

**VILLAGE OF SOUTH GLENS FALLS
PLANNING BOARD
DRAFT PRESENTATION OF MINUTES
Wednesday **January 11th, 2017****

MEMBERS IN ATTENDANCE

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

OTHERS IN ATTENDANCE

Trustee Tony Girard
Code Enforcement Officer - Joe Patricke
Garry Robinson
Rob Osterhoudt, PE Bohler Engineering
Tim Freitag Bohler Engineering
Kathy and Joel Millard
Reed Antis

MEMBERS ABSENT or Recused

Gayle Osborn

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.
- II. The Chair thanked Gayle Osborn for her preliminary review of **December's** meeting minutes then asked for a final review and approval of (**December 14th, 2016**) meeting minutes. **Nick Bodkin moved** to approve **December 14, 2016 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</u> <u>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:	
Matters regarding zoning of land:	
Matters regarding other reviews or actions:	<u>By-law update continued into 2017???</u> <u>Comprehensive Plan to update village</u> <u>challenges WORKSHOP WITH VILLAGE</u> <u>BOARD AND OTHERS INTERESTED OR</u> <u>INVOLVED?</u>

December'16
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 2016).

Matters regarding the comprehensive plan:	SEE: OLD BUSINESS / Matters regarding other reviews
Matters regarding capital improvements to: <u>Commercial Use Property</u> Dwelling, <u>Multiple Family /Residential Use</u> Property Industrial Use Property	
Matters regarding subdivision of land:	Tax Map ID # 37.70-2-55 69 Saratoga Avenue
Matters regarding zoning of land:	
Matters regarding other reviews or actions:	

The chair turned to the agenda which is a subdivision at 69 Saratoga Ave. the applicants being **Joel and Kathleen Millard**. **The chair asked** if everyone had a chance to look at the application and see whether or not it was complete while referring to the Application (Review Form for Subdivisions) including the Saratoga County subdivision map filing requirements. **The chair gave a copy** to the applicants. The chair noting that the Short Environmental Assessment form had been part one had been filled out. **Debbie Fitzgibbon asked** if question number 9 needed to be answered. **Mr. Patricke answered** yes [the question needs an answer] and the answer would be √ no **Nick Bodkin asked** whether or not tax receipts have been submitted. **Mr. Patricke stated** he had not made copies of the asset management card [assessor property record cards.] The chair asked if a copy of the deed had been submitted. Mr. Patricke could not remember however **Mr. Millard stated [we] had a copy of the deed**. **The chair asked about the deed** [current ownership] if both hold the property in entirety. The applicants stated yes. **The chair asked Mr. Patricke** if he thought the application to be complete. **Mr. Patricke** stated yes and that the current use was a single-family home along Route 9 and the vacant part of the parcel had access from Catherine Street. The chair explained that the subdivided parcel use will remain commercial [uses commercial.] The applicants understood.

The chair moved to declare the planning board as lead pursuant to SEQRA to the review application and survey to subdivide tax map parcel ID# 37.70 – 2 – 55 and that the action would be classified as a TYPE II ACTIONS. (c) (17) mapping of...ownership patterns. **Nick Bodkin seconded** and **the motion passed unanimously**.

Nick Bodkin moved to schedule a Public Hearing on February 8th, 2017 at 7:05 PM and to publish a public notice in advance **Debbie Fitzgibbon seconded** and **the motion passed unanimously**. **Mr. Millard stated** that he plans to construct his office on the proposed lot with access from Catherine Street.

Assessor's property record card not available.

Deed had been submitted

Mr. Patricke stated the application was complete

Lead agency status declared

Public Hearing Scheduled

The chair then turned to Rob Osterhoudt, PE Bohler Engineering to review the preliminary site plan as submitted using the site plan review checklist. **Mr. Patricke stated** that the application is not complete in that the storm water pollution prevention plan [SWPPP] nor has a traffic study been submitted. The chair asked Mr. Patricke if it was complete enough for the planning board to declare itself the lead agency pursuant to SEQRA. **Mr. Patricke stated yes. The chair asked for a motion for the planning board to declare lead agency status.**

Mr. Patricke stated application NOT complete

Nick Bodkin moved that the South Glens Falls Planning Board declare itself lead agency for a coordinated review with pertinent agencies pursuant to SEQRA Kim Wilson seconded and the motion passed unanimously. There was discussion as to how it should be classified **Mr. Robinson stated** it probably be classified as an unlisted action and not a Type II. **Rob Osterhoudt agreed** because the buildings foot print was over 4,000 ft.² of floor space. [See SEQR 6 CRR-NY 617.5 **Type II actions** (c) (7) construction or expansion of a primary or accessory/appurtenant, nonresidential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls, but not radio communication or microwave transmission facilities;] Part I of the short environmental assessment form had been filled out using the EAF Mapper. **Mr. Patricke stated** that agencies need 30 days from which to respond so final action will NOT be able to be taken until March [8th]. Mr. Patricke thought we should be able to make March 8th meeting so as to have everything completed [February 15th submittal deadline] it as they [Bohler] still have a little bit to do on storm water.

Lead agency status declared

Chair's CHECK LIST January 11th site plan review

Check list used

Pre- submission / Preliminary Site Plan [SEE: preliminary plans dated 1-04-17]

#1 X Check

#2 X Check

#3 X Check The chair thought survey and quite complete **Mr. Patricke** stated there were some errors one being the water line that was mapped. **Rob Osterhoudt** stated that a 12 inch line from a map reference was incorrect and water line that is actually there is an old three-quarter inch pre-existing service line service that went to pre-existing garage. Mr. Patricke stated that the survey does not show a 12 inch water line near or within the rear of the property or Village property that exists. **Brian Abare** is to bring in personnel employed for the village in the past to help locate. **Rob Osterhoudt reported** that Control Point Associates was supplying map references to the village to help sort out where the water line might be.

Errors on survey Concerning waterlines

#4 X N/A - above flood plain and in the Village's Aquifer Protection District

#5 Expecting a Stormwater Management Report and Stormwater Pollution Prevention Plan (reflecting any DEC recent design manual updates / in place) ? [GARRY ROBINSON, P.E. to be enlisted [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] ?

#6 a. X SEE PLAN: Sheet C2.1

#6 b. X SEE PLAN: Sheet C2.1 sign setback needs to be checked / separate code

#7 X **Rob Osterhoudt reported** he had gotten some scope from Peter Faith Greenman-Pedersen Inc. of Albany, for the traffic assessment. [REFERENCE ALSO: U.S. Route 9 Highway Safety/ Pavement/ Pedestrian Facility Improvements Project - P.I.N. 1043.38 - Village of South Glens Falls Saratoga County ALSO CORRIDOR IMPROVEMENT PLAN FOR ROUTE 9 IN THE VILLAGE OF SOUTH GLENS FALLS AND TOWN OF MOREAU SARATOGA COUNTY, NEW YORK FINAL REPORT September 27, 2002.- Included in the Village Comprehensive Plan]

The chair asked Mr. Osterhoudt about his thoughts [concerning scope] and lowering 40 mph speed limits to 30 mph from the Town [of Moreau] line to the proposed O’Rielly site along Route 9 for safety access reasons due to reduced speed stacking at the Rt. 32 intersection and the [proximity to the S.E. corner] O’Rielly site. **Mr. Osterhoudt stated he thought it would be a local consideration.** **Mr. Patricke** stated the Village Board would have to ask the state for a traffic study change the speed limit and the village board has asked for a study in the past.

Village Board can ask for a study

Mr. Osterhoudt reviewed the two (2) access points to the site and reported that he has seen paperwork on the easement that is in process for the Route 9 access across from Baker Avenue. The Bakers have agreed concept to the location but there is no sign that formal easement at this point. **Mr. Osterhoudt asked** if need be; would the planning board condition its approval on the easement being filed [within a certain period of time] recognizing the process for the easement may be delayed while all other elements are of the site plan are satisfactory for the board’s approval? **Mr. Patricke** asked what that condition would accomplish? **The chair stated** a condition such as that would eliminate the necessity of the applicant to re-schedule and return [laps of time] to the planning board. [Regarding building permits SEE ALSO: Village Law 7-728 2. Approval of site plans (b) When an authorization to approve site plans is granted by the village board of trustees pursuant to this section, the terms thereof may condition the issuance of a building permit upon such approval.] **Garry Robinson** said a condition like that seemed extreme and that he has never seen one like that. **Mr. Osterhoudt** stated that if it helps at all he would be happy for such a condition that required the access over the adjoining property before construction can begin and if it doesn't get secured the applicant is required to come again before the planning board to seek some other solution. The County and DOT [pursuant to GML239 will be reviewing the plan. [See: DWG SV1 of 1 location of existing curb cut] **The Chair stated** we could check with the Village Attorney or others at the Saratoga County Conference on January 25 regarding that type of conditioned approval. **Mr. Patricke stated** he would not issue a building permit until it is all in place. He didn’t see the advantage of such a condition. **Mr. Osterhoudt gave an example** of a DOT Region 1 approval that took months but because it was a condition approval other permits allowed to start earthwork [timely.] Never know if someone unable to sign on the seller’s side for some reason or something else causes a delay. **Mr. Robinson asked;** what would you do if you didn't get the easement? **Mr. Osterhoudt stated** it would depend on what the DOT had to say and it would be obvious that we would have to come back before the board. **Mr. Robinson asked** Mr. Osterhoudt if he had checked truck turning radius. **Mr. Osterhoudt** stated that he had.

Mr. Robinson asked Mr. Osterhoudt for tractor trailer movements on site plan.

Truck movements on plan requested

Mr. Osterhoudt, when describing circulation in the access to Beach Road [Mr. Patricke - a Village parcel - the Town leases form the Village] stated the drive was not a Right-of-way so posed the question if the Beach road access when the something that an easement will be necessary or just a site plan approval by the planning board. **Mr. Patricke reported** that the issue has been given to the Village attorney **Mike Muller** and he has given some options to the Village board as to how to accomplish this Options 1. Village board and make Beach Road a dedicated road because it is a beach, by-way and a water plant access. 2. Or they can grant O’Rielly’s an easement at that location on their property. **Mr. Patricke reported** the attorney had no problem with either solution - it is just paperwork. There was no objection for this project to access Beach Road. **Trustee Girard stated** that name next village board meeting is January 18th. **Mr. Patricke** stated he didn't think **Mr. Osterhoudt** needed to go before the Village board. **Mr. Patricke stated** he would talk to them tomorrow to find out if they wanted him to be there. **Mr. Osterhoudt stated** he could be there and that the other part of the easement would deal with utilities off Beach Road such sanitary versus the current plan going to northbound Lane of Route 9 [gravity line on the village property side of manhole S. of Beach Road option -further need to discuss.] The plan is for a grinder pump

Mike Muller reviewing legal options for beach road access for project.

on the site. **Mr. Patricke asked** about the South West corner of the parcel where Beach road crosses and **Mr. Osterhoudt stated** that similar to what the village board needs to think about 1. The corner of the parcel could be an easement to the village. Or 2. It would be a lot line adjustment. The chair stated that the adjustment would need a public hearing. There was discussion or any of the public hearing for the site plan. It was decided that a public hearing could be held on March 8th if language [and surveys] were in place by February.

#8 **X** provision for pedestrian access and acknowledgment existing law along Rte. 9 [SEE DWG. C1.1 and C2.1] **Nick Bodkin asked** about what happened to our discussion about creating sidewalk along Beach Road? **Mr. Osterhoudt reported** that DPW did not want to maintain [winter time plow it] a sidewalk so from that viewpoint it was something that DPW didn't want to see. Nick stated he has to maintain his sidewalk. Sidewalk location if adjacent to the road will still be on village property - property owner is responsible for maintenance. **Mr. Patricke reported** that no one else other than DPW is against having a sidewalk along Beach Road. **The chair suggested a sidewalk** to Beach Road along the parcel's North property line to Beach Road within the project property to follow the + or - 347 contour line shown [SEE DWG. C1.1.] **Mr. Osterhoudt stated** that would never be able to get an ADA compliant sidewalk. **Mr. Osterhoudt** stated that the intent would be to back to the upper Byway Trail along the South side of Beach Road as there is room between beach road and the pump station except that the intersection where there is utilities and grade issues. **Mr. Patricke re-ported** that **Mr. Abare** claim that there is more pedestrian traffic there than one can imagine - a great deal the summertime. **Debbie Fitzgibbon** stated her concern for pedestrians without a sidewalk. **The chair reported** that a pending update of the master plan would likely reinforce the desire for a walk and specific location [SEE [Comprehensive Plan/FinalPlan.pdf](#) : Comprehensive plan p.102 and p.114 Fig. 9] The chair hoped O'Rielly's would support a better connection [section thereof] to the town beach and bikeway.

ADA compliant sidewalk discussed

#9 **X** The building was reviewed in November; Location of outdoor storage see site plan S.W. corner

#10 design and construction details [see C2.2, C2.3, C3.2, L1.2] Layout for detention areas for storm water management has been oversized with a lot of capacity [SEE C1.1.] **Trench Drains or Dry wells may be added** with piping to below frost line to ensure that no water is retained during winter months. SWIPP yet to be submitted infiltration testing was completed with good results. **Mr. Robinson commented** that it would be a fairly deep basin [4ft.] **Mr. Osterhoudt stated** there were some options to make the base shallower / modify slopes and maintain the necessary volume so as not to look like a hole in ground. The chair stated that the Audubon has reported a wide variety of birds in past bird counts along the byway and that perhaps additional shrubs for perching [a habitat] could be added to the retention area's open space adjacent to the by-way's. Retention area is to be seeded with grass species to withstand wet and dry conditions and maintained by mowing – probably mowed same as the rest of the site. [SEE: seed mix sheet L1.2] **Nick Bodkin asked Mr. Robinson about his concern. Mr. Robinson stated that because it is in the village it can become an eyesore if not maintained - an aesthetic thing. And there are other options. Mr. Osterhoudt stated there are other options** and when you go subsurface costs go through the roof and the intent here is a natural area - sheds off. If there are concerns about the infiltration basin the shape may be changed more landscaping can be added. The intent here is to make a model detention basin for future site plan review applicants. O'Reilly's wants to be that model example. **Nick Bodkin asked about comparative prices of types. Tim Freitag stated** it would be much more [\$100,000] additional cost added for below grade management of storm water. Stone and its void space [reservoir] below ground becomes the fill [and pipes] used to create storage space for the water to be retained. **Mr. Robinson futher explained** that here the storage volume of water of storms is gouged out the ground and nothing is on top of space created. Sod around building with a plan set

Plans may have dry wells and piping at bottom of infiltration areas

irrigation coverage plan. **Mr. Robinson reported that** what he sees within the Town [of Moreau] is that these basins don't get the maintenance that they need. They can become a terrible eyesore with [volunteer] brush and trees invading. The recent Cumberland Farms area [Designed by Bohler] could have been mowed sooner. **Mr. Osterhoudt stated their preference would be to do a surface basin**, and desire to take a stab at trying to address all concerns create some additional landscaping because of its current capacity [report to verify.] Slopes can be definitely shallowed out and desire to come back with a revised plan that can be worked through. **Mr. Patricke** thought it was a plan. Bohler to resubmit – and to be sincere in constructing a model infiltration basin here on an outskirt of Village/ Route 9 corridor unlike the Cumberland Farm central location. **Mr. Robinson reported** it was a Bohler recommends to look at a Cumberland Farms Basin that Bohler had designed and NOT maintained that led to what was constructed at the Village's new Cumberland Farms.

#11-12 Public sewer connection Public water connection details, to be reviewed with **DPW Brian Abare / Village Board** for easements and re –submitted. **Mr. Robinson** thought crossing Beach Road best. Core - drill man hole if necessary. Brian may have plans. **OPEN CUTTING** Route 9 would be necessary as planned.

#13 Forward plans to Fire Chief / location near Rt. 32 intersection E. side

#14 Overhead Rt. 9 currently proposed to be reviewed with **DPW Brian Abare / Village Board** for easements and re –submitted **Mr. Robinson thought to Beach Road underground.**

#15 Signage setback to be checked [See village code chapter 115]

#16 Location of existing vegetative cover to be revised in infiltration area. Plans should mitigate noise glare, objectionable features.

#17 A lighting plan submitted [SEE SP1]

#18 Designation of the percent of building area

#19 General landscaping plan and planting schedule; to be provided

#20 **SEQR / lead agency status declared by South Glens Falls Planning Board. Applicant to assist the notices and help of addresses** to forward plans for a 30 Day coordinated review and response. Mr. Patricke will need 10 full sets.

#21 Referral to county pursuant to GML-239 m (see attached)

#22 A **public hearing was discussed for this site plan and to be scheduled** and include [merging / lot line /adjustments if necessary]

#23 **Referrals to be forwarded**

#24 **Survey, Details, Plans to be sealed**

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

Public hearing
needed in march
if property lines
adjusted

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 and set Public hearing date**
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.

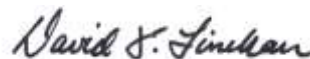
VII. CHAIR's REVIEW OF CORRESPONDANCE / Resources

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 February 8th, 2016**. Submittal Deadline is **Wednesday January 18th, 2016**. Joe would not be in Town for the February meeting.

IX. REQUEST OF CHAIR FOR MOTION TO ADJOURN

The chair thanked everyone for coming out and asked for a motion to adjourn **Nicked Bodkin moved to adjourn** the meeting **Debbie Fitzgibbon s econded**, the motion passed unanimously and meeting was adjourned at **8:35 P.M.**



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

Meeting was
adjourned at
8:35 PM