

**CITY OF GLOVERSVILLE PLANNING BOARD  
FEBRUARY 3, 2015  
7:00 P.M.  
CITY HALL**

**MEETING NOTES**

**PRESENT:**

**JAMES ANDERSON, CHAIRMAN  
GEOFFREY PECK, VICE CHAIRMAN  
BRENDA LEITT  
MATTHEW DONDE  
JONATHAN KLUSKA**

**CINDY OSTRANDER, SECRETARY  
TOM GROFF, FIRE CHIEF  
SEAN M. GERAGHTY, SENIOR PLANNER  
TONY CASALE, CITY ATTORNEY**

**I. CALL MEETING TO ORDER:**

The meeting was called to order at 7:00 p.m.

**II. APPROVE MINUTES OF LAST REGULAR MEETING:**

MOTION : To approve the minutes to the January 6, 2015 meeting.  
MADE BY : Geoffrey Peck  
SECONDED : Matthew Donde  
VOTE : 5 in favor, 0 opposed

**III. PUBLIC COMMENT PERIOD:**

A. Purpose:

The City of Gloversville Planning Board offers a public comment period at the beginning of each of its meetings in an effort to allow the community an opportunity to comment or provide insight on a particular land use planning and/or zoning issue in the City. This comment period is not a public hearing and the Planning Board asks that you save comments regarding a particular project that is before the Board until the actual public hearing on the specific application itself. The Planning Board also asks that you not use the public comment period as a question and

answer session since Board members will not enter into a dialogue regarding any particular issue.

Vincent DeSantis

Mr. DeSantis indicated that he served on the Steering Committee for the City's new Master Plan. He indicated that the Plan is now available online for review. He indicated that he was very proud of the document that was put together and that he felt the new Master Plan was a very powerful document. He explained that the next step in the process is for the City to completely review the Zoning Regulations for the entire City. He indicated that a consultant will be hired by the City to bring the zoning regulations in line with the City's new Master Plan. He indicated that eventually a 5-year Capital Improvement Plan for the Central Business District will also be developed by a consultant. He indicated that the City would like to see this work completed in 2015.

Mr. DeSantis pointed out that the 5-year Capital Plan for reconstruction of the Central Business District will be a magnet for grant programs that will hopefully allow the City to create a vibrant commercial district. Mr. DeSantis said he was counting on the Planning Board to be actively involved with the review of the City's Zoning Regulations. He indicated that he would also like to have the County Planning Department participate in the process.

The Planning Board thanked Mr. DeSantis for his update.

#### **IV. FREE METHODIST CHURCH – SITE PLAN FOR MINISTRY EXPANSION:**

##### **A. Background:**

Free Methodist Church, which is located at 1200 County Highway 122 in the Town of Johnstown, would like to expand its ministry services into the former YWCA building at 33 Bleecker Street in the City of Gloversville. The Church's proposed reuse of the YWCA building will include a weekly food outreach program that takes place during the winter months when the farmer's market pavilion is not a viable option. The Church also plans to use space inside the former YWCA to conduct meetings, fellowship, counseling, outreach, etc. The narrative provided by the Church indicates that an accounting firm currently renting space on the first floor of the former YWCA building will remain and that a residence on the second floor will be used by a caretaker family that will occupy and oversee the facility.

##### **B. Planning Department Review:**

The Fulton County Planning Department has reviewed the application in accordance with the City's Site Plan Regulations and would like to offer the following comments:

1. How much space inside the former YWCA building will be set aside for the weekly food outreach program and how long will individuals be able to access the program each day?

DISCUSSION: John Mott, representing the Free Methodist Church, indicated that the entire food program will be run out of the first level of the building. He indicated that he did not have the exact square footage of space that is available. However, he pointed out that all of the Church's food will be stored on the first level and the distribution of the food will take place on that level.

Mr. Anderson asked if tractor trailer deliveries of food will still take place similar to the process at the Farmer's Market pavilion?

Mr. Mott indicated that a tractor trailer will deliver food once each month and will be parked in front of the former YWCA building for a short period of time.

Mr. Anderson pointed out that there is no loading dock available for the building.

Mr. Mott indicated that the building does have access on both Church Street and Bleecker Street. He indicated that it would take approximately ½ hour to an hour to unload the truck and that the deliveries are typically made at about 8:30 in the morning.

Planning Board Member Geoff Peck pointed out that, at that time of day, there is not a tremendous need for the parking spaces in front of the former YWCA building.

2. How much space and/or how many rooms will be set aside in the former YWCA building for the ministry programs involving counseling, fellowship, outreach, etc.?

DISCUSSION: Mr. Mott indicated that the Free Methodist Church would like to partner with other churches in the area to provide ministry programs in the building. He indicated that, at the present time, he did not know how much of the space would be used for the various programs.

3. How often and what time of day will the various counseling sessions be conducted in the building?

DISCUSSION: Mr. Mott confirmed that the counseling sessions would be conducted throughout the week and could take place during the daytime or evening hours.

4. If a worship service is conducted at some point in the future in the former YWCA building, what day of the week will the service be held and at what time?

DISCUSSION: Mr. Mott indicated that the regular church services will continue to be offered at the church on Phelps Street. He indicated that if a worship service is offered at some time in the future, it would probably take place on either Saturday or Sunday evenings.

Mr. Anderson noted that the narrative provided by the Church indicates that “other” church services will be provided in the building. He questioned what those services would be?

Wilton Sharp, Lead Pastor of the Free Methodist Church, explained that the Church would like to partner with other faiths in the community to offer space for counseling and outreach services.

Mr. Peck indicated that he felt the proposed use of the building by the Church was consistent with the types of programs that used to be offered by the YWCA.

Mr. Anderson asked if daycare services would be provided?

Mr. Sharp indicated that they would not.

Planning Board Member Matt Donde asked if any food would be prepared in the building for the food outreach program?

Mr. Sharp indicated that there would be no cooking facilities inside the building. Mr. Sharp did indicate that the Church may explore the idea of having an afterschool program for kids.

### C. Planning Board Action:

In accordance with Section 300-79 of the City of Gloversville Zoning Ordinance, the Planning Board must fix a time within forty-five (45) days from the day the Planning Board determines an application for Site Plan review to be complete for a public hearing on the application for Site Plan approval. Consequently, does the Planning Board feel that a public hearing should be scheduled on the Free Methodist Church’s Site Plan application for the former YWCA building at this time?

DISCUSSION: Mr. Anderson noted that the way the food is dropped off at the Farmer’s Market pavilion for the weekly food outreach program sometimes causes a chaotic mess. He stated that he felt there was sufficient parking in adjacent City lots for the program to function properly but questioned how food would be distributed in the building.

Mr. Sharp indicated that food pickup would occur between 10 a.m. and 12 p.m. once each week. He indicated that he has 30-40 volunteers both inside and outside of the building that help organize the distribution of the food.

Mr. Peck asked how many individuals are served by the program?

Mr. Sharp indicated that somewhere between 450 and 500 individuals are typically served.

Mr. Peck indicated that there have been other churches that have run similar types of programs and had just as many individuals who are served by the programs. He stated that he didn't feel the 2-hour block of time, once each week, would cause that much congestion problems.

Planning Board Member Brenda Leitt indicated that she would not be voting on this particular application since she is on the administrative board for the Church, but noted that the current weekly food outreach program is run from the Senior Center which is only up the street from the YWCA building.

Mr. Peck indicated that he didn't feel a public hearing on the Church's proposal would be necessary.

However, Board Members Mr. Anderson and Mr. Donde both felt that the public should have an opportunity to comment on the proposal.

MOTION: To schedule a public hearing on the Free Methodist Church's Site Plan application for the former YWCA building.

MADE BY: Matt Donde

SECONDED: Jonathan Kluska

VOTE: 4 in favor, 0 opposed, 1 abstained (Brenda Leitt)

**V. SCHINE MEMORIAL HALL – SITE PLAN FOR MUTTLY KREW KUTZ AT 36 NORTH MAIN STREET:**

A. Background:

Schine Memorial Hall intends to rent space at 36 North Main Street to Muttly Krew Kutz, a dog grooming business operated by Donielle Smith. A dog obedience school may also be operated at the property and a small retail operation selling leashes, collars, etc. will also be included as part of the business. Parking for the business is located behind the building and must be accessed along East Fulton Street.

B. Planning Department Review:

The Fulton County Planning Department reviewed the proposed Site Plan application and would like to offer the following comments:

1. How many parking spaces are available behind the building for the new business?

DISCUSSION: Karen Smith indicated that there are ten (10) parking spaces behind the building that are shared by tenants in the Schine building.

Mr. Peck asked if any of those spaces were reserved?

Ms. Smith indicated that they were not.

In reference to the applicant's narrative for the proposal, Board members held a lengthy discussion concerning how the "dog walking" area adjacent to the parking lot would be kept clean.

Ms. Smith explained that there is a product called "Pet Potty Grass" that can be rolled up and cleaned in a wash bin.

The Planning Board felt that the actual location of the "dog walking" area should be delineated on a sketch of the property.

Mr. Anderson asked that the application indicate that a Knox Box will be installed for the building. Fire Chief Tom Groff indicated that Mrs. Smith could contact him if she has any questions concerning the Knox Box.

Mr. Peck asked if the location of a water source for the cleanup of the parking area could be noted on the sketch plan?

Ms. Smith noted that water is not needed for the cleanup. She indicated that the mats she intends to use can simply be rolled up and brought indoors for washing in a wash bin.

D. Planning Board Action:

In accordance with Section 300-79 of the City of Gloversville Zoning Ordinance, the Planning Board must fix a time within forty-five (45) days from the day the Planning Board determines an application for Site Plan review to be complete for a public hearing on the application for Site Plan approval. Consequently, does the Planning Board feel that a public hearing should be scheduled on the Schine Memorial Hall's Site Plan application for Muttly Krew Kutz at this time?

MOTION: To waive a public hearing on the Schine Memorial Hall's Site Plan application for Muttly Krew Kutz and to conditionally approve the Site Plan application pending receipt of a sketch plan showing a delineation of the dog walking area and a notation on the application indicating that a Knox Box will be installed on the building.

MADE BY: Geoffrey Peck  
SECONDED: Matthew Donde  
VOTE: 5 in favor, 0 opposed

**VI. CROSSROADS BUSINESS PARK - FUTURE DEVELOPMENT CONSIDERATIONS:**

A. Background:

The Fulton County Industrial Development Agency received a grant from the Federal Economic Development Administration in February of 1998 to develop the Crossroads Business Park along South Kingsboro Avenue. The Park is approximately 76+/- acres in size and contains 23 lots ranging in size from 1 acre to 7.74+/- acres. To date, there are two (2) facilities that have been constructed within the Business Park. EPIMED, Inc. constructed a 25,000 sq. ft. building on Lot #17 and a portion of Lot #18 in 2001 and used approximately 5.16 acres. In 2006, the Crossroads Incubator Corporation constructed an office facility that is currently used by Nathan Littauer Hospital as a primary care center, along with Wells Fargo. That building is on Lot #10 and a portion of Lot #11. The Office Building is approximately 11,600 sq. ft. in size and sits on 2.61 acres. This leaves approximately 69+/- acres of vacant space within the Business Park.

B. Crossroads Business Park Regulations:

The City's Zoning Regulations currently allow the following uses in the Crossroads Business Park:

1. Professional and administrative offices.
2. Research laboratory.
3. Photographic processing facilities.
4. Printing and publishing facilities.
5. Processing and compounding of drugs and other medicinal and pharmaceutical products.
6. Retail and service uses that are designed to primarily serve the shopping and service needs of employees and businesses of the Park.
  - a. Exception: Specifically allowed are retail and service businesses on the five lots with frontage along South Kingsboro Avenue Extension in the Crossroads Business Park [Added 2-8-2011 by LL No. 3-2011].
7. Telemarketing operations.
8. Conference centers.
9. Data-processing centers.
10. Computer software and hardware companies.
11. Health-care facilities.
12. Accessory uses such as day-care centers, health clubs, satellite dishes or towers when located on a site with an allowed use where the primary user is the business sharing the property/building with the accessory use.

The following uses are currently prohibited in the Crossroads Business Park:

1. Structures which do not have persons regularly working therein.
2. Retail and service uses designated to serve the general public as a whole and thereby serve the Park incidentally.
3. Warehousing and distribution facilities, unless they are accessory and incidental to a telemarketing operation.

In July of 2012, a provision was added to the Regulations specifying that off-street parking spaces did not have to be located on the same lot as a principal use.

C. Crossroads Business Park Protective Covenants:

The Fulton County Industrial Development Agency adopted covenants for the development of the Crossroads Business Park. Those covenants stipulate that any uses permitted under the City's Zoning Regulations will also be permitted in accordance with the Park Covenants.

D. November 4, 2014 Meeting:

During its November 4, 2014 meeting, the Planning Board began discussing concepts and ideas for the future development of the Crossroads Business Park. At that time, Planning Board members felt that a clustered mix of retail development or a mix of retail uses and offices may be a very reasonable option for developing the Park.

The Board also discussed the idea of encouraging the development of a medical cluster inside the Crossroads Business Park. Board members recognized that EPIMED, Inc., a catheter manufacturer, occupies a spot at the top of the hill, and Nathan Littauer occupies most of the building on Lot #10, while Nathan Littauer's Surgery Center is located on property across the street from the Business Park. The term "Medical Village" was mentioned as a possibility for future development in the Crossroads Business Park. It was noted that Medical Villages are being encouraged across the country and there may be some federal funding available for this type of endeavor.

The final option that was discussed by the Planning Board was the concept of allowing residential development within at least a portion of the Business Park. It was noted that there is very little "high-end" housing available in the City of Gloversville and that portions of the Crossroads Business Park may be very suitable to this type of development. The idea of allowing mixed use development that would include residential apartments, along with retail and office space was also discussed.

County Senior Planner Sean Geraghty indicated that the Crossroads Business Park was constructed using federal dollars and that the Fulton

County IDA's agreement with the Federal Economic Development Agency may have some limitations in terms of the types of development that can be allowed inside the Business Park. Mr. Geraghty indicated that he would do some research into that issue and report back to the Board at its next meeting.

#### STATUS:

The Fulton County Industrial Development Agency's December 3, 1997 application to the Federal Economic Development Administration (EDA) stipulated that it intended to construct the Crossroads Phase II Business Park in order to provide serviced business park sites that are sorely needed in Fulton County. The application went on to describe some of the economic problems the County was facing and stated that, based on the density and type of development that had been experienced in the Crossroads Phase I Industrial Park of 13.5 jobs created per acre of development, the Crossroads Phase II Business Park could potentially create 800 additional service sector jobs and light industry jobs in the City of Gloversville, which would benefit all of Fulton County. Eventually, the Fulton County Industrial Development Agency was awarded \$1 million by the Federal Economic Development Administration to construct the infrastructure necessary to create the Crossroads Phase II Business Park.

The executed Financial Assistance Award between the Fulton County Industrial Development Agency and the Federal Economic Development Administration was signed in February of 1998. The award identifies the terms and conditions of the IDA's agreement with the federal government to develop the Crossroads Phase II Business Park. The US Department of Commerce Financial Assistance Standard Terms and Conditions are referenced in this Financial Assistance Award. One particular clause of interest in the Standard Terms and Conditions can be found under Section K: Property Management. It reads as follows: "Recipient agrees that, in the event it disposes of or alienates in any manner any interest in, the property during its useful life, without EDA's written approval, the government shall be entitled to recover the federal share of the value of the property. When during its useful life property is no longer needed for the purpose of the award, as determined by EDA, EDA may permit its use for other acceptable purposes consistent with those authorized for support by EDA."

It seems that this provision alone in the Standard Terms and Conditions prevents the IDA from developing the Crossroads Phase II Business Park in any other manner than was specified in the grant application itself or the subsequent Financial Assistance Award, without receiving an approval from the EDA.

DISCUSSION: Mr. Peck noted that, given the fact that the Crossroads Business Park was funded with federal dollars, he believed there would be some pullback on behalf of the government if the Industrial Development Agency did not meet its development goals for the Park. He indicated that he would like to know how much it would cost for the IDA to pay back the

federal government if it chose to pursue a different type of development on the property. He pointed out that if a developer wanted to develop the Park for a different type of project and was willing to fund the payment to the federal government, then another option for developing the Park could be pursued.

Mr. Geraghty agreed that if a developer with a large enough project was able to incorporate the costs associated with paying back the federal government into an overall project cost, then the options for developing the Business Park could be expanded.

Mr. Peck talked about the efforts that are being made to market the new Tryon Technology Park and Incubator Center. He indicated that he did not want to see the Crossroads Business Park forgotten and felt that it was going to be very important for this property to be properly marketed. Again, he indicated that he would like to get an idea of what the costs would be to buy out the federal grant so that different options for development of the property could be explored.

Mr. Geraghty indicated that he would speak with the IDA's Executive Director, Jim Mraz, about this issue and see if the IDA wished to approach the federal government about this matter.

**VII. OTHER BUSINESS:**

A. Training:

Mr. Geraghty reminded Board members to register for the February 11<sup>th</sup> training sessions at Fulton-Montgomery Community College (FMCC).

Board Members Brenda Leitt, Geoff Peck and John Kluska indicated that they didn't think they received the e-mail with the registration flyers.

Mr. Geraghty indicated that he would check to see if any e-mails were kicked back to the Planning Department.

**VIII. CLOSE OF THE MEETING;**

MOTION:	To close the meeting at 7:39 p.m.
MADE BY:	Geoffrey Peck
SECONDED:	Matthew Donde
VOTE:	5 in favor, 0 opposed