

**VILLAGE OF SOUTH GLENS FALLS
PLANNING BOARD
DRAFT PRESENTATION OF
Meeting Minutes
For
Wednesday August 12, 2015**

MEMBERS IN ATTENDANCE OTHERS IN ATTENDANCE

David Linehan, Chairman Tony Girard, Village Trustee
Debbie Fitzgibbons
Gayle Osborn
Thomas Wade Jr. [TJ]

MEMBERS ABSENT or Recused

Nick Bodkin

ALTERNATE IN ATTENDANCE

No Alternate named at this time

I. The MEETING was CALLED TO ORDER by Chairman Linehan at 7:00 P.M. The chair introduced those in attendance / reviewed agenda.

Chair Opened Meeting

II. The Chair asked for a review and approval of July 8 meeting minutes. Gayle Osborn moved to approve July 8th meeting minutes; Debbie Fitzgibbons Seconded seconded and the motion passed unanimously.

JULY Minutes approved unanimously

III. SITE PLAN (S) REVIEW (S) [pursuant to – code Ch. 119 OR SUBDIVISION REVIEW [pursuant to – code Ch. 153-41] & OTHER REVIEWS IN PROGRESS:

Matters regarding the comprehensive plan:	SEE: OLD BUSINESS
Matters regarding capital improvements to: <u>Commercial Use Property</u>	Application for convenient store and gas station for lot designation 37.54-1-15.11 and 37.54-1-15.3 [review July min. current status of review: DELAYED]
Dwelling, Multiple Family /Residential Use Property Industrial Use Property	
Matters regarding subdivision of land:	
Matters regarding zoning of land:	
Matters regarding other reviews or actions:	DRAFT AMENDMENTS TO PB BY-LAWS. Comprehensive Plan WORKSHOP WITH VILLAGE BOARD AND OTHER INVOLVED PERSONNEL RESCHEDULE?

IV. APPLICATIONS and /or Pre-Submissions FOR SITE PLAN REVIEW

APPLICATION(S) FOR SITE PLAN REVIEW [pursuant to – Chapter 119] or SUBDIVISION REVIEW [pursuant to 153-41 Village Code.] &/or OTHER Reviews: (Application(s) reviewed by Zoning Administrator and payments received by Clerk /Treas. on or before application SUBMITTAL DEADLINES FOR THE CALENDAR YEAR 2015).

Matters regarding the comprehensive plan:	SEE: OLD BUSINESS / Matters regarding other reviews
Matters regarding capital improvements to: <u>Commercial Use Property</u>	
Dwelling, Multiple Family /Residential Use Property	
Industrial Use Property	
Matters regarding subdivision of land:	
Matters regarding zoning of land:	
Matters regarding other reviews or actions:	

The chair stated he had sent a couple of different emails. The chair moved to extend the submittal deadline for Cumberland farms site plan review to August 26th Gayle Osborn seconded the motion was passed unanimously.

Members discussed possible timelines for the referral of Cumberland’s submittal to the County. Thomas Wade asked when the County would take up any referral by the planning board for the site plan. The chair was not sure but suggested it would be after the County Planning Board’s review that the village planning board would hold its final review(s) with any conditions. The chair stated that the ZBA hearing / meeting for Cumberland Farms Inc. was adjourned until a set of plans were submitted.

The chair said the Planning Board will be review should follow the check list. See June meeting minutes.

GPI Review of CME Cumberland Farms Traffic Impact Study attached.

V. OLD BUSINESS

1. Village ASH Tree Survey FOR EAB (*Agrilus planipennis* or *Agrilus marcopoli*) using NYS Heritage Program iMapInvasives Request for supply of 2 Garmin eTrex Venture HC GPS Receiver units made] **Chair to attempt to consider recommendations of (1/7/15) CAPMO PRISM Task Force where local governments are now encouraged to conduct surveys of their Ash trees and alerting landowners to the threat of Emerald Ash Borer**
2. **Review/ Update Planning Board Bylaws**

VI. NEW BUSINESS

1. **Respond to the Village Board’s [Trustee Bill Hayes] request of to UPDATE PLANNING AND ZONING WEBSITE in 2015(?).**

VII. CHAIR's REVIEW OF CORRESPONDANCE / Resources

1. Various E-Mails, Calls
2. Planning Commissioner's Journal

All content on PlannersWeb.com is now free membership is no longer required. Check out the hundreds of articles on a wide range of planning topics -- especially aimed at the citizen planner.

3. DFL in receipt of Village Board Meeting Minutes
4. Minutes of June 25, 2015 ZBA
5. Internet Resources:

Internet Resources:

[DOS Opinion-explanation on Alternates](#)

[Guide to Planning and Zoning Laws of New York State](#) [p.91-140]

South Glens Falls [Village Code Chapters \[153-35 Amendments authorized \]](#)

Saratoga County Map-Viewer <http://www.maphost.com/saratoga/>

NYS Local Gov. Handbook [NYS Local Government Handbook](#)

Site Plan Reviews Pursuant to sections 7-718 of the Village Law

Local Gov. and School Accountability [Local Accountability / Gov. & Schools](#)

Governor's Initiative <http://cutpropertytaxes.ny.gov/>

VIII. REVIEW FUTURE AGENDA ITEMS - ANNOUNCEMENT

of need(s) for next Planning Board scheduled for **Wednesday September 9th, 2015**

Submittal Deadline is Wednesday August 19th, 2015.

Note: Submittal deadline for Cumberland Farms Inc was extended to August 26th

IX. REQUEST OF CHAIR FOR MOTION TO ADJOURN

The Chair moved to adjourn the meeting and **Gayle Osborn seconded** and the motion passed unanimously. The meeting was adjourned at 7:15 P.M.

Meeting was
adjourned

David F. Linehan

David F. Linehan, Chairman
For: SGF Village Planning Board

July 24, 2015

Mr. Joseph Patricke
Village of South Glens Falls
46 Saratoga Ave
South Glens Falls, NY 12803

**Re: Cumberland Farms Traffic Review, South Glens Falls, NY;
GPI Proj. No. 2015060.00**

Dear Mr. Patricke:

As requested, Greenman-Pedersen, Inc. (GPI) has conducted a technical review of the Traffic Impact Study dated April 7, 2015, prepared by Creighton Manning Engineering (CME) for the proposed Cumberland Farms development located along US Route 9 in the Village of South Glens Falls. A summary of our initial review and findings are as follows:

1. Traffic counts were conducted February 10-11, 2015. These are weekdays when schools were in session and the counts appear reasonable. The AM peak hour of 7:15-8:15 and the PM peak hour of 4:30-5:30 are accurate. However, it was noticed that no mention of seasonal adjustment was reported in the study. Based on NYSDOT seasonal adjustment factors, traffic volumes in February are typically about 3% lower than the annual average for this type roadway and the count data should have been adjusted up by 3% to account for this. **It is understood that this adjustment would probably make little to no change in the analyses, but it should be mentioned in the study why the adjustment was not applied.**
2. Trip generation estimates appear reasonable with 203 total AM peak hour trips and 252 PM peak hour trips being generated by the site. This is consistent with the Trip Generation Manual.
3. A 50% pass-by trip rate was assumed in the study. The ITE Trip Generation Handbook, suggests an even higher percentage may be possible, so we find the 50% to be reasonable.

4. Site trip distribution used in the study for new trips appears inconsistent with the existing turn percentage counted. The study suggests that 55% would travel to/from the south and 35% to/from the north on Route 9. However, the turn percentages for both the existing McDonalds and the Midtown Plaza suggest the opposite. Since the McDonalds has a secondary access point on 5th Street and southbound traffic may favor that exit, the data for the McDonalds may be skewed, but the data for Midtown does show a preponderance of the traffic comes from the north for retail developments in this area. **Distribution for new trips should be revised, or better justification should be given for the currently proposed distribution.**
5. Site trip distribution used in the study for pass-by trips is not consistent with the existing traffic flow. Pass-by trips were assigned to the road based on the new trip distribution, but pass-by trips are not governed by that distribution, but by the actual distribution of traffic flowing past the site. **Pass-by trip distribution should be changed to match the adjacent street traffic flow for both the AM and PM peak hours.**
6. Sight distance data appears accurate and we concur that sight distance should not be an issue for the new driveway locations.
7. Peak hour Factors (PHF) used in the analyses are not consistent with the traffic counts and, at the 0.91 in the AM peak hour and 0.95 in the PM peak hour used in the analyses, are significantly higher than they should be. This results in the delays reported in the study being lower than if the existing PHF's were used. **The analyses should be rerun with the correct PHF's to provide a more accurate estimate of delay.**
8. *NYSDOT Policy and Standards for the Design of Entrances to State Highways* requires a 75 feet separation between adjacent commercial driveways, measured along the highway edge. The separation between the existing McDonald's access drive and the newly proposed right-in/right-out access to the Cumberland Farms development is only 50 feet and does not meet this standard. As a result cars slowing to enter the right-in entrance to Cumberland Farms, especially if there is a back-up on site that required them to stop in the travel lane, could pose an increased risk for rear end collisions with vehicles turning right out of the McDonald's access. Also, with the two access points proposed to US Route 9, it appears that about 50% of the site frontage would be consumed by driveways potentially impacting pedestrian safety. **The study should justify why an exception to the NYSDOT standards should be granted, otherwise this access should not be allowed.**

GPI

9. The site plan shows the McDonald's access drive being extended to Hudson Avenue with a width of over 36 feet, even though the study recommends only one exiting and one entering lane. **This access connection should be reduced to 24 feet to meet NYSDOT standards and to match the lane recommendations of the study or justification provided for a 36 foot wide access at this location.**

We suggest the items highlighted in bold be addressed before an accurate assessment of the traffic impacts can be conducted. Once we receive this additional information we can review in it more detail.

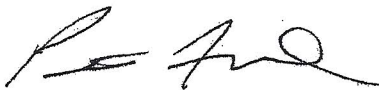
If you have any questions, Please don't hesitate to contact us at (518) 453-9431.

Sincerely,

GPI/Greenman-Pedersen, Inc.



Michael R. Wieszchowski, P.E., PTOE
Senior Traffic Engineer



Peter Faith, P.E.
Assistant Vice President
Traffic Engineering/Planning Department Manager