

**CITY OF GLOVERSVILLE PLANNING BOARD
JULY 5, 2016
7:00 P.M.
CITY HALL**

MEETING NOTES

PRESENT:

**GEOFFREY PECK, VICE CHAIRMAN
MATTHEW DONDE
BRENDA LEITT**

**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 7:03 p.m.

II. APPROVE MINUTES OF LAST REGULAR MEETING:

MOTION : To approve the minutes to the June 7, 2016 meeting.
MADE BY : Matthew Donde
SECONDED : Brenda Leitt
VOTE : 3 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. ANTHONY MONGATO – PUBLIC HEARING ON A 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. June 7, 2016 Meeting:

During its June 7, 2016 meeting, the Planning Board began reviewing Anthony Mongato's Special Permit Application for a multi-unit apartment at 15 James Street. At that time, the Planning Board asked that the following information be provided on a revised Special Permit application prior to the public hearing:

1. A scaled drawing showing the exact location of all off-street parking spaces must be provided. The specific location and dimensions of each of those spaces must be shown.

STATUS: ?

2. The location and widths of all access driveways to the property must be identified.

STATUS: ?

3. The proposed location of a dumpster on the property must be identified. The Planning Board has asked that a stockade fence be provided around the dumpster for screening purposes.

STATUS: ?

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

STATUS: ?

5. A notation should be made on the drawing indicating that the only exterior changes to take place on the building will be painting, caulking and replacement of windows and doors.

STATUS: ?

DISCUSSION: Mr. Geraghty pointed out that Mr. Mongato did not submit a revised Special Permit application but noted that a public hearing notice was sent to the paper for this evening's meeting. He explained that, in the absence of a resubmittal from Mr. Mongato, the Planning Board will not be able to take any formal action this evening.

C. State Environmental Quality Review:

During its June 7, 2016 meeting, the Planning Board authorized the filing of a negative declaration under SEQR for this proposed action. Consequently, unless new additional information has been provided, no further SEQR action is necessary.

D. Public Hearing:

1. The public hearing was opened at 7:05 P.M.

Planning Board Vice Chairman Geoff Peck noted that the hearing will remain open until such time as Mr. Mongato resubmits his Special Permit application or the Planning Board determines that a resubmittal is not forthcoming.

2. Speakers:

Denise Dence
19 James Street

Ms. Dence noted that she lives next door to Mr. Mongato's proposed project and would rather see apartments created in the building than have it left empty.

E. Planning Board Action:

In accordance with Section 300-87 of the City of Gloversville Zoning Ordinance, the Planning Board shall approve, approve with modifications or disapprove the application for Special Permit approval within forty-five (45) days after the public hearing. Consequently, does the Planning Board wish to issue its decision on Anthony Mongato's Special Permit application at this time?

MOTION: To table any action on Mr. Mongato's Special Permit application pending receipt of a revised application.

MADE BY: Matthew Donde
SECONDED: Brenda Leitt
VOTE: 3 in favor, 0 opposed

V. HARRY PHELPS – PUBLIC HEARING ON A 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. June 7, 2016 Meeting:

During its June 7, 2016 meeting, the Planning Board began reviewing Harry Phelps' subdivision application for a piece of property along West Eleventh Avenue. At that time, the Planning Board asked that the following information be provided on a final subdivision plat prior to the public hearing:

1. A metes and bounds description of the dividing line separating the two (2) parcels needs to be shown.

STATUS: ?

2. Percolation and pit tests for the new building lot will need to be provided along with an approximate location of a well and septic system to service the new building lot.

STATUS: ?

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

STATUS: ?

4. A construction specification for the proposed driveway should be identified on the subdivision plat along with a driveway profile showing the approximate slope of the driveway. If a culvert pipe needs to be installed along West Eleventh Avenue, its location and size should be shown on the plat.

STATUS: ?

DISCUSSION: Once again, Mr. Geraghty pointed out that the Planning Board did not receive a revised subdivision plat from Mr. Phelps, but a public hearing notice did appear in the paper for this evening's meeting.

Mr. Geraghty indicated that he spoke with Mr. Phelps' engineer earlier in the day and was informed that the resubmittal would not take place until the Planning Board's August meeting.

C. State Environmental Quality Review:

During its June 7, 2016 meeting, the Planning Board authorized the filing of a negative declaration under SEQR for this proposed action. Consequently, unless new additional information has been provided, no further SEQR action is necessary.

D. Public Hearing:

1. The public hearing was opened at 7:06 P.M.

Mr. Peck, once again, indicated that this hearing would remain open until the applicant submits a revised subdivision plat.

2. Speakers:

Sandra Javarone
333 Bleecker Street

Ms. Javarone indicated that she would like to have some additional information on the type of complex that Mr. Phelps is proposing along West Eleventh Avenue.

Mr. Geraghty explained that Mr. Phelps' application is simply a 2-lot subdivision and does not involve any type of complex.

Ms. Javarone briefly spoke about some of the traffic concerns in the neighborhood.

E. Planning Board Action:

In accordance with Section 32 of the General City Law of New York State, the Planning Board must approve, with or without modification, or disapprove the subdivision plat within sixty-two (62) days after the public hearing.

MOTION: To table any action on Harry Phelps' subdivision application for a piece of property along West Eleventh Avenue until a final subdivision plat has been submitted.

MADE BY: Brenda Leitt
SECONDED: Matthew Donde
VOTE: 3 in favor, 0 opposed

VI. LARRY MCGILLIS – CONCEPT PLAN FOR A SUBDIVISION ALONG BROAD STREET:

A. Background:

Larry McGillis owns a piece of property on the corner of Broad Street and Second Street (Tax Map Parcel No. 149.6-10-61.5). The existing parcel is approximately .67 acres in size and has a commercial building on it. Mr. McGillis would like to create two (2) additional building lots on Broad Street that would each be approximately 4,800 sq. ft. in size and construct 1,050 sq. ft. homes on each lot. Mr. McGillis will require several area variances from the City of Gloversville Zoning Board of Appeals including a minimum lot size, front yard and rear yard setback.

B. Planning Board Discussion:

City Building Inspector Brandon Myers explained that Mr. McGillis has a hearing before the City of Gloversville Zoning Board of Appeals (ZBA) tomorrow evening for several area variances. He indicated that the ZBA would like to obtain some feedback from the Planning Board as to whether or not the Planning Board feels that it is feasible for Mr. McGillis to create two (2) additional building lots from his property along Broad Street.

Mr. McGillis pointed out that there were originally two (2) homes on Broad Street. He explained that, when those residences were taken down, all of the properties were combined into one (1) parcel.

Mr. Geraghty asked if a survey of the lot has been presented to the City of Gloversville ZBA as part of the variance applications?

Both Mr. Myers and Mr. McGillis indicated that a survey drawing has not been prepared.

There was then a brief discussion amongst Board members about the need to have a survey drawing for the proposal.

Mr. Myers talked about the setback variances that Mr. McGillis is seeking before the ZBA.

Mr. McGillis indicated that if he receives approval from the ZBA for all of his area variance requests, he will then have a survey prepared for submittal to the Planning Board as part of the subdivision application.

After another brief discussion, there was a general consensus among Board members that the concept of creating two (2) additional building lots along Broad Street is a feasible option for the property given the fact that there were previously two (2) residences at the same location.

In the absence of a formal application from Mr. McGillis, Mr. Geraghty pointed out that there is no formal action that can be taken by the Planning Board. He suggested that City Building Inspector Brandon Myers pass along the Planning Board's thoughts on the application to the ZBA.

VII. ZONING ORDINANCE AMENDMENTS:

A. Background:

The City of Gloversville Common Council, in accordance with Section 300-66 of the City of Gloversville Zoning Ordinance, is referring the proposed amendments to the City's Zoning Ordinance that were recommended by the City of Gloversville Zoning Commission to the Planning Board for a review and recommendation. The proposed amendments include:

- Adding several additional purpose statements to Article I.
- Updating and adding numerous definitions to Article III.
- Adding a "Downtown Urban Core Form Based Overlay District" to Article IV: Use Regulations.
- Adding a considerable number of definitions and provisions to the Sign Regulations.
- Numerous updates to Administrative Provisions.

PLANNING BOARD DISCUSSION: Mr. Geraghty explained that the City of Gloversville Zoning Commission recently completed its work on updating the City's Zoning Ordinance. He pointed out that the focus of the Zoning Ordinance Update was the creation of a "Downtown Urban Core Form Based Overlay District". Mr. Geraghty explained that Form Based Zoning differs from conventional zoning in that the focus is on the interaction and potential impacts a particular development could have on surrounding properties. Mr. Geraghty pointed out that this type of zoning is frequently seen in older communities that have already been built up and have a large number of properties that do not comply with current zoning standards. Mr. Geraghty pointed out that the City of Rensselaer recently adopted a Form Based Code to address the fact that many of its buildings no longer met minimum lot size or setback requirements. Mr. Geraghty pointed out that the City of Gloversville Central Business District is in a similar situation, with many of the buildings constructed right on property lines.

After a brief discussion, the Planning Board did not feel that any additional changes or language needed to be included in the proposed Zoning Ordinance update.

B. Planning Board Action:

In accordance with Section 300-66 of the City of Gloversville Zoning Ordinance, the Planning Board must submit its recommendation to the

City of Gloversville Common Council within twenty-one (21) days after receiving the referral.

MOTION: To recommend that the City of Gloversville Common Council adopt the City of Gloversville Zoning Commission's proposed update to the City of Gloversville Zoning Ordinance.

MADE BY: Brenda Leitt
SECONDED: Geoffrey Peck
VOTE: 3 in favor, 0 opposed

VIII. OTHER BUSINESS:

A. Code Enforcement Update:

Mr. Myers explained that Fig's Fish Fry restaurant on the corner of Market Street and East Fulton Street is not going to be pursued. He explained that the owners have decided that the project is not feasible and have since put the property up for sale.

IX. CLOSE OF THE MEETING;

MOTION: To close the meeting at 7:25 p.m.

MADE BY: Matthew Donde
SECONDED: Brenda Leitt
VOTE: 3 in favor, 0 opposed