

**VILLAGE OF SOUTH GLENS FALLS
PLANNING BOARD**

DRAFT pdf PRESENTATION OF

Meeting Minutes

For

Wednesday **June 10, 2015**

MEMBERS IN ATTENDANCE

David Linehan, Chairman
Nick Bodkin
Debbie Fitzgibbons
Gayle Osborn
Thomas Wade Jr. [TJ]

OTHERS IN ATTENDANCE

Tony Girard, Village Trustee
Bill Hayes, Village Trustee
Jim Gillespie, Bohler Engineering
Stefanie DiLallo Bitter, BPS&R/Cumberland Farms
Ross Galloway – Cumberland Farms / First Hartford
Mark Nadolny – Creighton Manning (CME)
Joe Patricke, Code Enforcement
Garry Robinson, Village Consultant

MEMBERS ABSENT or Recused

NONE

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 welcomed those in attendance / reviewed agenda.**
- II. The Chair asked for a review and approval of (May 13) meeting minutes. Gayle Osborn moved to approve **May 13** meeting minutes; Debbie Fitzgibbons seconded and the motion passed 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:**

Chair Opened Meeting and reviewed agenda

May Minutes approved unanimously at end of meeting

Matters regarding the comprehensive plan:	SEE: OLD BUSINESS
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:	DRAFT AMENDMENTS TO PB BY-LAWS. <u>Comprehensive Plan WORKSHOP WITH VILLAGE BOARD AND OTHER INVOLVED PERSONNEL RESCHEDULE?</u>

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>	Application for convenient store and gas station for lot designation 37.54-1-15.11 and 37.54-1-15.3 (Payments received May 22 and a revised map delivered June 3)
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 turned to the Application for Cumberland Farms, Inc.

Stefanie Bitter introduced her team Jim Gillespie, Bohler Engineering, Ross Galloway – Cumberland Farms / First Hartford, Mark Nadolny – Creighton Manning (CME) all present to introduce a project for 107 Main St. The project a Cumberland Farms convenience store is unique in that at this site the project also butts up to Hudson Avenue. The store is 4,708 sq. in size supported with a six (6) island fuel canopy. As the site plan demonstrates there will be three access points. First access is over an existing shared driveway a driveway that is part of the lot and shared by the owner of the site to the south and McDonald's restaurant. The second access is a right in and right out over Main Street. And the third access point is vacant enumeration of the existing drive when it meets Hudson Avenue. The project encompasses to tax map parcels. The convenience store will be of a “colonial style” design and not a typical box type convenience, but will have architectural (stone work) features that are residential looking in nature and carried out into the canopy. The color is primarily white incorporating the corporate logo blue, green and white and not orange and blue of the past. There are 12 fueling positions and 19 off-street parking spaces incorporated into this plan. The site is planned so as to include pedestrian activity and access recognizing existing sidewalks and the bike route along Rt.9. There is outdoor seating (S.E corner of the structure) and sidewalks already plan for the design.

The use is in harmony with McDonald's restaurant and an office nearby to the north fitting perfectly with the setting. The convenience store is a permitted use. The filling station requires a special use permit which will be reviewed by the village zoning board on June 25. The project does meet all offset requirements of the zoning code including distance requirements of filling stations. [SEE VILLAGE CODE: 153-17E] Creighton Manning (CME) completed a traffic analysis which is included in the

submission. The study includes that this site / situation will not be an unacceptable use.

The chair asked Stephanie about the two “separate parcels” and whether they were in fact planning to be merged. The chair recognized that the second parcel may be needed for storm water management, snow storage but more specifically was asking if the second parcel’s use might be expanded to include more seating - a park like (treed) setting (picnic tables) given its proximity to McDonald's and the junior high school, close by. The chair referenced the 2002 “Corridor Improvement Plan for Route 9 in the village of South Glens Falls in town of Moreau, Saratoga County, NY” – (prepared for the Adirondack- Glens Falls Transportation Council; and referenced in the Village’s Comprehensive Plan) noted that the plan stated pedestrian connections between adjacent commercial properties are beneficial because “...a vehicle at a neighboring property is more likely to patronize a commercial establishment than a vehicle on a highway.” [– SEE p. 54 of Improvement Plan] **Ross Galloway** – Cumberland Farms / First Hartford reported that the early concept was to allow the vacant offices – formally the Town of Moreau’s – parking on the second parcel. The Town had been contacted but as of today there has been no response. **Jim Gillespie, Bohler Engineering** stated that a detailed design (storm water management) had yet to be designed for the site. Once the storm water plan has been studied they will better know what areas might be left over for any additional use. **The Chair noted** that merging / changing of parcel boundaries / lot lines is considered by the village as a subdivision and subsequently would require a public hearing not otherwise required of site plan review.

Jim Gillespie, presented the site plan dated 4.23.15. Nick Bodkin noted the absence of “property line trees” and a walk along the north property line. [The chair noted a preliminary plan needs to include encroachments and boundary line trees. [SEE: Village Code § 119-7] The chair noted his concern would be to protect [root zone] of any existing trees of value existing in the landscape by use of permeable pavement vs. concrete sidewalk [- as labeled.] **Jim Gillespie concurred there were several trees on an updated survey** very close to the boundary and detailed plans can fit a walk with preserving the health of existing trees. **Jim continued the review of plans** and elevations explaining that this is not the typical flat roof Cumberland Farm we’re used to. The building is a colonial residential style building with a gable roof, and entrance with columns, dormers with windows, culture stone at the base of the building and canopy. Colors (shown on elevation) are much softer than the old style square building with blue and orange striped details. Architectural shingles are included on the canopy as well as the building for the new look. **Gayle Osborn asked about the photo shopping of the rendering on the actual site.** Jim noting it was done using winter photos other store look-alikes under construction can be found in Latham and in North Greenbush. **Debbie Fitzgibbons asked about actual ownership** of the shared driveway. Jim explained that ownership went with the vacant parcel and its development. **Ross Galloway** Cumberland Farms / First Hartford explained that there is an easement for shared use and maintenance for the parcel. Cumberland Farms will purchase the land contingent on approvals. Cumberland Farms is responsible for infrastructure / improvements; easement for use and maintenance was already described in a deed.

The chair asked everyone to keep in mind that this is a preliminary plan and that 25 June the village zoning board will hear the proposed use (filling station) that requires a special use permit. The chair stated that it was brought to his attention that board member [Thomas Wade] and some other people think it not the best use for the site. The chair suggested that further discussion on ‘use’ should happen at the zoning hearing - the appropriate forum for use - of this application for review. The chair explained the planning board's job is to review improvements for uses permitted and planned in the District. The chair stated the use was consistent with uses in the C District of the village. The chair asked for a review of the planning board's role in the approval process and turned to the check list to examine what documents, sheets we anticipate in the site plan review process. **The chair - so as not to pre-empt a decision [an action] of the ZBA** - thought the village zoning board of appeals (ZBA) to be the lead agency and the planning board to be an involved agency pursuant to SEQRA for this [see co-ordinated <http://www.dec.ny.gov/permits/6455.html> SEE Village Code:§ 119-1 Applications requiring site plan review] review / permitting process. **Mr. Patricke reported that the ZBA is the lead agency** (pursuant to SEQRA) **for the special use permits; and the planning board is lead agency for site plan review** [see uncoordinated review SEE: <http://www.dec.ny.gov/permits/6453.html>] **Stephanie Bitter** was ok with Mr. Patrick's interpretation. **Mr. Patricke stated** the planning board was more of an expert on site plans than the ZBA is. Stephanie stated that for SEQRA purposes (Cumberland) could not come to P.B. before the ZBA approved the Special Use. This plan / review is more conceptual. The Chair thought it would be a good idea to review the P.B. Site Plan Review Check list to see what would be required of the site plan review process.

[The chair prepared referral of the Cumberland's preliminary site plan to Saratoga County Planning pursuant to GML 239-m on 6.4.15]
Pre- submission / Preliminary Site Plan (SEE: p.8 of BPS&R 4/16 submission)

- #1-3 **X Checked**
- #4 **X N/A** - above flood plain
- #5 Expecting a Stormwater Management Report and Stormwater Pollution Prevention Plan (reflecting any DEC recent design manual updates / in place)

The **Chair moved GARRY ROBINSON, P.E.** be elisted [pursuant to: Chapter 125 STORM WATER MANAGEMENT AND EROSION AND SEDIMENT CONTROL: § 125-9 Fees for services.] - **to review grading and drainage SWIPP / sewer and water** detail plans on behalf of Village ASAP. **Nick Bodkin seconded** and motion passed unanimously.

Jim Gillespie reported soil good; can't infiltrate fuel portion of site. Roofs (canopy / building roofs to be infiltrated as much as possible additional amounts in some type of filter practice for minimum RRv (reduced runoff vol). Detailed plan yet to be nailed down. Jim will check trees Nick asked about 3 evergreens currently blocking drive. A demolition plan or notes to be provided.

- #6 a. **X SEE: Preliminary PLAN**
- #6 b. Elevations and photo / shopped boards presented

- #7 **X Mark Nadolny** – Creighton Manning (CME) presented /discussed **Traffic Impact Study Cumberland Farms. Chair ok** with right turn in from Rte. 9 for site’s circulation but questioned the proposed right turn out onto 9 and its impact at peak morning hours on the existing exit into stacking for 3rd St. traffic light and its impact of shared drive route / exit onto Hudson and ultimate safety of the three traffic lights along Rte. 9. The Chair had forwarded the ‘Traffic Impact Study’ to the Village’s Chief of police – asking for information pertaining to accidents in the vicinity of the shared drive. The chief did respond to the study any affirmative.(SEE: email attached.) **Joe Patricke asked Mark Nadolny** if CME had incorporated information from a **recent (2013 / 14) Corridor Study** of the Adirondack Regional Transportation Authority. **Joe Patricke to check with Aaron Frankenfeld**, Transportation Planning Director, [afrankenfeld@agftc.org]
Thomas Wade noted the 2002 study [- the Chair refered to] was before the Glens Falls ‘round – about’ that has an impact at Mohican street light and bridge / Rte. 9 traffic south (and North.)
Mark Nadolny repeated the description of the layout (with rt. hand turn onto Main) as giving the site or options for the beauty of the village's street grid pattern - recognizing during peak times right-hand turn out must rely on courtesy gaps.
Nick Bodkin asked the need for streets curbs to better define Hudson St. entrance /exit. **Jim Gillespie** reported there were no plans at this time to improve sidewalks curves along Hudson St.
Nick Bodkin asked about possible impacts to McDonald's during construction phase. **Jim Gillespie** stated there would be a construction sequence plan.
Nick Bodkin asked fuel tankers trucks positioning relating to safety.
Jim Gillespie reported fueling would take place at off peak (customer) hours and fueling stations details / trucks have standards to meet.
Joe Patrick reported that the town uses a traffic consultant. And Joe suggested the planning board use him this project on behalf of village interests. Joe stated the applicant will be back next month and Joe would provide the consultants name in the meantime. The chair reported T.D. bank sidewalk improvement took place by T.D. at time of the development of the parcel to the North.
Gayle Osborn moved to retain a traffic engineer to review and study for traffic [pursuant to - Chapter 119: SITE PLAN REVIEW § 119-6 cost to be charged to applicant/developer...] **Nick Bodkin seconded** and the motion passed unanimously.
- #8 **X provision for pedestrian access and acknowledgment of bike Rte. 9 bike route**
- #9 **X location of outdoor storage** see Northeast corner of proposed convenience Store.
- #10 Location design and construction details, to be submitted
- #11-12 Public sewer connection Public water connection details, to be submitted
DPW Brian Abare has received copies of plans to date and shall receive detailed Plans.
- #13-14 Forward plans to Fire Chief / **Nick Bodkin described three nearby locations of fire hydrants. Jim Gillespie to map.**

- #15 Signage request has yet to be detailed made. [See village code chapter 115]
- #16 Location of existing vegetative cover to be mapped. Plans should mitigate noise glare, objectionable features.
- #17 A lighting plan shall be submitted
- #18 Designation of the percent of building area
- #19 General landscaping plan and planting schedule; to be provided
- #20 **SEQR / lead agency status declared : The chair moved** that the village of South Glens Falls Planning Board be lead agency for site plan review in an uncoordinated review that includes the village zoning board of appeals. The project is to be classified as unlisted. **Nick Bodkin seconded and the motion** passed unanimously Project classified as unlisted: and the ‘short assessment form’ to be used for evaluating impacts.
- #21 Referral to county pursuant to GML-239 m (see attached)
- #22 A **public hearing** will be required for any subdivision [merging / lot line adjustments]
- #23 **A Village Zoning Board of Appeals Public Hearing and Review** has been scheduled for **June 25**
- #24 **Survey, Details, Plans to be sealed**

The chair thanked the applicant for all the information presented to date. He stated that he look forward to the use and details for the second parcel.

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 Commissioners Journal to be discontinued
3. D.F.J.L. in Receipt of Village Board Minutes.

**Emerald Ash
Borer
DISTRUCTIVE**

4. Pre-submission conference called by Joe Patricke on March 20th for a special use in the District C on tax-map parcel 37.54 -1-15.11 and parcel 37.54 -1-15.3

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

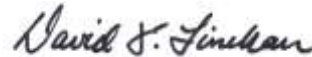
Local Gov. and School Accountability [Local Accountability / Gov. & Schools](#)

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

VIII. REVIEW FUTURE AGENDA ITEMS - ANNOUNCEMENT for next Planning Board scheduled for **Wednesday July 8, 2015.** **Submittal Deadline is Wednesday June 17th, 2015.**

IX. REQUEST OF CHAIR FOR MOTION TO ADJOURN

Gayle Osborn moved to adjourn the meeting and **T.J. Wade seconded** and the motion passed unanimously. The meeting was adjourned at **7:45 P.M.**



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

Meeting
Adjourned
7:45 P.M.