

PLANNING AND ZONING COMMISSION

Town of Glenville

18 Glenridge Road

Glenville, NY 12302

December 9, 2019

Present: M. Carr, Chairman, J. Gibney, N. Brower Dobiesz, J. Lippmann, P. Ragucci,
K. Semon, M. Tanner

Also

Attending: M. Burns, Planner I, C. Heinel, Town Counsel, L. Walkuski, Stenographer

Absent: .

Meeting called to order at 7:02 P.M.

Motion to approve the Agenda

Moved by: K. Semon

Seconded by: M. Tanner

Ayes: 7 **Noes:** 0 **Absent:** 0

Motion Approved

Motion to approve minutes from the November 18, 2019 meeting

Moved by: K. Semon

Seconded by: N. Brower Dobiesz

Ayes: 7 **Noes:** 0 **Absent:** 0

Motion Approved

Dr. Mina Sun
463 Saratoga Road

Final Site Plan Review

Dr. Sun is proposing a change in use from a medical office to an adult daycare facility. The site currently includes a 2,900 sq. ft. medical office building with approximately 16 parking spaces on approximately .55 acres. The site is zoned “Professional/Residential”.

Gavin Villaume, EDP, and David Karasz, owner, were present.

G. Villaume stated minor site plan revisions were presented at the October 2019 PZC meeting. He said the Commission was pretty comfortable with the site plans however, the Commission did ask for additional information regarding the building and proposed use. Tonight, revised plans show the following:

- There are no steps either at the front or back of the building for emergency access
- There were other minor tweaks to the building plans

He also believes the attorney, David Karasz, submitted additional information regarding the licensing, training and oversight of the adult daycare.

M. Carr stated he asked for a summary of the training and only received a checklist. He also stated that this business is regulated by the state and the Commission expects the applicant to run a facility that is run in accordance with the requirements by the State of New York and the Town of Glenville. M. Carr asked if the applicant would agree to that.

D. Karasz stated they are in agreement.

K. Semon asked if the applicant was ok with the town building department establishing what will be the maximum occupancy for the business even if it’s less than what is being proposed.

D. Karasz replied the state requires 40 sq. ft. per person and he won’t have any problems with the building department’s determination.

K. Semon asked if the hours of operation are Monday thru Saturday 8:00AM – 6:00PM.

D. Karasz said that would be their normal hours of operation with exception for people who are delayed in picking up clients.

K. Semon inquired about the rear exit and will there be a sidewalk that leads to the front of the building.

G. Villaume said there probably will be a gravel or surfaced sidewalk.

M. Tanner asked about emergency exit in the rear of the building.

G. Villaume said he wasn’t sure if it meets emergency exit requirements.

M. Carr read into the record the response from Chief Thornhill of the East Glenville Fire Department. (See Attachment A.) The applicant will have to meet the appropriate fire code.

G. Villaume said whatever the fire code is for emergency exits it will be met.

J. Lippmann also stated that the occupancy code will have to be met and it will be determined by the Town of Glenville Building Department.

MOTION

In the matter of the final site plan review application by Dr. Mina Sun for a change in use from a medical office to an adult daycare facility located at 463 Saratoga Road, the Planning and Zoning Commission hereby conditionally approves the application. The Commission's decision is based upon the following findings:

1. The proposed use does conform to other applicable provisions of the Zoning Ordinance, including, but not limited to, landscaping requirements, building design, off-street parking requirements, building setbacks, fence requirements, sign regulations, storm water management
2. The proposed use does exhibit adequate and logical vehicular access and circulation, including intersections, road widths, curbing, and traffic controls.
3. The proposed use does exhibit satisfactory pedestrian and bicycle access and circulation, including separation of pedestrian traffic from automobile traffic, the placement and usefulness of on-site sidewalks and walkways, the accommodation for pedestrians at adjacent street intersections, and overall pedestrian and bicyclist safety and convenience.
4. The proposed use does exhibit adequate and logical location, arrangement, and setting of off-street parking and loading areas.
5. The proposed use does exhibit adequate and logical placement, arrangement, size, and design of buildings, lighting, and signs.
6. The proposed use does provide for the adequate type and arrangement of trees, shrubs, and other landscaping elements, as they relate to visual and noise buffering of adjacent sites and the reduction of visual impacts from the street.
7. The proposed use does demonstrate adequate provisions for the collection and/or disposal of storm water, sanitary waste, and garbage.
8. The proposed use will allow for adequate on-site snow plowing and snow storage.
9. The proposed use does demonstrate adequacy and durability of structures, roadways, utilities, and landscaping in areas with moderate to high susceptibility to flooding, ponding, and/or erosion.

10. The proposed use does retain existing trees and vegetation for aesthetic reasons, and minimize soil erosion and siltation.
11. The proposed use does protect adjacent properties against noise, glare, light pollution, odors, litter, unsightliness, or other objectionable features.
12. The proposed use does provide suitable open space for buffering and/or recreation purposes.

Conditions of Approval:

1. Provide written analysis of on-site wastewater facility completed by a qualified design professional.
2. Provide written comments from East Glenville Fire Department pursuant to Town's request for comments/concerns.
3. Apply for and secure all applicable State, County and local permits and/or certifications including but not limited to:
 - New York State Office for the Aging: Certification for Adult Day Care Facility.
 - Town of Glenville Building Department: Commercial Building Permit – Commercial Alterations or Repairs.
 - Town of Glenville Building Department: Application for Sign.
4. Determination by the Town of Glenville Building Department as to the maximum permitted occupancy (staff + clients + visitors) of the business.
5. Hours of operation shall be Monday-Saturday from 8:00 A.M. – 6:00 P.M.
6. The Adult Day Care Facility is approved as an “adult day care facility” only. Overnight accommodations are not permissible.
7. The rear exit from the building shall be provided with a means of egress (concrete sidewalk, asphalt path, etc.) to the front parking lot.
8. The “kitchenette” shall include a microwave, refrigerator and sink as depicted on the floor plan entitled, “Proposed Changes - Floor Plan,” prepared by Garry Robinson, P.E., dated 10/31/19, revised 12/01/19.
9. Additionally, the applicant is to follow the comments made by Chief Thornhill of the East Glenville Fire Department and is to work with the East Glenville Fire Department to preplan any potential responses they may have at the facility.

The applicant had a question concerning the wording of certification in point #3. M. Carr stated that is between the applicant and the state. The town is asking the applicant to run a business in accordance with NYS law.

N. Brower Dobiesz suggested to include the words “as applicable” in point #3.

Motion

Moved by: M. Carr

Seconded by: J. Lippmann

Ayes: 7 **Noes:** 0 **Absent:** 0

Motion Approved

**SQP (Specialty Quality Packaging)
502 & 602 Potential Parkway**

Final Site Plan Review

This application is proposing the connection of buildings #502 and #602 Potential Parkway located within the Glenville Business Tech Park. This enlarged space is to establish 10 overhead loading dock doors to replace the 6 currently in use thus increasing efficiency in the loading/receiving functions of the business while also creating additional storage space. The site is zoned “Research / Development / Technology”.

Luigi Palleschi, ABD Engineering, was present. His recap of the application is as follows:

- As previously presented to the Commission the applicant is asking for a connection between buildings #502 and #602 Potential Parkway.
- At the November ZBA meeting, the granting of three variances were given; building coverage, front and rear setbacks.
- SQP is in agreement to combine the two parcels which answered several questions the PZC and ZBA had with regard to this application.
- A submission was made on 12/6/19 in response to M. Burns questions regarding this application.
- A new site plan was also submitted 12/6/19 showing the combination of the parcels.

J. Gibney asked if the process has begun to combine the two parcels and how long will it take to accomplish.

L. Palleschi stated the surveyors are in the process of doing the descriptions needed to join the parcels. In addition, they need to work on the description with regard to the dedication of a portion of E Street. Mr. Palleschi said it would probably take about 2-3 weeks.

M. Burns said the town attorney will have to review it.

C. Heinel, Town Attorney, said 2-3 weeks is a sufficient amount of time to come up with a description for road dedication and combination of the two lots.

J. Gibney asked if there was going to be any issue with the bank.

L. Palleschi stated the applicant double-checked with the bank, and there were no issues.

M. Carr stated M. Cuevas was looking for information on an easement.

M. Burns said in looking at the town board resolution that approved the transfer of E Street to SQP there was language regarding the generation of materials that are needed in order for the transfer to take place. He believes that information is what M. Cuevas was looking for and that is what is being worked on.

K. Semon said that he doesn't have a problem with the application and believes the fire alarm system being all one system is a positive change.

M. Burns asked L. Palleschi if his response went to Chief Almay, Village of Scotia.

L. Palleschi stated his response was not sent to Chief Almy.

M. Burns said the town will follow up with Chief Almy to make sure he is satisfied with the answers to his concerns. Furthermore, the attached possible list of conditions for approval include some items that the town would like to see cleaned up around the building i.e. traffic circulation, building identification (names and numbers), so people know where they are inside the park. This is a good time to try and rectify issues that are common to the industrial park with new applications that come before the town.

L. Palleschi said they are ok with that. The notes on the site plan indicate those types of changes within the vicinity of 502/602 Potential Parkway.

J. Lippmann asked if the town is requiring an easement for the sewer and water.

M. Burns replied there will be easements. There also are sleeves in the ground in case of a failure, but the easements will have to be drawn up and given to legal counsel and Dana Gilgore.

MOTION

In the matter of the final site plan review application by Specialty Quality Packaging proposing to join the two lots and the connection of buildings #502 and #602 Potential Parkway located within the Glenville Business Tech Park. This enlarged space is to establish 10 overhead loading dock doors to replace the 6 currently in use, the Planning and Zoning Commission hereby conditionally approves the application. The Commission's decision is based upon the following findings:

1. The proposed use does conform to other applicable provisions of the Zoning Ordinance, including, but not limited to, landscaping requirements, building design, off-street parking requirements, building setbacks, fence requirements, sign regulations, storm water management and erosion control requirements, etc.
2. The proposed use does exhibit adequate and logical vehicular access and circulation, including intersections, road widths, curbing, and traffic controls.
3. The proposed use does exhibit satisfactory pedestrian and bicycle access and circulation, including separation of pedestrian traffic from automobile traffic, the placement and usefulness of on-site sidewalks and walkways, the accommodation for pedestrians at adjacent street intersections, and overall pedestrian and bicyclist safety and convenience.
4. The proposed use does exhibit adequate and logical location, arrangement, and setting of off-street parking and loading areas.
5. The proposed use does exhibit adequate and logical placement, arrangement, size, and design of buildings, lighting, and signs.

6. The proposed use does provide for the adequate type and arrangement of trees, shrubs, and other landscaping elements, as they relate to visual and noise buffering of adjacent sites and the reduction of visual impacts from the street.
7. The proposed use does demonstrate adequate provisions for the collection and/or disposal of storm water, sanitary waste, and garbage.
8. The proposed use will allow for adequate on-site snow plowing and snow storage.
9. The proposed use does demonstrate adequacy and durability of structures, roadways, utilities, and landscaping in areas with moderate to high susceptibility to flooding, ponding, and/or erosion.
10. The proposed use does retain existing trees and vegetation for aesthetic reasons, and minimize soil erosion and siltation.
11. The proposed use does protect adjacent properties against noise, glare, light pollution, odors, litter, unsightliness, or other objectionable features.
12. The proposed use does provide suitable open space for buffering and/or recreation purposes.

Conditions of Approval:

1. Provide the Town of Glenville's Town Attorney with those materials that satisfy the conditions of the transfer of a portion of town road known as E Street. Said conditions and understanding having been detailed within Town Board Resolution No. 148-2019 adopted September 4, 2019.
2. Compliance with Zoning Board of Appeals - Conditions of Approval associated with Area Variances granted on 11/25/19.
3. Provide Town of Glenville with lot consolidation map for approval and subsequent filing with the Schenectady County Clerk's office. One (1) Mylar and a minimum of three (3) paper copies will be required for the PZC Chair's signature. Once filed, two (2) copies containing the Schenectady County Clerk's recording stamp shall be returned to Glenville's Economic Development and Planning Department for filing.
4. Provide Town of Glenville with written responses to Scotia Fire Chief Almy detailed in email dated 10/17/19 concerning alarms, etc.
5. Provide basic erosion and sedimentation control measures on Site Plan and specifications in detail sheets (concrete washout location, catch basin protection, soil stockpile, fueling container location(s), etc.).
6. All potable water improvements shall conform to Town of Glenville material specifications.
7. All sanitary sewer improvements shall confirm to Town of Glenville material specifications.

8. Final potable water and sanitary sewer system design shall be approved by the Town of Glenville Commissioner of Public Works and/or designee.
9. Apply for and secure all applicable State, County and local permits including but not limited to:
 - Town of Glenville Public Works: Application for Road Cut, Shoulder Cut and Storm Sewer Connection.
 - Town of Glenville Public Works: Application for Commercial Water Permit.
 - Town of Glenville Public Works: Application for Commercial Sewer Permit.
 - Town of Glenville Building Department: Commercial Building Permit – New Structure.
 - Town of Glenville Building Department: Application for Sign.
10. Install all NYS Fire Code and NYS Vehicle and Traffic Law measures applicable to this development on-site and within the immediately surrounding impacted streets. Measures applicable shall include but are not limited to: building numbering, building occupant(s) name, street name signs, pavement markings, fire hydrant protection, etc. (see attached memo from Glenville Traffic Engineer - Attachment B.)

Motion

Moved by: M. Carr

Seconded by: P. Ragucci

Ayes: 7 **Noes:** 0 **Absent:** 0

Motion Approved

Scotia Industrial Park, Inc.
302 B Street, Glenville Business & Tech Park

Site Plan Review
Final

This application is for the construction of a 100,000 sq. ft. food-grade warehouse facility to be located in the Glenville Business & Technology Park. Current zoning for this parcel is “Research/Development/Technology”.

Dave Ahl, Scotia Industrial Park, and Dan Faldzinski, Delta Engineering, were present.

D. Ahl stated since the last meeting several items need to be noted.

- They appeared before the ZBA and received a variance for the rear setback
- An updated site plan was submitted showing connection to a private water source.
- A second storm water pond was added.

A discussion took place regarding the storm water ponds.

N. Browser Dobiesz asked if National Grid was aware of it.

D. Faldzinski replied yes, they are aware.

D. Ahl stated that it takes awhile to hear from National Grid.

M. Carr asked if they have heard from DEC.

D. Ahl said they have been in contact with DEC.

M. Burns said an email chain indicates that DEC is aware and working on it.

K. Semon asked if there were any fire hydrants near the parking lot side of the building.

D. Faldzinski said there is one on the corner.

MOTION

In the matter of the final site plan review application by Scotia Industrial Park, Inc. for the construction of a 100,000 sq. ft. food grade warehouse facility located at 302 B Street, Glenville Business & Tech Park, the Planning and Zoning Commission hereby conditionally approves the application. The Commission's decision is based upon the following findings:

1. The proposed use does conform to other applicable provisions of the Zoning Ordinance, including, but not limited to, landscaping requirements, building design, off-street parking requirements, building setbacks, fence requirements, sign regulations, storm water management and erosion control requirements, etc.
2. The proposed use does exhibit adequate and logical vehicular access and circulation, including intersections, road widths, curbing, and traffic controls.
3. The proposed use does exhibit satisfactory pedestrian and bicycle access and circulation, including separation of pedestrian traffic from automobile traffic, the placement and usefulness of on-site sidewalks and walkways, the accommodation for pedestrians at adjacent street intersections, and overall pedestrian and bicyclist safety and convenience.
4. The proposed use does exhibit adequate and logical location, arrangement, and setting of off-street parking and loading areas.
5. The proposed use does exhibit adequate and logical placement, arrangement, size, and design of buildings, lighting, and signs.
6. The proposed use does provide for the adequate type and arrangement of trees, shrubs, and other landscaping elements, as they relate to visual and noise buffering of adjacent sites and the reduction of visual impacts from the street.
7. The proposed use does demonstrate adequate provisions for the collection and/or disposal of storm water, sanitary waste, and garbage.
8. The proposed use will allow for adequate on-site snow plowing and snow storage.

9. The proposed use does demonstrate adequacy and durability of structures, roadways, utilities, and landscaping in areas with moderate to high susceptibility to flooding, ponding, and/or erosion.
10. The proposed use does retain existing trees and vegetation for aesthetic reasons, and minimize soil erosion and siltation.
11. The proposed use does protect adjacent properties against noise, glare, light pollution, odors, litter, unsightliness, or other objectionable features.
12. The proposed use does provide suitable open space for buffering and/or recreation purposes.

Conditions of Approval:

1. Provide Village of Scotia Department of Public Works with proposed sanitary sewer system design plans.
2. Provide Town of Glenville Department of Public Works with written correspondence from Village of Scotia as to acceptability of final sanitary sewer design.
3. Provide Town of Glenville and Village of Scotia Department of Public Works with engineering report of proposed water usage, analysis of available capacity in the receiving sanitary sewerage system and a description of the character of the wastewater effluent.
4. All potable water improvements shall conform to Town of Glenville material specifications.
5. All sanitary sewer improvements shall confirm to Town of Glenville material specifications.
6. Final potable water and sanitary sewer system design shall be approved by the Town of Glenville Commissioner of Public Works and/or designee.
7. Acceptance of final Stormwater Drainage Design by Town of Glenville Designated Engineer and Town of Glenville Highway Superintendent with signature on Notice of Intent in a form sufficient for filing with the NYS Department of Environmental Conservation. Any modifications to the current set of drawings shall be incorporated into the Final Site Plan sets along with appropriate notations within the revision block, prior to sign-off by the Planning and Zoning Commission Chair.
8. Apply for and secure all applicable State, County and local permits including but not limited to:
 - New York State Department of Health or Ag & Markets: Application for a Permit to “Operate a Food Grade Warehouse/Distribution Facility.”
 - Town of Glenville Public Works: Application for Road Cut, Shoulder Cut and Storm Sewer Connection.
 - Town of Glenville Public Works: Application for Commercial Water Permit.
 - Town of Glenville Public Works: Application for Commercial Sewer Permit.
 - Town of Glenville Building Department: Commercial Building Permit – New Structure.

- Town of Glenville Building Department: Application for Sign.
 - Village of Scotia Sanitary Sewer permit.
9. Provide written correspondence from NYS Department of Environmental Conservation regarding acceptability of improvements in the vicinity of the Permeable Reactive Barrier.
 10. Provide specifications on Site Plan documents regarding procedure for modifications to existing test wells.
 11. Provide a written description of how the proposed development plan will comply with the conditions contained within the Final Site Management Plan associated with the Defense National Stockpile Center Scotia Depot.
 12. Include specifications for the installation of a vapor barrier under building slab per Final Site Management Plan referenced in 11 above.
 13. Provide Town of Glenville with written correspondence from National Grid regarding acceptability of improvements within their easement area.
 14. Install all NYS Fire Code and NYS Vehicle and Traffic Law measures applicable to this development on-site and within the immediately surrounding impacted streets. Measures applicable shall include but are not limited to: building numbering, building occupant(s) name, street name signs, pavement markings, fire hydrant protection, etc. (see attached memo from Glenville Traffic Engineer – See Attachment B).

J. Gibney asked about the food grade designation. Where did that come from?

D. Ahl stated that Ag & Markets requires that you get a license if you are a food grade warehouse. It does talk about beverages/ beverage containers. Adirondack Beverages has to obtain the license for beverage storage.

Motion

Moved by: M. Carr

Seconded by: K. Semon

Ayes: 7 **Noes:** 0 **Absent:** 0

Motion Approved

With no further business the meeting was adjourned at 7:45 P.M.

Lynn Walkuski
Stenographer

Linda Neals
Town Clerk