

**VILLAGE OF SOUTH GLENS FALLS
PLANNING BOARD**
DRAFT PRESENTATION OF MEETING MINUTES

And

Wednesday **March 8th, 2017**

MEMBERS IN ATTENDANCE **OTHERS IN ATTENDANCE**

David Linehan, Chairman
Gayle Osborn
Thomas Wade Jr. [TJ]

Marcus Andrews – Stewart’s
Amy Potter
Jill O’Connor
Joe Leuci
Joe Leuci Sr.
Dan Ryan Vision Engineering

MEMBERS ABSENT or Recused

Debbie Fitzgibbon
Nick Bodkin

ALTERNATE in attendance and /or Activated

Kim Wilson ACTIVATED

- I. **The MEETING was CALLED TO ORDER by Chairman Linehan at 7:00 P.M. The chair introduced all in attendance / presenting written agenda. Activating Kim Wilson to full participation in proceedings.**

- II. The Chair asked for a final review and approval of (**February 8th, 2017**) meeting minutes. **Gayle moved** to approve **February 8th, 2017 T.J. Wade 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: <u>Commercial Use Property</u> <u>Dwelling, Multiple Family /Residential Use Property</u> Industrial Use Property	<u>O’Rielly Automotive Stores, Inc.</u> 110 Saratoga Avenue Conceptual Plan Review. <u>SRSRG RENTALS, LLC</u> 64 Harrison Avenue
Matters regarding subdivision of land: Hearing 7:05 p.m.	Millard Subdivision Tax Map ID # 37.70-2-55 69 Saratoga Avenue
Matters regarding zoning of land:	
Matters regarding other reviews or actions:	By-law update continued into 2017??? <u>Comprehensive Plan to update village challenges WORKSHOP WITH VILLAGE BOARD AND OTHERS INTERESTED OR INVOLVED?</u>

February 8, 2017
minutes
approved

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 2017).

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

The chair turned to agenda and turned to Dan Ryan of Vision Engineering to review plans for Leuci - Foothill Builders, LLC – 113 Saratoga Ave. property. Dan explained that the project had been approved by the village ZBA for a special use permit allowing for a mixed use in the C District and review for an area requirement of parking that modified the original plan of three residential units to two.

Members referred to the Plans and Documents that are of greater detail than what the ZBA reviewed. The project site is .19 acres located on the corner of Route 9 and Baker St. (Ave.) formerly a residential use in the commercial district. Mr. Ryan noted that residential is not a listed use in the C District. The project is for commercial use - consistent with zoning and additional special residential use (2 -2 bedroom apartments) on the upper floor. The commercial space will have the option for one (1,800 sq. ft. or two tenants (professional services) of plus or minus 800 sq. ft.) Mr. Ryan reviewed an existing conditions plan, a site plan, grading and utility plan, lighting and planting plan as well as detail sheets.

Plans reviewed

Mr. Ryan reviewed site plan (C-2), noting that the exact footprint may change slightly, but will remain within all setback requirements for the C District. There are eight parking spaces which include one required for [American Disabilities Act (ADA)] accessibility. New sidewalk(s) are planned as well as an enclosed refuse storage area in the northeast corner of the parcel. The chair stated he would like to see a continuous sidewalk through the egress to the parking lot and noted it would need to meet the village -DPW- sidewalk specifications, as well as transitions that are ADA compliant. The chair noted that grades of Baker Avenue should be considered when establishing grades for sidewalk, parking lot and in turn finishes floor elevations. Mr. Ryan reviewed the simple storm water management plan that includes an eave drain detain and concrete catch basin detail that includes the “snout” oil water and debris separator to protect the watershed – the Watershed Protection District requirement. The village engineers to review the drainage report and 100 year storm calculations SEE: February 14, transmittal / documents.

Continuous Sidewalk planned needs to meet village specifications

The last sheet reviewed was the planting plan. The Chair referenced supplemental regulations, zoning chapter §153 – 15 “Any use which is in, abuts, is adjacent to or less than 50 feet from any are – on or are – two district in which it is not conducted within a completely enclosed building, such as storage arts, lumber – and building material, yards, parking lots and like uses shall be entirely enclosed by a fence or landscaping sufficient to effectively shield such uses this section shall not apply...”; suggesting that because the space between the parking lot and property line was so small /narrow and not adequate for the choice of trees planned / or snow storage - so would not work and that a fence enclosure would be best for the site and situation. Mr. Ryan agreed that a 6 ft. high fence also return along the north boundary line because of the current use to the North being residential in addition to the east boundary line. The chair suggested that trees specified should come from Cornell's Urban Horticultural Institute’s tree list [SEE: <http://woodyplants.cals.cornell.edu/collection/1> also see plant search - <http://woodyplants.cals.cornell.edu/home>]The chair also noted the board would be happy with 1.5 inch to 2 inch Caliper size trees due to the markets current deciduous tree availability and selection vines suggested to landscape detail solid / panel fence.

Fence discussed to best meet requirement of supplemental regulation

Kim Wilson concerned about possible low level of lighting to the parking lot / entrances of structure along Baker Avenue. **Gayle Osborn concerned** lighting will have shields preventing glare onto adjacent properties. Cut off fixtures with 45 degree or less of lighting will be used.

The chair reported that the county referral form along with plans and project description package had been sent to the County for a review pursuant to 239 m of general municipal law. County Planning Board will meet on March 16th the third Thursday of the month.

Referral form and plans sent to County / Planning Board to meet 3/16/17

The chair asked for a motion to declare itself a lead agency for this review. **TJ Wade moved** to declare the village planning board as lead agency and to classify this review for the multi-use structure’s site plan at 113 Saratoga Avenue as an unlisted action pursuant to SEQRA regulations; **Gayle Osborn seconded and the motion passed unanimously.**

The chair stated the motion establishing lead agency status starts a clock for other involved agencies to agree or disagree with lead agency status. The chair then turned to **Part 1** of the Short Environmental Assessment Form – Project Information that had been submitted. He asked why question 13 a was checked √ no when the summary report (back of p. 3/3) suggested the question should be checked √ yes when digital mapping information on local and federal wetlands and **water bodies [groundwater bodies (?)]** is known to be incomplete. Refer to EAF workbook [- is mapper suggesting the existence of our “Local” Aquifer Protection District?] Part 2 of Short form would be completed at the next planning board meeting on April 12th.

DEC Digital mapper identified a protected water body (is ground water body) – Aquifer Protection District?

The chair thanked the applicant's for their attendance.

The chair then turned to the next order of business “something different” with **Marcus Andrews** of Stewart’s Corporation. Mr. Andrews noted his last time before the board in July of 2016. He reported “after further plan review at his office(s) along with comments from the planning board (SGF) the original plan it was decided that the planned investment did not give Stewart's enough (return on investment.) The new plan calls for the purchase of three houses behind the current Stewart's property - one parcel along Saratoga Avenue and two parcels on Main Street. The new plan calls for a 3,696 square foot building, a new gas canopy with six fueling points. The fuel tanks that are fairly new will remain. Additional

parking is provided as well as a patio space with porch on the Route 9 side. One issue the planning board had with the original submittal was the right in and right out on Saratoga Avenue that Stewart's realized and admitted was an issue. The current plan will solve the issue, as it will have one way and one way out."

Mr. Wade along with members, Kim Wilson and Gayle Osborn questioned the site's Northwest one way - exit onto Route 9 as being an even more attractive entrance (illegal?) to South bound traffic from Route 9. Mr. Andrews stated the angle of the exit could perhaps be changed. Signage may be necessary. **Gayle Osborn suggested** that because more parking spaces are on the eastside perhaps South bound motorists will learn to use the Main Street only entrance onto the site. **Gayle also reported** on the high-volume of pedestrian traffic along the West side of Main Street and possible shortcuts to the store's main entrance from the Main Street sidewalk. Storm water management (grading) was discussed with the likelihood of subsurface infiltration with oil / water separator catch basins being used because gas stations are considered hotspots (by DEC regulations.) **Mr. Andrews discussed** elevations and **sequencing** of the project; demolition of the three residences, construct the new building. **Stewart's will remain open** – the only access to the existing entrance will be from Main Street - while new construction proceeds behind the existing structure. It will be torn down when the new Stewart's building is ready for occupancy. Ownership of the residences discussed; contracts have been agreed to and signed as well as discussion of village approvals and lead time necessary prior to construction. Historic nature of residences /site was questioned by Kim Wilson. **TJ Wade moved** to declare the planning board a lead agency for a (an uncoordinated) site plan review of an unlisted action pursuant to SEQR regulations of a proposed Stewart's shop located at 3 Saratoga Avenue dated 1.30.17. **Gayle Osborn seconded and the motion passed unanimously.**

Mr. Andrews reported his discussion with Mr. Patricke and the possible need to revisit a special use permit (listed as necessary for gas stations in the commercial district.) **Mr. Andrews** was not sure of the need for a zoning board review as the existing gas tanks exist and are relatively new. Mr. Andrews will be in touch with Joe for clarification on zoning review. The chair thanked Mr. Andrews / Stewart's and everyone for the preliminary review.

Gayle Osborn reported that tax map parcel no. on the O'Rielly project cover sheet is incorrect and should read block number 50.21. Gayle also supplied copies of the annual report of the planning board's 2016 activities. The chair stated he would make sure village board members received copies.

The chair stated his continued desire to finalize planning board bylaws policy. He suggested amendments still might be added such as a 'landscape standard' that makes a referral of recommended plants listed by the Urban Horticultural Institute at Cornell University. SEE: [Link to Cornell selection of Trees and Woody Plants](#)

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.com)

N.W. exit -an attractive entrance for S. bound motorists.

Existing Stewart's will remain open until new building is complete

Lead agency status declared for review of site plan

ZBA review - pending

VI. NEW BUSINESS for 2017?

1. Review an Annual Report / Update Planning Board Bylaws set public hearing date? /
2. UPDATE WEBSITE
3. Update 2008 Comprehensive Plan Village describing changes in the village since 2008 March 2008 DRAFT S.G.F. Comprehensive plan on-line
4. NYS Citizens Guide to Local Budgets
5. https://en.wikipedia.org/wiki/South_Glens_Falls,_New_York
6. Edit- by priority - detailed list - Goals / objectives / Tasks of the Matrix [use of Survey Monkey?]
7. Amend PLANNING AND ZONING codes.

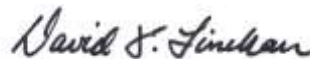
VII. CHAIR's REVIEW OF CORRESPONDANCE / Resources

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. Check out Form Based Code Article <http://plannersweb.com/2014/12/fbc1/>
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 April 12th, 2017. Submittal Deadline is Wednesday March 22th, 2017.

IX. REQUEST OF CHAIR FOR MOTION TO ADJOURN

The chair asked for a motion to adjourn Gayle Osborn moved to adjourn the meeting Kim Wilson seconded, the motion passed unanimously and meeting was adjourned at 7:55 P.M.



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

This meeting has been recorded and found on You Tube <https://youtu.be/henbudaOPDk>