

MICHAEL P. GALIME, MAYOR
CITY OF UTICA

DEPARTMENT OF URBAN & ECONOMIC DEVELOPMENT
1 KENNEDY PLAZA
UTICA, NEW YORK 13502
PHONE: (315) 792-0181
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November 6, 2025

Greetings Neighbors,

Please take notice that the City of Utica Zoning Board of Appeals will hold a Public Hearing on **Tuesday, NOVEMBER 18, 2025 at 5:00 pm** in the Common Council Chambers of Utica City Hall.

According to Section 2-29-77 of the City of Utica Zoning Ordinance, with respect to an application for a variance, the clerk of the board shall send written notice to all owners of property within 200 feet of the exterior boundaries of the subject property.

This letter shall serve as written notice of stated ordinance.

If you have any questions or concerns, contact Patti DeCarr at (315) 792-0181 or pdecarr@cityofutica.com.

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**ZONING BOARD OF APPEALS AGENDA
COMMON COUNCIL CHAMBERS – CITY HALL
NOVEMBER 18, 2025 5:00 PM**

ZBA Case No.:	24-25	Zone:	Industrial
Address:	1006 Thorn Street	Area Variance	
CTM #:	318.062-2-19		
Applicant:	Howard Cohen		
Owner:	Howard Cohen		

Pursuant to Section 2-29-32(d)(1) of the Zoning Ordinance of the City of Utica, the applicant is seeking an area variance in order to install signage at the above referenced property.

The applicant is proposing to install two signs at the above referenced property. The first sign which has received a sign permit is 3.3' x 16' (53 ± sf). The applicant is not certain on the second sign, however, feels it will be similar in size to the first sign. However, the applicant is seeking an additional 90 sf for the proposed sign as an option.

In accordance with Section 2-29-134 of the Zoning Ordinance of the City of Utica, the maximum total wall signage in an Industrial District permitted is 90 sf. The applicant is required to receive an area variance for the increase in square footage permitted.

ZBA Case No.:	09-25	Zone:	NMU
Address:	2627 Genesee Street	Area Variance	
Applicant:	Jerry Briggs		
Owner:	Jerry Briggs		

Pursuant to Section 2-29-32(d)(1) of the Zoning Ordinance of the City of Utica, the applicant is seeking approval of an area variance in order to expand the parking area at the above referenced property.

The applicant is proposing to expand the parking area on the Arlington Road side of the home. The current configuration is a driveway behind the home and minimal parking in front of the garage. The applicant is proposing to create parking for 19 cars adjacent to the garage. The parking area will utilize the existing driveway. A 10' area of grass will remain between the parking area and the sidewalk.

In accordance with Section 2-29-166(a)(2) of the Zoning Ordinance of the City of Utica, parking is prohibited in the front yard. On a corner lot, the two yards lying between the principal building and the two or more public streets shall be deemed to be front yards. Therefore, since the applicant is proposing to extend the parking into the front yard area of Arlington Road, they will be required to receive an area variance for the proposed parking.

At the May 2025 meeting of the Zoning Board of Appeals, Mr. Briggs presented the application to the Board. He

stated that he is seeking to purchase the property to accommodate multiple offices; possibly up to eight. This would necessitate additional parking in the rear of the property. He attested that he has plans to update all of the landscaping on site and the parking area will be fenced and landscaped to minimize the sight of the cars. Since that time, he has purchased the property.

In accordance with Section 2-29-165 of the Zoning Ordinance of the City of Utica, for general offices, two parking spaces per 1,000 square feet of gross floor area is required for off-street parking. The applicant stated that the structure is approximately 4,000 sf, therefore, eight parking spaces would be required at this location.

The Board had discussion pertaining to the proposed parking and had concerns with the number of spaces proposed. They were uncertain as to which parking spaces should be eliminated. The Board felt that the Scenic and Historic Preservation should review the application prior to their decision and recommended the following:

1. A maximum of 10-16 parking spaces (handicap spaces included) shall be paved in the rear of the property;
2. There should be definitive one way in and one way out; and
3. Fencing and shrubbery/landscaping should screen the parking area and enhance the property.

On October 27, 2025, Mr. Briggs met with the Scenic and Historic Preservation Commission regarding the proposed parking plan along with a small 10' addition proposed for the front of the structure on the North side to impede the view of the parking from Genesee Street. The Commission discussed the project collectively and had no objections to the proposed parking or the addition to the structure. They recommended a fence to run along the front and side of the parking area along with landscaping to complement the fence. The Commission also stated that the carriage house/garage shall remain in place.