

**CITY OF GLOVERSVILLE PLANNING BOARD
JUNE 7, 2016
7:00 P.M.
CITY HALL**

MEETING NOTES

PRESENT:

**JAMES ANDERSON, CHAIRMAN
GEOFFREY PECK, VICE CHAIRMAN
BRENDA LEITT
JONATHAN KLUSKA
PETER SEMIONE, ALTERNATE**

**CINDY OSTRANDER, SECRETARY
BRANDON MYERS, CODE ENFORCEMENT OFFICER
TOM GROFF, FIRE CHIEF
SEAN GERAGHTY, SENIOR PLANNER**

I. CALL MEETING TO ORDER:

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

Planning Board Chairman James Anderson asked Planning Board Alternate Pete Semione to sit in on behalf of Matthew Donde.

II. APPROVE MINUTES OF LAST REGULAR MEETING:

MOTION : To approve the minutes to the May 3, 2016 meeting.
MADE BY : Peter Semione
SECONDED : Brenda Leitt
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.

There was no one to speak during the public comment period.

IV. GLOVERSVILLE PUBLIC LIBRARY – SITE PLAN AMENDMENT FOR NEW PARKING LOT AND GARAGE:

A. Background:

On June 2, 2015, the Gloversville Public Library received a Site Plan approval from the Planning Board to turn a vacant piece of property at 66 East Fulton Street (Tax Map Parcel No. 149.6-14-4) into a parking lot for Library patrons and install a garage on the back portion of the lot. The project at 66 East Fulton Street was part of the Library's overall expansion plans. The project was originally set to begin in the summer of 2015 and was bid out with only one (1) contractor submitting a proposal to the Library. That proposal exceeded the Library's project budget by 30% and, therefore, the Library is revisiting its proposed project in an attempt to reduce the overall cost of the project.

B. Proposed Changes:

The Gloversville Public Library has submitted a phasing plan modification for the parking lot/garage project at 66 East Fulton Street. Essentially, the phasing plan delays much of the work on the site until the spring/summer of 2018. The proposed garage building is now being considered as an alternate depending on the cost of the overall project. Consequently, the grading of the back portion of the lot, the installation of a sidewalk from the parking lot to the garage, the installation of sewer sanitary and water to the garage and a landscaping plan will be dependent upon the Library's project budget.

The estimated project construction schedule now calls for work on Phase 1 to begin in the summer of 2016, and the project to be completed by the spring/summer of 2018. As part of Phase 1 of the project, the site will be graded from the public sidewalk to a point approximately 100' into the property. The preparation of subgrade and the installation of subbase for the parking area will be undertaken as part of the initial phase of this project. In the fall of 2016, during Phase 2 of the project, the erosion and sediment control features, construction fencing and the construction management trailer will be placed on the site. According to the project schedule, the construction management trailer could be situated on the site for approximately 2 years.

DISCUSSION: Mr. Geraghty explained that the Library Parking Lot/Garage Project was originally scheduled to begin in the summer of 2015, but because of budget concerns, the project has been delayed. He stated that the Library would like to now begin the project during the summer of 2016 and conclude by the spring or summer of 2018. He pointed out that the Library has revised its project schedule and pushed some of the work out to future phases including the construction of a garage.

Planning Board Member Geoff Peck asked why the lighting and landscaping improvements were pushed out to a later phase?

Mr. Geraghty noted that the lighting and landscaping would most likely take place after the garage is constructed.

Barbara Madonna indicated that the Library will probably install the lighting as part of Phase 2 of the project when the construction trailer is placed on the site.

Mr. Geraghty asked Board members if they were comfortable having the construction trailer parked on a gravel parking lot for approximately two (2) years?

Planning Board Chairman James Anderson indicated that he did not want to see the parking lot left as a gravel lot after the Library finishes its project.

Ms. Madonna indicated that the Library now intends to install the pavement binder during Phase 2 of the project before the construction trailer is placed on the site. Ms. Madonna also noted that the Library still intends to construct the garage on the back portion of the lot if possible.

C. Planning Board Action:

In accordance with Section 300-83 of the City of Gloversville Zoning Ordinance, the Planning Board may schedule and hold a public hearing on any proposed changes to an approved Site Plan. If the Planning Board decides that a public hearing is not warranted, then it must approve, approve with modifications or disapprove the requested amendment within 30 days of its receipt of the proposed changes.

DISCUSSION: There was a general consensus among Planning Board members that a new public hearing would not need to be held on the Site Plan amendment.

MOTION: To conditionally approve the Gloversville Public Library's Site Plan Amendment with the following stipulation:

The site lighting and pavement binder must be installed as part of Phase 2 of the project when the construction trailer is placed on the site.

MADE BY: Jonathan Kluska
SECONDED: Peter Semione
VOTE: 5 in favor, 0 opposed

V. ANTHONY MONGATO – SPECIAL PERMIT FOR MULTI-UNIT APARTMENT BUILDING:

A. Background:

Anthony Mongato would like to take a former manufacturing building he owns at 15 James Street in the City of Gloversville and convert it into a 6-unit multi-family residence (Tax Map Parcel No. 134.14-21-12). In 2004, a Certificate of Occupancy was issued for a single-family residence on the second floor of the building. Mr. Mongato would now like to renovate the entire structure and create five (5) additional apartments.

B. County Planning Department Review:

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

1. A scaled drawing showing the exact location of the 20 off-street parking spaces available for tenant parking should be provided.

DISCUSSION: Mr. Geraghty noted that the proposed 6-unit apartment building would not necessarily require 20 off-street parking spaces.

Mr. Mongato explained that he wanted to show how many spaces he felt could be provided on his property.

There was a general consensus among Planning Board members that the actual location and dimensions of each of the off-street parking spaces should be shown on a revised drawing.

2. The locations and widths of driveway access to the site should be identified.

DISCUSSION: Mr. Geraghty indicated that the actual widths of the driveway access points to the property should be identified on a revised

drawing. He indicated that the driveway locations and widths will give the Planning Board an understanding of internal traffic flow on the property and will show how snow removal will need to be handled.

3. The location of any outdoor storage areas, along with the proposed method of screening, should be identified.

DISCUSSION: Mr. Mongato showed Board members where he intended to place a dumpster on the back side of the building. The Planning Board asked that a stockade fence be provided around the dumpster for screening.

4. The location and design of any new outdoor lighting on the building or property should be identified.

DISCUSSION: Mr. Mongato indicated that there is a motion sensor flood light on the garage that lights the back portion of the property. He pointed out that there are adjacent street lights that provide enough light on the property so that no additional lighting will be needed.

5. Any exterior renovations to the building should be identified on the Special Permit application.

DISCUSSION: Mr. Mongato indicated that he intended to paint, caulk and replace windows and doors on the building. He talked briefly about his business and explained some of the contracting work that he has done in the past. He noted that the improvements to the property will probably be undertaken on an incremental basis as time and finances permit.

6. Is any additional landscaping proposed as part of the project?

DISCUSSION: Mr. Mongato indicated that he did not intend to provide any additional landscaping on the site.

C. State Environmental Quality Review:

Section 617.1 of 6 NYCRR states that, the basic purpose of SEQR is to incorporate the consideration of environmental factors into the existing planning, review and decision making processes of State, regional and local government agencies at the earliest possible time. To accomplish this goal, SEQR requires that all agencies determine whether the actions they directly undertake, fund or approve may have a significant effect on the environment, and if it is determined that the actions may have a significant effect, prepare or request an environmental impact statement. Under these terms, the review of a Special Permit application is subject to SEQR. Therefore, the following issues must be addressed:

1. Does the Planning Board feel that the Short Environmental Assessment Form, provided by the applicant, has been completed adequately?

DISCUSSION: The Planning Board felt that the Short Environmental Assessment Form had been completed adequately.

2. Does the Planning Board feel that any additional information should be provided as part of the SEQR process?

DISCUSSION: The Planning Board did not ask for any additional information.

3. Section 617.6 (b) of 6 NYCRR states that, when a single agency is involved, the agency will be the lead agency when it proposes to undertake, fund or approve a Type 1 or Unlisted Action that does not involve another agency. If the agency has received an application for funding or approval of the action, it must determine the significance of the action, within twenty (20) calendar days of its receipt of the application, an Environmental Assessment Form or any additional information reasonably necessary to make that determination, whichever is later. Therefore, does the Planning Board wish to issue a Determination of Significance under SEQR at this time?

MOTION: To file a negative declaration under SEQR for this proposed action since:

1. The applicant's property is large enough to provide the required number of off-street parking spaces for six (6) residential units.
2. Municipal services and public utilities are already available and hooked into the building.
3. Renovation and reuse of the former manufacturing building for residential purposes is something that is encouraged in the City's Comprehensive Plan.
4. There will be no traffic implications resulting from the proposed project.

MADE BY: Geoffrey Peck
SECONDED: Jonathan Kluska
VOTE: 5 in favor, 0 opposed

D. Planning Board Action:

In accordance with Section 300-86 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 Special Permit review to be complete for a public hearing on the application for Special Permit approval. Consequently, does the Planning Board wish to

schedule a public hearing on Anthony Mongato's Special Permit application at this time?

DISCUSSION: Mr. Mongato asked who determines how many off-street parking spaces are required for the apartment building?

Mr. Geraghty indicated that City Building Inspector Brandon Myers will be responsible for identifying the number of required off-street spaces.

Mr. Myers encouraged Mr. Mongato to stop by his office so that they could discuss the project.

MOTION: To schedule a public hearing on Anthony Mongato's Special Permit application for an apartment building at 15 James Street for 7:00 p.m., Tuesday, July 5, 2016.

MADE BY: Geoff Peck
SECONDED: Brenda Leitt
VOTE: 5 in favor, 0 opposed

VI. JESSICA ROMANO – SITE PLAN FOR DANCE STUDIO AT 50 NORTH MAIN STREET:

A. Background:

Jessica Romano would like to open a dance studio (Acro Dance Studio) at 50 West Main Street in the City of Gloversville (Tax Map Parcel No. 149.6-7-16). The hours of operation for the proposed dance studio are Monday through Friday, 3:30 to 9:00 p.m., and weekends from 10 a.m. to 1:00 p.m.

B. County Planning Department Review:

The 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. Are any exterior changes to the building proposed?

DISCUSSION: Ms. Romano indicated that there were no exterior changes proposed for the building.

2. The design and location of any new signage on the building should be identified.

DISCUSSION: Ms. Romano indicated that the City Historic District Review Board has already reviewed and approved the sign for the building.

Mr. Geraghty asked that a copy of the sign design be provided for the Planning Board's records.

3. Given the size of the property itself, there are essentially no off-street parking spaces available for the proposed business. Consequently, in accordance with Section 300-31c of the City of Gloversville Zoning Ordinance, a letter will need to be forwarded to the Director of the City Department of Public Works requesting a recommendation on the availability of both on-street and off-street public parking.

DISCUSSION: Mr. Geraghty explained that he would forward a letter to the City Director of Public Works seeking a parking recommendation for Ms. Romano's proposal.

4. The Planning Board asked that a Knox Box be provided on the building.

C. State Environmental Quality Review:

The reuse of an existing building for a similar type of use is considered a Type II Action under the State Environmental Quality Review Act and is not subject to any further review.

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 Jessica Romano's Site Plan application at this time?

DISCUSSION: The Planning Board felt that a public hearing on the application would not be necessary since the building was simply being reused for an assembly-type space.

MOTION: To conditionally approve Jessica Romano's Site Plan application for a dance studio pending receipt of a recommendation letter from the City Department of Public Works.

MADE BY: Jonathan Kluska
SECONDED: Peter Semione
VOTE: 5 in favor, 0 opposed

VII. HARRY PHELPS – SUBDIVISION ALONG WEST ELEVENTH AVENUE:

A. Background:

Harry Phelps owns a piece of property along the south side of West Eleventh Avenue in the City of Gloversville. Mr. Phelps' parcel is approximately 7 acres in size and there is an existing house and garage on the lot. Mr. Phelps would like to create an additional building lot from the parcel by subdividing the property into a 3+/- acre lot to be retained with the existing home and a new 4.2 acre building lot.

B. Planning Department Review:

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

1. A metes and bounds description of the proposed dividing line needs to be provided.

DISCUSSION: Mr. Phelps indicated that his engineer, Charlie Ackerbauer, is already working on a metes and bounds description for the dividing line.

2. The location of the municipal water supply and sewage disposal servicing the new building lot should be identified.

DISCUSSION: Mr. Phelps indicated that there are no municipal water supply or sewer lines available to the property.

Mr. Geraghty indicated that if a well and onsite septic system will be used for the new building lot, then percolation and pit test results for the property will need to be provided on the revised subdivision plat.

3. The location of public utilities servicing the new building lot should be identified.

DISCUSSION: Mr. Phelps explained that he worked for National Grid and that he would show where utilities will be brought into the site.

4. Any proposed easements or covenants that will go along with the new building lot should be identified.

DISCUSSION: Mr. Phelps indicated that there will be no easements or covenants to go along with the new building lot.

C. State Environmental Quality Review:

Section 617.1 of 6 NYCRR states that, the basic purpose of SEQR is to incorporate the consideration of environmental factors into the existing planning, review and decision making processes of State, regional and local government agencies at the earliest possible time. To accomplish this goal, SEQR requires that all agencies determine whether the actions they directly undertake, fund or approve may have a significant effect on the environment, and if it is determined that the actions may have a significant effect, prepare or request an environmental impact statement. Under these terms, the review of a subdivision application is subject to SEQR. Therefore, the following issues must be addressed:

1. Does the Planning Board feel that the Short Environmental Assessment Form, provided by the applicant, has been completed adequately?

DISCUSSION: The Planning Board felt that the Short Environmental Assessment Form had been completed adequately.

2. Does the Planning Board feel that any additional information should be provided as part of the SEQR process?

DISCUSSION: The Planning Board did not ask for any additional information.

3. Section 617.6 (b) of 6 NYCRR states that, when a single agency is involved, the agency will be the lead agency when it proposes to undertake, fund or approve a Type 1 or Unlisted Action that does not involve another agency. If the agency has received an application for funding or approval of the action, it must determine the significance of the action, within twenty (20) calendar days of its receipt of the application, an Environmental Assessment Form or any additional information reasonably necessary to make that determination, whichever is later. Therefore, does the Planning Board wish to issue a Determination of Significance under SEQR at this time?

DISCUSSION: Mr. Peck asked about the drainage along the proposed driveway cut.

Mr. Phelps explained that he could show more details regarding the drainage on a revised drawing.

Mr. Geraghty suggested that the general drainage flow for the new building lot be shown and that any culvert pipe to be installed along West Eleventh Avenue be noted on the revised plat.

Mr. Kluska questioned the use of an onsite septic system for the new building lot.

Mr. Geraghty pointed out that, given the size of the lot and the types of onsite septic systems that are available, there is no reason to believe that the sewage disposal for the new building lot will pose any significant adverse environmental concerns.

MOTION: Authorizing the filing of a negative declaration under SEQR for this proposed action since:

1. There is sufficient acreage available to create a new building lot from the original tract of land and to install a well and onsite septic system on the property.
2. Public utilities are readily available to serve the new building lot.
3. There will be no traffic implications resulting from the proposed action.

MADE BY: Brenda Leitt
SECONDED: Jonathan Kluska
VOTE: 5 in favor, 0 opposed

D. Planning Board Action:

In accordance with Section 32 of the General City Law of New York State, the Planning Board shall hold a public hearing on a proposed preliminary plat within sixty-two (62) days of the submission of a complete preliminary plat by the applicant. Consequently, does the Planning Board wish to schedule a public hearing on Harry Phelps' subdivision application at this time?

MOTION: To schedule a public hearing on Harry Phelps' subdivision application for a piece of property along West Eleventh Avenue for 7:00 p.m., Tuesday, July 5, 2016.

MADE BY: Geoff Peck
SECONDED: Peter Semione
VOTE: 5 in favor, 0 opposed

VIII. OTHER BUSINESS:

A. Mr. Geraghty indicated that River Street Planning and Development Associates, the consultants working with the County on a new Development Strategy, will most likely want to meet with the City Planning Board later in the summer. He indicated that the consultants are waiting on the analyses being put together by sub-consultants on housing and retail development potential in the County.

IX. CLOSE OF THE MEETING;

MOTION: To close the meeting at 7:30 p.m.

MADE BY: Geoffrey Peck

SECONDED: Brenda Leitt

VOTE: 5 in favor, 0 opposed