

**CITY OF GLOVERSVILLE PLANNING BOARD
FEBRUARY 2, 2016
7:00 P.M.
CITY HALL**

MEETING NOTES

PRESENT:

**JAMES ANDERSON, CHAIRMAN
GEOFFREY PECK, VICE CHAIRMAN
MATTHEW DONDE
BRENDA LEITT
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 Member James Anderson asked Planning Board Alternate Peter Semione to sit in on behalf of Jonathan Kluska.

II. APPROVE MINUTES OF LAST REGULAR MEETING:

MOTION : To approve the minutes to the January 5, 2016 meeting.
MADE BY : Matthew Donde
SECONDED : Geoffrey Peck
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. NATHAN LITTAUER HOSPITAL – PUBLIC HEARING ON A SITE PLAN FOR MEDICAL OFFICE BUILDING:

A. Background:

Nathan Littauer Hospital would like to construct a 7,722+/- sq. ft. medical office building on a property it owns along Easterly Street (Tax Map Parcel No. 134.7-9-2.12). The property is approximately 3.58 acres in size and is currently occupied by the Hospital's Nursing Home. There are four (4) additional properties that make up the Hospital complex. The Nursing Home building and the new medical office building, which will be used as an out-patient dialysis center, will be connected but separated by a fire wall.

(NOTE: Planning Board Member Geoffrey Peck, who is employed by Nathan Littauer Hospital, indicated that he would be abstaining from any of this evening's discussion pertaining to this application.)

B. January 5, 2016 Meeting:

During its January 5, 2016 meeting, the City of Gloversville Planning Board began reviewing Nathan Littauer Hospital's Site Plan for a new medical office building along Easterly Street. At that time, the Planning Board asked that the following information be provided on the revised Site Plan drawings prior to the public hearing:

1. A location map showing the entire Hospital Complex, including buildings, parking areas and other significant structures should be provided. The location map should also denote the boundaries of the Hospital's property holdings.

STATUS: A new location map has been added to the Site Plan drawings showing the entire Hospital Complex. As shown on the location map, the Hospital owns five (5) tax map parcels, including a vacant parcel that is situated immediately north of the project site.

DISCUSSION: Planning Board members were satisfied with the revised cover sheet that was provided as part of the Site Plan submittal.

2. The finished floor elevation of the new medical office building should be corrected to 876.12 feet.

STATUS: Provided.

3. The column heading on the site statistics table on Drawing C-110 should be changed from “existing” to “zoning requirements.”

STATUS: Provided.

4. Notations should be made on the Site Plan drawing specifically identifying all of the existing parking spaces to be eliminated as part of the construction of the new medical office building and the new spaces to be created as part of the project.

STATUS: A parking summary table has been added to Drawing C-110. Essentially, one (1) additional parking space will be provided in the lot north of the project site and two (2) accessible spaces will be added to the north lot. The south lot will lose four (4) spaces while maintaining three (3) handicap-accessible spaces.

DISCUSSION: The Planning Board was comfortable with the addition of the parking summary table to Drawing C-110.

5. Specifications for the sewer lift station should be included on the detail sheets.

STATUS: In its response to the Planning Board, C.T. Male Associates indicates that Nathan Littauer Hospital has contracted with them to evaluate the pumps and lift station to see if upgrades will be necessary.

DISCUSSION: Jessica Marquard, representing the Hospital, confirmed that C.T. Male Associates is currently working on a design for a new pump station.

Mr. Geraghty indicated that the design of the system should be submitted to the City Building Inspector’s office and added to the Planning Board’s file for this particular Site Plan application.

6. A notation should be made on the Site Plan drawings identifying the hours of operation for the proposed outpatient dialysis center.

STATUS: The hours are identified on Drawing C-110 as 6:00 a.m. to 4:30 p.m., Monday through Saturday.

7. The current Site Plan drawings show new paving being installed along the north side of the new medical office building. The new paving does not include the entire width of the northernmost access driveway. Consideration should be given to extending the amount of pavement to include the entire access driveway along the north end of the project site.

STATUS: In its correspondence to the Planning Board, C.T. Male Associates indicates that the Hospital will not pave the entire entrance driveway as part of this project but will resurface the entrance driveway after construction of the new medical office building.

DISCUSSION: The Planning Board was comfortable with the Hospital's explanation that the remaining entrance driveway will be resurfaced at a later date, after the medical office building project has been completed.

8. The datum on the elevation drawings should match the elevations shown on the Site Plan drawing.

STATUS: Provided.

9. The outdoor storage area located off the northeast corner of the existing Nursing Home building should be labeled.

STATUS: The structure has been labeled as two (2) dumpsters and a generator.

10. If any new signage advertising the outpatient dialysis center is to be placed on the site, the location and design of that signage must be included on the Site Plan drawings.

STATUS: The location of a sign has been identified on Sheet C-110 along with a note indicating that the design of the sign will be prepared by others?

DISCUSSION: Ms. Marquard indicated that C.T. Male Associates is not designing the proposed sign to be installed along Easterly Street. She believed that the design would be similar to other signs on the Hospital property.

After a brief discussion, the Planning Board agreed to allow City Building Inspector Brandon Myers to determine if the final design of the sign needs to be brought back to the Planning Board for its approval.

11. The construction staging area for the project should be clearly noted on the Site Plan drawings.

STATUS: Notations for the construction staging area are shown on Drawing C-140.

12. A notation should be included on the Site Plan drawings clarifying if the new medical office building will be tied into the Hospital's existing fire alarm system or will have its own system. The Planning Board also asked that the location of a Knox Box be identified on the new medical office building.

STATUS: The fire/alarm system will be designed and built by a vendor. A notation has been added to Sheet C-110 indicating that the system will not be connected to the Hospital's system and will be monitored by the tenant. A notation has also been added to the drawing indicating that the contractor will coordinate the location of a Knox Box with the owner and the local fire department.

DISCUSSION: Planning Board Chairman Jim Anderson noted that Nathan Littauer Hospital could also tie into the City's existing box system.

13. A notation should be included on the drawings indicating how fire access will be maintained throughout the construction of the office building.

STATUS: A notation has been added to the drawings indicating that, for fire access, trucks and deliveries shall use the East State Street entrance as the primary entrance and exit to the site.

14. The front yard setback for the project is 20'. Since the overhang above the entrance door on Easterly Street will be approximately 16.24 feet from the front property line, an area variance will be needed. In accordance with Section 27-a of the General City Law of New York State, the Planning Board will forward an application to the Zoning Board of Appeals for this area variance request.

STATUS: An application has been placed on the agenda for the next City of Gloversville Zoning Board of Appeals' meeting.

DISCUSSION: Mr. Marquard indicated that the Hospital's application for a variance will be presented to the City of Gloversville Zoning Board of Appeals on Wednesday, February 3, 2016.

Mr. Geraghty noted that the Zoning Board of Appeals' decision will not be made until March of 2016. He pointed out that any decision this evening by the Planning Board will have to be conditioned upon the Zoning Board of Appeals' decision next month.

In addition to the Planning Board's comments, City Building Inspector Brandon Myers asked that the following additional pieces of information be included on the revised drawings:

1. The use of any benchmarks should be labeled accordingly.

STATUS: There are two (2) benchmarks labeled on Sheet C-120.

2. The sanitary invert on Sheet C-130 should be confirmed.

STATUS: An additional notation has been added to Sheet C-130 confirming the invert elevations.

3. Additional clarifications concerning the amount of parking that is required under the City's Zoning Regulations should be provided.

STATUS: Additional narrative has been included with the Site Plan submittal explaining why the Hospital feels that it does not need any additional parking for this proposed project.

DISCUSSION: After reviewing the aerial photography of the Hospital Complex that was provided as part of the Site Plan submittal, the Planning Board felt that there is sufficient parking on the Hospital properties to handle the additional parking demand that will be generated by the outpatient dialysis center. The Planning Board decided to allow the Hospital's proposed parking reconfiguration for the project.

4. The truck radius of the pumper should be noted on the primary access driveway along the north side of the proposed building. The fire connection should also be moved to the lower elevation in the vicinity of the front door.

STATUS: The fire connection has been moved to the north side of the proposed building. However, the truck radius of the pumper has not been included on the Site Plan drawings.

DISCUSSION: City Building Inspector Brandon Myers noted that he received an e-mail earlier in the afternoon showing how the pumper truck can maneuver the main access driveway along Easterly Street.

Mr. Geraghty suggested that the drawing be included with the Site Plan application package in the Planning Board's files.

C. State Environmental Quality Review:

During its January 5, 2016 meeting, the City of Gloversville Planning Board classified the proposed project as an Unlisted Action and proposed that it serve as the Lead Agency for the purpose of issuing a determination of significance under SEQR. A copy of the Site Plan drawings, along with the Short Environmental Assessment Form, were forwarded to the only other Involved Agency, the NYS Department of Environmental Conservation (NYSDEC). NYSDEC was asked to comment on the City of Gloversville Planning Board's proposal to act as Lead Agency or on the project itself by Monday, February 1, 2016. To date, no comments have been received from that Agency.

DISCUSSION: Mr. Geraghty noted that it was unusual to have NYSDEC not respond to a Lead Agency coordination letter. He speculated that there may have been some type of confusion as to where the response was sent. He

asked Ms. Marquard if she had any recent contact with NYSDEC regarding the permit that will be required to work within the wetlands buffer zone?

Ms. Marquard explained that NYSDEC has verified C.T. Male's delineation of the wetland boundaries. She indicated that C.T. Male has now forwarded an application to DEC to obtain the wetlands permit.

MOTION: Declaring the City of Gloversville Planning Board the Lead Agency for the purpose of issuing a determination of significance under SEQR.

MADE BY: Matthew Donde

SECONDED: Brenda Leitt

VOTE: 4 in favor, 0 opposed, 1 abstained (Geoffrey Peck)

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

1. There is sufficient acreage available on the Hospital Complex to construct the new 7,722 sq. ft. medical office building.
2. The additional traffic generated by the proposed office building will have negligible impacts along Easterly Street.
3. Public utilities and municipal services are readily available to service the new project.
4. There is a significant local public need for an outpatient dialysis center, which is what the new medical office building will be used for.

MADE BY: Brenda Leitt

SECONDED: Peter Semione

VOTE: 4 in favor, 0 opposed, 1 abstained (Geoffrey Peck)

D. Public Hearing:

1. The public hearing was opened at 7:17 P.M.

2. Speakers:

There was no one to speak regarding the Nathan Littauer Hospital's Site Plan application.

3. The public hearing was closed at 7:18 P.M.

E. Planning Board Action:

In accordance with Section 300-80 of the City of Gloversville Zoning Ordinance, the Planning Board, within forty-five (45) days after the public hearing, shall approve, approve with modifications or disapprove the

application for Site Plan approval. Consequently, does the Planning Board wish to issue its final decision on Nathan Littauer Hospital's Site Plan for a new medical office building along Easterly Street.

MOTION: To approve the Nathan Littauer Hospital's Site Plan for a medical office building along Easterly Street with the following stipulations:

1. The final design of the sign to be placed along Easterly Street must be submitted to the City Building Inspector's Office for review.
2. The final design of the new pump station to service the medical office building needs to be submitted to the City Building Inspector's Office.
3. An Area Variance for the drive-up entrance structure must be approved by the City of Gloversville Zoning Board of Appeals.

MADE BY: Matthew Donde

SECONDED: Peter Semione

VOTE: 4 in favor, 0 opposed, 1 abstained (Geoffrey Peck)

V. OTHER BUSINESS:

A. Code Enforcement Update:

City Building Inspector Brandon Myers noted that he attended the presentation by Gloversville Housing Authority Director Tim Mattice on a potential housing project along Burr Street. He indicated that he thought Mr. Mattice's presentation was very well done and encouraged him to bring the presentation to the Planning Board.

B. Training:

Mr. Geraghty indicated that Planning Board members should have received an e-mail on Monday with a registration flyer for the training sessions at FMCC.

Brenda Leitt indicated that she didn't receive the e-mail.

Mr. Geraghty indicated that he would attempt to send it to her again.

VI. CLOSE OF THE MEETING;

MOTION: To close the meeting at 7:29 p.m.

MADE BY: Geoffrey Peck

SECONDED: Brenda Leitt

VOTE: 5 in favor, 0 opposed