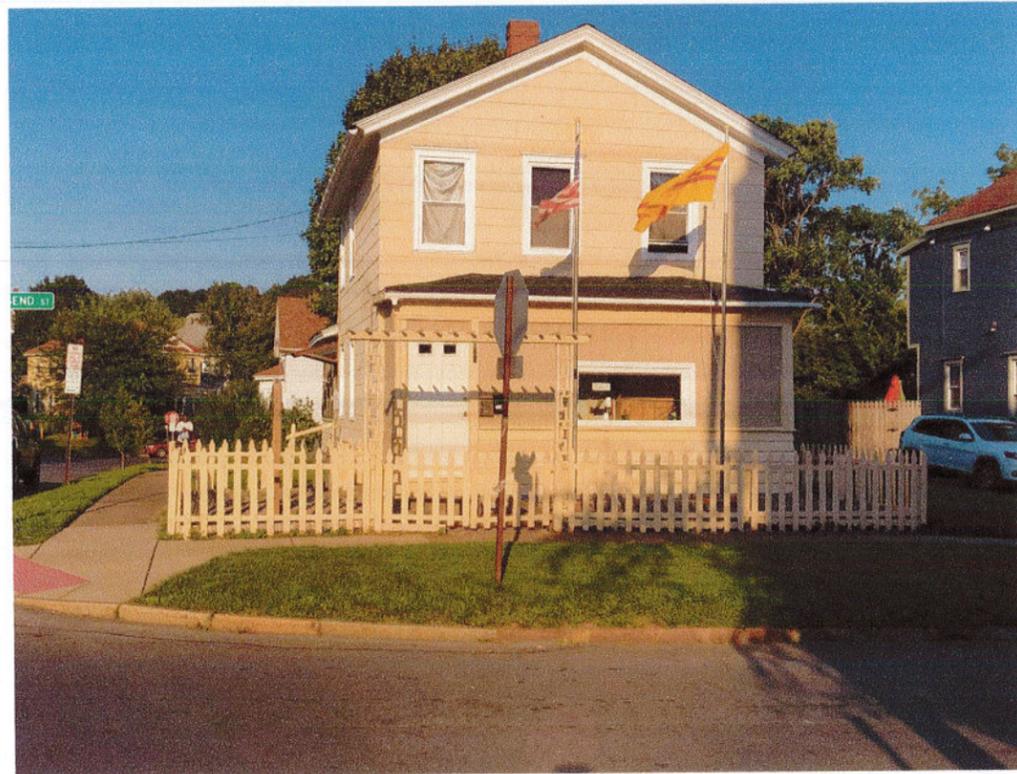
CRAIG POLHAMUS
ARCHITECT
114 EAST GENESEE ST.
FAYETTEVILLE, NY, 13066
315.637.0066
WWW.CRPOLHAMUS.COM

SHEET TITLE:
SITE PLAN & FLOOR PLAN

SCALE:
AS SHOWN
DATE:
11-16-2018

SHEET No.:
A-1
PROJECT No.:
18650

A



TOWNSEND STREET (SOUTH) ELEVATION



EAST ELEVATION

B



REAR (NORTH) ELEVATION



DRIVEWAY ELEVATION

C



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Cong Dong Viet Nam
 Vietnamese Community
 1026 North Townsend St.
 Syracuse, New York

CRAIG POLHAMUS
ARCHITECT

114 EAST GENESEE ST.
 FAYETTEVILLE, NY, 13066
 315.637.0066
 WWW.CRPOLHAMUS.COM

SHEET TITLE:
PROJECT
PHOTOS

SCALE: AS SHOWN	SHEET No: A-2
DRAWN BY: M.R.	PROJECT No: 18-650
DATE 11-12-2018	

C1 PROJECT PHOTOS

A-2 NO SCALE

A



MEETING ROOM

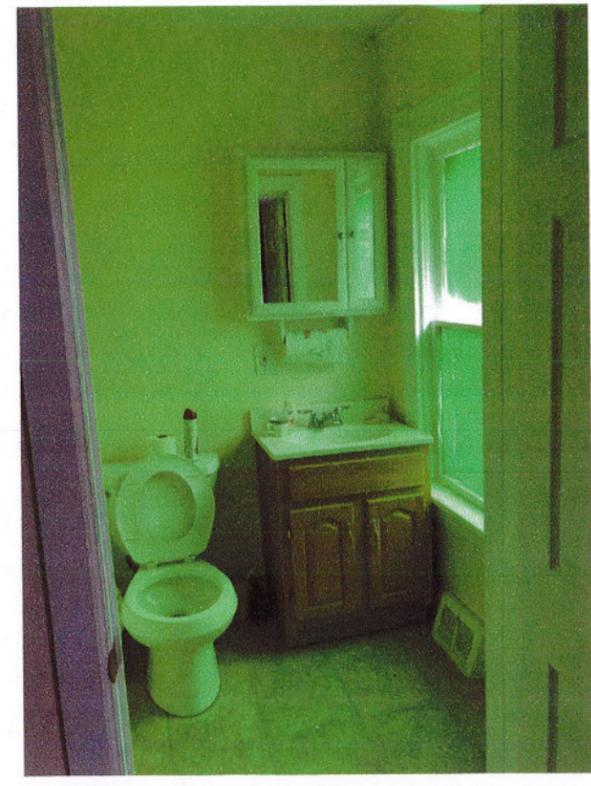


MEETING ROOM

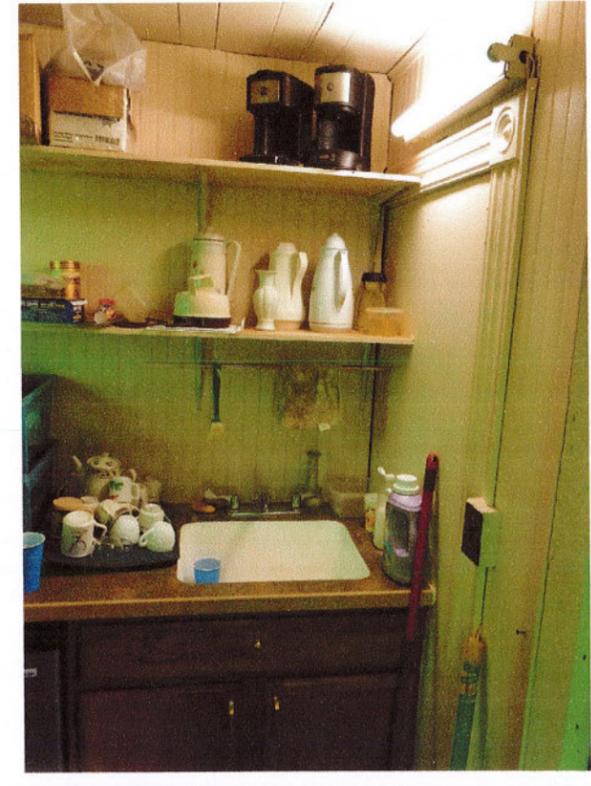
B



FRONT of MEETING ROOM



TOILET ROOM



KITCHEN No 1

C



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Cong Dong Viet Nam
 Vietnamese Community
 1026 North Townsend St.
 Syracuse, New York



SHEET TITLE:
PROJECT PHOTOS

SCALE: AS SHOWN	SHEET No: A-3
DRAWN BY: M.R.	PROJECT No: 18-650
DATE 11-12-2018	

C1	PROJECT PHOTOS
A-3	NO SCALE

A

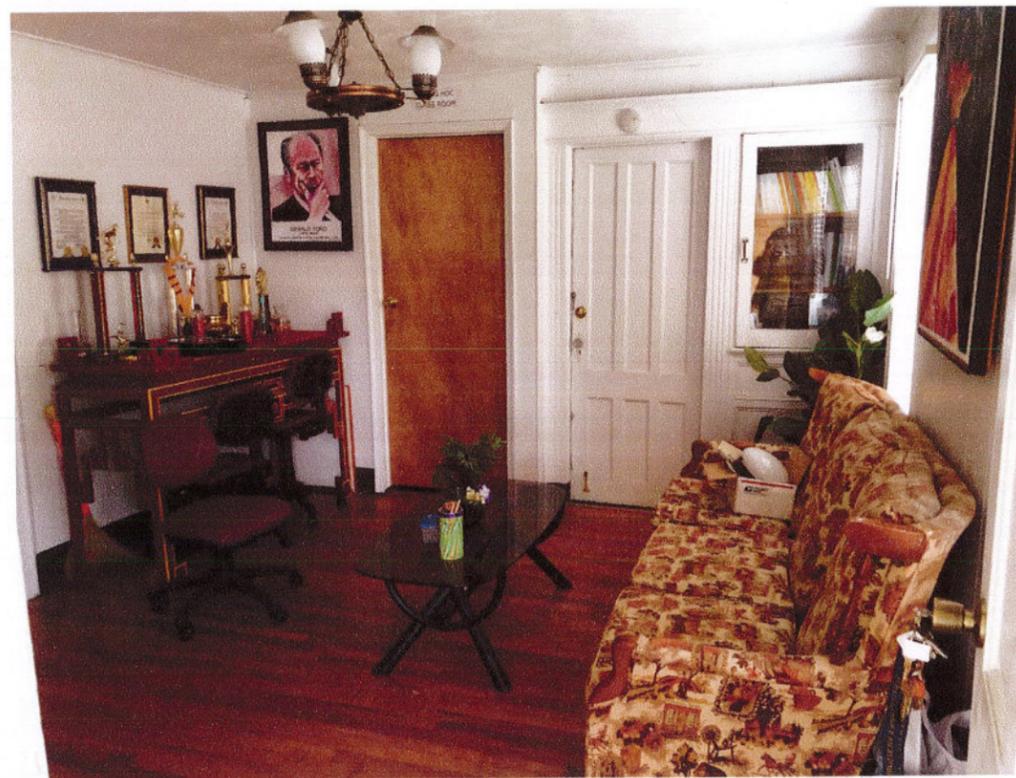


KITCHEN No 2



COMPUTER ROOM

B



FRONT HALL



EXISTING EXTERIOR SIGN (3'high x 4'long)

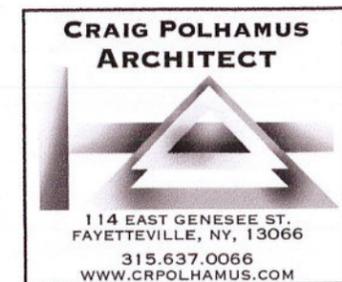
C



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Cong Dong Viet Nam
Vietnamese Community
1026 North Townsend St.
Syracuse, New York



SHEET TITLE:
PROJECT PHOTOS

SCALE: AS SHOWN
DRAWN BY: M.R.
DATE: 11-12-2018
SHEET No: **A-4**
PROJECT No: 18-650

C1 PROJECT PHOTOS
A-4 NO SCALE

617.20
Appendix B
Short Environmental Assessment Form

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: COMMUNITY CENTER			
Project Location (describe, and attach a location map): 1026 N. TOWNSEND ST, SYRACUSE, NY 13208			
Brief Description of Proposed Action: ESTABLISHED NON FOR PROFIT FOR NEW AMERICAN WITHIN (FOR) NEIGHBORHOOD.			
Name of Applicant or Sponsor: TAI NGO SITAW		Telephone: 315-952-7429	
		E-Mail: ASICTAI @GMAIL.COM	
Address: SAME			
City/PO: SAME		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? SPECIAL PERMIT		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
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 governmental Agency? If Yes, list agency(s) name and permit or approval:		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		17 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?		LESS THAN 1 acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (<u>suburban</u>) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

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18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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: _____	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"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>JAI NGO SHAW</u>	Date: <u>10/11/18</u>	
Signature: <u>Jai Ngo Shaw</u>		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. 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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

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	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. 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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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

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