

**VILLAGE OF SOUTH GLENS FALLS
PLANNING BOARD
DRAFT 2 pdf PRESENTATION OF MINUTES
Wednesday **August 10th, 2016****

MEMBERS IN ATTENDANCE

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

OTHERS IN ATTENDANCE

Trustee Tony Girard
Code Enforcement Joe Patricke
Marcus Andrews Designer for Stewart’s Corp.

MEMBERS ABSENT or Recused

ALTERNATE IN ATTENDANCE

Kim Wilson (participating)

- I. **The MEETING was CALLED TO ORDER by Chairman Linehan at 7:00 P.M. The chair introduced** all in attendance / presenting written agenda. The chair noting the only business to be addressed tonight would be that of Stewart’s additions and that he and Gayle Osborn would prepare a “Final Draft” of bylaws for a final fall review and hearing. [Gayle was heading to Alaska in September.]
- II. The Chair asked for a review and approval of (**July 13th**) meeting minutes. **Gayle Osborn moved** to approve **July 13th, 2016 Debbie Fitzgibbon** **seconded** and approval of the minutes 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:**

Matters regarding the comprehensive plan:	SEE: OLD BUSINESS
Matters regarding capital improvements to: Commercial Use Property Dwelling, Multiple Family /Residential Use Property Industrial Use Property	Stewart’s 202 sq. ft. addition to tax parcel 37.62-1-39
Matters regarding subdivision of land:	
Matters regarding zoning of land:	
Matters regarding other reviews or actions:	2016 DRAFT AMENDMENTS TO PB BY-LAWS. <u>Comprehensive Plan UPDATE WORKSHOP WITH VILLAGE BOARD AND OTHER INVOLVED PERSONNEL SCHEDULE?</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 2016).

Chair Opened Meeting and presenting agenda

July meeting minutes approved unanimously

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:	Update of comprehensive plan

In progress
check list from
July used in
review of revised
plans

The chair turned to the agenda a review of Stewart’s revised plan [dated July 18] using the site plan review check list [in progress] for the review. Representing Stewart’s Shops Corp **Marcus Andrews** – designer- handed out additional 11” x 17” revised copies of plans of the application for review. Marcus generally reviewed the changes and two additions to the structure at 3 Saratoga Ave. He referred to the plan; proposing 202 sq. ft. building addition on the Main Street [South-East] side and a 470 sq. ft. addition on the West side [Rt. 9. Side.] Changes to this plan since the last meeting now include parking lot striping; a right in only [S. curb cut] and a right out only [N. curb cut] along Rte. 9 and a patio area with a bike rack has been added also along Rte. N - Saratoga Avenue side. One other semi-important change-on the plan is the removal of the 32 ft.² freestanding Stewart's sign-rendering on the point and now blocked by DOT signage. The proposal is to replace that sign with two canopy signs that will be 9 1/2 ft.² each that will display gas prices. Mr. Patricke stated price signage is not included as signage. Mr. Patricke asked about the 202 ft.² area [with a shed roof] that is being torn down. Mr. Andrews explained that that 202 ft.² [15 feet wide by a length of 38'6"] will use the existing footprint / existing foundation and that the ceiling and roof will be raised to the height of the rest of the building that is currently 8 feet in height. Mr. Andrews will provide engineered stamp drawings to cover Mr. Patrick's structural concerns.

Mr. Andrews explained that the revised plans also include a dry well to accept runoff from roof drains directly into the dry well and into the ground. The dry well will be oversized and there will be no ponding in the area after heavy rain storms.

The chair then turned to the check list to address unchecked boxes.

Chair’s CHECK LIST

Pre- submission / [**Revised Site Plan** Notes added to the check list review for the revised site plan of Stewart's Corp. on August 10th are in *red, underlined and in italics*]

SEQRA classification **X** Checked [**SHORT FORM** submitted. *A response to describe hazardous remediation on the site was requested as per Question 20 of Part I Project Information*] **SEE CHECK LIST Item #20**]

- #1 ✓
- #2 ✓
- #3 *a stamp survey was provided as per Mr. Patricke's request*
- #4 **X** N/A - above flood plain
- #5 The chair explained that what has happened in the past with **snow removal** [for this site] is that it gets piled up on the sidewalk and usually not removed on the main Street

side for an extended period of time. Mr. Patricke stated that snow removal [of commercial sites] is a concern /problem. Snow removal [policy] should be a condition of approval. Mr. Bodkin asked about storm water collection of roof and roof drain direction. A dry well was added for the roof drains. Mr. Andrews pointed out snow storage areas were near the dumpster area and at "the point" North portion of the site.

Mr. Andrews asked if there was a minimum snow accumulation to define a snowstorm. The chair will copy the current snow removal regulation. [SEE attached]

Kim Wilson asked if parking was to be added. Mr. Andrews answered by stating that there was 11 current spaces and 11 spaces were to remain.

#6 a. X SEE: Preliminary PLAN Revised plan to scale based on a recent survey has locations of area lots, yards

#6 b. X Elevations and photo presented

#7 X recognizing the volume and speed of traffic (30 mph) the chair asked if Stewart's could help with the planning board's consistent policy [for commercial sites] by encouraging right hand turns only for customer vehicle(s) in and out from [U.S. / NYS Rt. 9] the chair suggested painted pavement arrows on the West side of the site. [N. of canopy a large right-hand turn out only. S. of canopy large right-hand turn in only – keeping directions simple. The chair stated the right hand turning lane of Rt. 9 - heading in a north easterly direction to Fifth Street and Hudson Ave. - currently accommodates somewhat for a right-hand turn as compared to the heavier volume of traffic stacking in the center lane for those vehicles heading in a northerly direction towards Glens Falls using Main Street /Rt.9. **Mr. Wade was concerned with enforcement of traffic movements** onto the site from the South bound traffic of Rt.9 and making left-hand turns into Stewart's when traffic signs prohibit that movement. **Mr. Wade continued by stating that drivers behind vehicles waiting to make a left turn onto the site get upset** because the flow of traffic is stopped waiting for a hole in northbound traffic allowing for the illegal movement onto the site. **Mr. Wade suggested an additional NO LEFT turn sign [facing E.] on the site. Mr. Andrews pointed out the property line [on survey] with respect to the New York State DOT right-of-way.** There was a consensus of the board members that the idea is to best inform Stewart's' patrons as to the right-hand turn only idea [and the need to explore the additional all left-hand turn on the curved island of DOT's recent safety improvement implementation for Rt.9. **Chair stated painted arrows on pavement a likely condition for approval. Mr. Girard stated** that his "Improvements Gallery" got the no left-turn sign for Stewart's.

The chair introduced a draft statement and photo's for discussion [SEE attached] to submit to the village board to best pursue a process to implement additional DOT signage in addition to pavement striping. The chair was suggesting current locations of signage may not be in the view-shed of the driver when heading in a westerly direction off the site at certain times because visibility is limited due to traffic volumes. The chair assumed that non-compliance of signage proposed within the Stewart's side DOT right-of-way would be enforceable by the state, county, or local force officials whereas signage within the property limits would not [possibly in the event of an accident]

Mr. Girard, speaking as a citizen stated that the enforcement part of the issue is already there-with signs that are currently in place and signs as proposed within the right-of-way. Drivers can get a ticket because it is illegal [accident or not].

Debbie Fitzgibbons suggested if tickets were issued word would get out.

Mr. Patricke suggested consulting with the village attorney about the chair's assumption.

Debbie Fitzgibbons suggested a right turn sign only and that some may not know what a no-left-hand turn means.

Mr. Patricke asked about the possibility of Stewart's placing the sign(s) within Stewart's Corp.'s property limits.

Mr. Andrews stated – signage within Stewart's property as suggested would end up in the middle of the drive/parking lot pavement limiting / prohibiting movements of vehicles to the

Mr. Patricke expressed his snow removal concern.

Refer to plan

No. of Customer Parking spaces remains at 11.

Much MUCH MORE discussion about additional signage route nine traffic and vehicular movements on site.

North of the site and right turn only exit onto Rte. 9.

Mr. Andrews stated -to speed the request it would be best to deal with the County DOT specifically Chad Corbett-with whom Stewart's deals with for traffic issues in Saratoga Co.

Mr. Patricke asked Mr. Andrews who Stewart's Corp. used as a traffic consultant suggesting a consultant might look at sign placement.

Mr. Andrews answered by stating Creighton Manning.

Mr. Patricke suggested any letter addressing signage on the state highway should come from the Mayor.

Mr. Bodkin suggested [the Mayor] copy Senator Marchone and Assembly woman Carrie Warner.

The chair went on record stating -that over the course of time in his reviews of plans[McDonald's site plan, Ginsburg property subdivision, and the Village and Town's transportation study] he has seen the difficulty - in what has been suggested in the past by a consultant or DOT and approved planning board - be implemented as such. And is asking for the Mayor and Village Board to intercede in the implementation of additional signage for safety reasons.

#8 X pedestrian bicycle access / outdoor seating may be addressed in revised plans [acknowledges Rte. 9 **bike route.**]

#9 X location of outdoor storage proposed convenience Store. (SEE: Stewart's' Johnstown's store photos) **Nick Bodkin asked about outside storage. Mr. Andrews responded that it is not uncommon for some of the smaller 336 Stewart's' shops to have outside storage under the overhang or delivery doors. The closest example cited by Mr. Andrews was the Bluebird Road store. Questions about public notification to go; methods; (property owner's / tenants) discussed.**

#10 X Location of roof drains to be submitted

#11-12 X No change / Same

#13 X Same

#14 HAVC locations discussed elevation needed updating. (SEE Elevations) Nick Bodkin reported power pole close to N.W. corner of building. Mr. Andrews reported that the power pole is properly mapped on survey and within the state's right away

#15 X [See village code chapter 115] signage to change from freestanding at the point to two gas price signs on the canopy. Application required.

#16 X HAVC locations discussed elevation needed updating

#17 X Lighting Same ? **The chair asked if hours of operation were to change.** Mr. Andrews stated he was unaware of any changes

#18 X Designation of the percent of proposed additions to building area shown

#19 General landscaping plan and planting schedule; to be looked at **The chair noted current landscaping existing green space / lawn area maintained. Outdoor seating area and patio questioned. Patio space and bike rack added.**

#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. The project is classified as Type II. **Nick Bodkin seconded and the motion passed unanimously.** Mr. Andrews supplied the report required by D EC hazard review when Stewart's removed tank's in 2007.

The report was requested to describe remediation at the site identified in question 20 of the Short Environmental Assessment Form –Part I-Project Information.
A former monitoring well's casing was pulled as per direction of NYS DEC. Mr. Andrews stated that another monitor well on the site [SEE survey] will need to be moved for the addition at West side of the structure.

Report described hazardous remediation in 2007

#21 X Referral of submittal to county pursuant to GML-239 m was made within a day of notice and receipt of applicant's submittal by **planning board chair**. The chair would prepare information for application to DOT for additional signage to reinforce SGF ongoing policy to encourage right-hand turn only movements along U.S. / NYS Rt. 9.

#22 X **Not Applicable** public hearings not required for village's site plan reviews. Mr. Wade reported he had contacted area residents and informed them of a pending review of additions to the Stewart's shop.

Adjacent tenants / residents contacted by Mr. Wade.

#23 **Conditions /referral / modifications to be reviewed next meeting August 10th** Mr. Andrews agreement to new submittals as there were a number of changes. **Kim Wilson asked; how long renovation would take (?). Mr. Andrews stated approximately 4 to 6 weeks -that shaded area requires more work. Mr. Andrews reported the store will remain open.**

Stewart's to remain open during renovation period of 4 to 6 weeks

#24 X **Survey, Details, Plans to be sealed.** Mr. Patrick asked Mr. Andrews to supply a existing survey [current] sealed by the surveyor with no plans. The chair noting current surveys are always good to update Town and County tax mapping pursuant to reasons for town's re-evaluation. **Mr. Andrews reported that GYMO PC is the surveyor from the Watertown area. The chair thanked Mr. Andrews / Stewart's for its considerations and presentation.**

The chair moved to approve revised plans [dated 7/18/16] of Stewart's Shops Corp. for 3 Saratoga Ave., Debbie Fitzgibbons seconded the motion passed with T.J. Wade abstaining for reasons of traffic concerns.

Plans approved

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. [www.emerald-ash-borer-confirmed in SARATOGA Co 6.16](http://www.emerald-ash-borer-confirmed.in.saratoga.co.6.16)

VI. NEW BUSINESS

1. **Update Planning board Bylaws**
2. Respond to the Village Board's [Trustee Bill Hayes] request in 2016 to UPDATE – 2016?
 - UPDATE WEBSITE
 - Update 2008 Comprehensive Plan Village describing changes in the village since 2008
[March 2008 DRAFT S.G.F. Comprehensive plan on-line](#)
[NYS Citizens Guide to Local Budgets](#)

- https://en.wikipedia.org/wiki/South_Glens_Falls,_New_York
- Edit- by priority - detailed list - Goals / objectives / Tasks of the Matrix [use of Survey Monkey?]
- Amend PLANNING AND ZONING codes.
- Amend P.B. Policy/By-laws – set public hearing date

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. 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 PLANNED Planning Board is scheduled for **Wednesday September 14th, 2016.** **Submittal Deadline is Wednesday August 24th, 2016.**

IX. REQUEST OF CHAIR FOR MOTION TO ADJOURN

Gayle Osborn moved to adjourn the meeting **Nick Bodkin seconded** and the motion passed unanimously. The meeting was adjourned at **7:44 P.M.**

David F. Linehan

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

SNOW REMOVAL REGULATION

[NOTE; THERE IS ACCUMULATION AMOUNT FOR THE DEFINITION OF SNOW STORM]

§ 127-10 Removal of snow from sidewalks. ^[1]

The owner or occupant of every lot or piece of land situated on any of the streets of the Village of South Glens Falls shall keep the sidewalks adjoining said lot or piece of land free and clear from snow from the inside line of the sidewalk to the outside line of the same, and such owner or occupant shall remove the snow from the same within 24 hours after each snowstorm; provided, however, that every storm which ceases during the night shall be considered as ceasing at 7:00 a.m. thereafter.

[1] Editor’s Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

§ 127-11 Failure to remove snow from sidewalks.

In case such owner or occupant shall neglect or refuse to clean said sidewalks within the time and in the manner specified herein, the Superintendent of Public Works shall in such case proceed to clean the same without notice to such owner or occupant, and the expense thereof shall be charged against the property and shall constitute a lien thereon.

CHAIR'S DRAFT STATEMENT FOR MAYOR [AND VILLAGE BOARD] TO INTERCEDE FOR ADDITIONAL DOT SIGNAGE FOR 3 SARATOGA AVE.

To: SGF Mayor and Village Board
From: SGF Planning Board

Re: Request information of protocol and/or address(s) for forwarding a formal request (as per SGF Planning Board discussions) for additional traffic signage.

Findings and Recommendations:

On July 13th and again on August 10th 2016, the Planning Board discussed the site and traffic situation at or near 3 Saratoga Avenue, citing traffic studies and plans for Rte. 9 safety.

The Planning Board recognizes Stewart's to be a signature convenience store with 336 shops in the region. Stewart's acknowledges traffic safety concerns along Rte. 9 to be important.

The South Glens Falls (SGF) Planning Board and Saratoga County Planning Board finds this Stewart's location, at 3 Saratoga Avenue adjacent to Rte. 9, is in close proximity to stacking lanes at the Village's major intersection. Remedies for best vehicular traffic movements have been discussed [SEE: County comments pursuant to GML referral]

As per its revised site plan dated 7.18.16 Stewart's has agreed to paint pavement arrows on the west side of its site to better inform patrons of best movements to and from US/NY Rte. 9.

It is the Board's determination that the North bound 'right turn lane' of Rte. 9 (that which directs traffic towards 5th Street) provides for the safest vehicular access in and out of Stewart's. However the SGF Planning Board found that NOT all Stewart's patrons obey the currently located "NO LEFT TURN" traffic signs. The SGF Planning Board recognizes the "NO LEFT TURN" signage on the far side of the street, is often visually blocked by high volumes of both moving and stationary traffic within the three vehicular lanes and two bicycle lanes of Rte. 9.

The SGF Planning Board requests that NYS DOT relocate the "NO LEFT TURN" sign from Rte. 9 right-of-way (The Home Improvement Gallery's side) to the Stewart's side of the Rte. 9 right-of-way. The location may be enforced by traffic enforcement officials achieving a higher percentage of patron compliance. [SEE: Attached Photo's]

A "RIGHT TURN ONLY" sign adjacent and to the right of a proposed "NO LEFT TURN" may also assist with safer internal traffic movements for the site.

"The Board considers this signage correction to be important and necessary and appreciates your timely review and response."

CC: Victor Mendez, NYS DOT Secretary
Matthew J. Driscoll, NYS DOT Commissioner