

PLANNING AND ZONING COMMISSION

Town of Glenville
18 Glenridge Road
Glenville, NY 12302
January 13, 2020

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

Also

Attending: M. Burns, Planner I, A. Briscoe, Code Enforcement Officer, C. Heinel, Town
Attorney, L. Walkuski, Stenographer

Absent:

Meeting called to order at 7:04P.M.

Motion to approve the Agenda

Moved by: P. Ragucci

Seconded by: M. Tanner

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

Motion Approved

Motion to approve minutes from the December 9, 2019 meeting

Moved by: P. Ragucci

Seconded by: N. Brower Dobiesz

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

Motion Approved

**Stewart's Shops Corporation
Board 571 Sacandaga Road (21.3-2-1)
Vacant Parcel (21.3-2-2.1)**

**Recommendations to Zoning
of Appeals Regarding: Adjoining
SEQR Determination. Use
Variance. Site Plan.**

A Use Variance is requested by Stewart's Shops for the vacant parcel adjoining (SBL:21.3-2-2.1) the current Stewart's Shop located at 571 Sacandaga Road (SBL: 21.3-2-1). The current Stewart's Shop is a legal non-conforming use. The applicant will combine the two aforementioned lots for the purpose of redevelopment of a new 3,695 square-foot Stewart's Shop with expanded self-service gasoline. The Planning and Zoning Commission has an advisory role in this application and must provide the Zoning Board of Appeals with recommendations concerning the State Environmental Quality Review (SEQR) determination, Use Variance, and Site Plan.

James Gillespie, Stewart's Corporation, was present.

J. Gillespie briefly reviewed the project. Stewart's would like to rebuild the current store located on +/- .9 acres with a larger store and gas canopy presentation to offer a nicer building and improve the circulation access. The purchase of a 2.9-acre parcel would be required for this project. Portions would be used for the redevelopment of the site with much of the parcel remaining undeveloped. The proposed site plan includes an approximate 3,600 sq. ft. new store, with associated parking, a new fueling canopy, new lighting, landscaping, stormwater management, and waste water management. Access to the store would be on both Ridge and Sacandaga Roads. The only items that would remain from the original site would be the existing fuel tanks to which a new tank would be added for diesel fuel. Mr. Gillespie discussed the new prototype design of the building.

M. Carr asked if the applicant would address the stormwater management details.

J. Gillespie replied they would be DEC compliant. At this site he would envision a bioretention system which would feed into a detention system. It would have to be sized for the development and meet DEC standards. A SWPPP will also be provided due to the over one-acre disturbance.

M. Carr inquired about a raised bed septic system.

J. Gillespie said they are currently working with the town and DOH for the design, size and location of the septic system.

K. Semon asked about the NYS Dept. of Education historic plaque indicating there was a tavern at this site. Was the applicant aware of the location of the tavern.

J. Gillespie said he wasn't aware of it.

A member from the audience indicated the tavern was located where the current gas pumps are.

M. Burns stated the PZC is acting in an advisory capacity to the ZBA. Recommendations on the state environmental quality review determination of significance, whether there is potential adverse impact on

environment, and advice on the use variance based upon what you see in the materials before you. If the ZBA approves the use variance then the site plan will need to come back to the PZC for a detailed review.

J. Gillespie asked if the SEQRA process will begin tonight.

M. Burns responded the coordinated review process has begun and that information has been shared with Charles Marshall. The Zoning Board of Appeals would be lead agency and that should take place at the ZBA January 27, 2020 meeting.

MOTION

In the matter of the application by Stewart's Shops Corporation the PZC recommends to the ZBA for SEQR determination and use variance, with the understanding that the applicant will need to re-appear before the PZC for the approval of formal site plans, the Planning and Zoning Commission recommends that the Zoning Board of Appeals, as SEQRA lead agency, review the memorandum prepared by Michael Burns dated 1/13/2020 (see Attachment A) and issue a negative declaration.

Motion

Moved by: M. Carr

Seconded by: J. Gibney

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

Motion Approved

At this time a Glenville resident asked if this meeting was open for comments and although it is not a public hearing, Chairman Carr inquired as to the resident's comments. The resident stated he owns a pre-existing non-conforming use property and believes the conversion of a residential piece of property, in that zoning district, for commercial use is not appropriate. Chairman Carr encouraged the resident to attend the January 2020 ZBA meeting and make his concerns known there. The resident was also instructed that he could also send an email with his concerns to the town.

Beverly J. Emerick
572 Saratoga Road (15.8-4-11)

SEQR Lead Agency
Declaration – Unlisted
Action. SEQR
Determination. Preliminary
Site Plan Review.
Schedule Public Hearing.

Preliminary Site Plan review is requested by Beverly J. Emerick for renovation and occupancy of the vacant building located at 572 Saratoga Road (SBL: 15.8-4-11). The Site Plan application proposes a mixed-use occupancy that includes two (2) commercial tenants on the main floor of the building and one (1) Two (2)-bedroom apartment on the second floor. An off-street parking and loading area, landscaping and on-site wastewater disposal system are shown on the Site Plan. The 1.55+/- acre parcel is located within a GB General Business zoning district.

Luigi Palleschi, ABD Engineering, and Beverly Emerick, owner, were present.

L. Palleschi handed out an updated site plan to the Commission. He stated the parcel is 1.55 +/- acres with a building situated along the front of Saratoga Road approximately 1,300 sq. ft. He has been dealing with the Building Dept. for renovations currently being done at the site. Tonight, they are here for site plan approvals. Ultimate uses for this site are currently unknown however, the proposed uses are two tenants on the first floor, either office space or retail, and an apartment on the second floor thus creating a mixed-use building. Other thoughts included a bar, tavern or microbrewery. Calculating the number of parking spaces for a microbrewery, they would need a maximum of 32 and minimum of 17 spaces. They are proposing 21 parking spaces for this site.

Changes to the updated site plan are as follows:

- Removal of the one-way along the front of the existing building based on DOT's comments.
- Currently, there are two curb-cuts; one curb-cut will be removed and there will be a full-entrance curb-cut to comply with DOT standards.
- An existing water lateral will remain to service this site.
- A septic system, designed by another engineer, was approved by Schenectady County Health Dept. and that system would service this building.
- A dumpster area was added to the site plan
- Adjustment was made for a 40 ft. setback from the adjoining residential property line.
- Arborvitaes have already been installed by the applicant along the southern property line to provide a buffer for the residential area use.
- Grading and drainage flow west to east and they are proposing some sort of infiltration basin.
- Proposed disturbance area is approximately .43-acres up to .75-acres when everything is done with the stormwater.
- Landscaping is proposed along Saratoga Road.
- Building mounted lights and pole lights to are to be installed to brighten up entrances for pedestrians and traffic.

M. Carr asked if the septic system is conventional.

L. Palleschi replied it is a shallow trench system. Some fill needs to be brought in to keep the separation distance between the bottom of the septic laterals to high ground water.

A discussion took place about the drainage for the site.

M. Carr asked if the parking area will be solid surface (paved).

L. Palleschi said it will be paved.

A discussion took place regarding the contours of the land and proposed ideas for runoff.

K. Semon recommended for the dumpster pickup times to be during daylight hours, Monday thru Friday, to avoid any noise issues for the residential neighbors.

J. Lippmann asked what the most intensive use would be for this site.

L. Palleschi said it would be the microbrewery.

MOTION

In the matter of the preliminary site plan review by Beverly J. Emerick for the renovation and occupancy of the vacant building at 572 Saratoga Road proposing a mixed-use occupancy that includes two commercial tenants on the main floor of the building and one 4 bedroom apartment on the second floor, the Planning and Zoning Commission finds that this application will not result in a significant potential adverse environmental impact. Consequently, the Planning and Zoning Commission hereby issues a negative declaration.

Motion

Moved by: M. Carr

Seconded by: K. Semon

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

Motion Approved

MOTION

In the matter of the preliminary site plan review application by Beverly J. Emerick for the renovation and occupancy of the vacant building located at 572 Saratoga Road proposing the mixed-use occupancy that includes two commercial tenants on the main floor of the building and one 4 bedroom apartment on the second floor, the Planning and Zoning Commission hereby conditionally approves the application.

Conditions of preliminary approval are as follows:

1. Provide details on the infiltration basin.
2. Review buffering near the old growth trees to see if additional buffering is required.
3. Provide details on the lighting layout.
4. Comply with DOT standards for the curb-cut.
5. The pod containers are to be removed once the renovations to the property are complete.

The Commission hereby schedules a public hearing for 2/10/20 to consider the final site plan review application for this particular project. However, in order for the Commission to schedule a public hearing for 2/10/20, nine (9) copies of the revised site plan must be submitted to the Town of Glenville Planning Department no later than 14 calendar days prior to the public hearing date.

Motion

Moved by: M. Carr

Seconded by: J. Gibney

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

Motion Approved

Mohawk- Hudson Land Conservancy

**SEQR Lead Agency Declaration –
Unlisted Action. SEQR
Determination. Preliminary
Subdivision Review.
Schedule Public Hearing**

This Preliminary Subdivision was reviewed as a “concept” at the June 10, 2019 Planning and Zoning Commission regular meeting. Landowner, Robert C. Bintz, Jr. and the Mohawk-Hudson Land Conservancy (MHLC) have proposed an open space subdivision of the 67.4 +/- acre Bintz property located on the east side of Touareuna Road. The existing parcel contains farm fields, scrub/brush land, a small pond with wetland, and forested land. The proposed 5.0 +/- acre lot is located on the far eastern portion of the property, immediately adjacent to Wolf Hollow. It contains forested uplands and steep slopes and is unsuitable for development. This new 5.0 +/- acre parcel will be conveyed to MHLC and will be preserved in perpetuity as open space. Glenville’s Open Space and Comprehensive Plans both acknowledge the ecological, geological and open space values associated with Wolf Hollow. A majority of this property is within the RR/A Rural Residential/Agricultural zoning district but the proposed lot is predominately zoned LC Land Conservation.

Mark King, Mohawk-Hudson Land Conservancy, was present.

M. King said they are looking to subdivide a 5-acre parcel from the Bintz property on Wolf Hollow Road. They would like to keep the property available for educational and potential recreational use. Local schools and colleges go up Wolf Hollow Road as it is part Hoffman’s Fault, a unique geological feature to the area, and has unique flora/fauna. They would like the ability to access that location for those purposes. No trails or buildings are planned for the site.

J. Gibney asked where would people park.

M. King replied that is something that needs to be worked out. Currently people park on Wolf Hollow Road with permission from Schenectady County and would probably continue to do so as long as possible.

K. Semon asked if this is continuous with other lands owned or run by the Mohawk Hudson Land Conservancy.

M. King responded it’s an island. They hold a conservation easement on the remainder of the Bintz property limiting its development, but nothing else is owned adjacent to the property.

K. Semon asked who would maintain liability insurance.

M. King said the conservancy maintains liability insurance on everything they own.

M. Carr inquired if this was going to be opened up to the general public or is it strictly for educational purposes.

M. King said there is no way to open it to the general public as Wolf Hollow Road is officially closed to pedestrian and vehicle use.

M. Carr stated for all intents and purposes this would be private property and all appropriate insurances would be carried. Additionally, if Wolf Hollow Road is re-opened would an easement be required.

C. Heinel stated it's a private property so it functions the same way as any private property. Whatever governmental agency owns that road it would be accessed the same way. Whether they would need an easement or not would have to be discussed at the time the road was opened, but it really doesn't matter as there is no ownership change of the road.

MOTION

In the matter of the preliminary minor subdivision application by Mohawk Hudson Land Conservancy for an open space subdivision of the 67.4 +/- acre Bintz property located on the east side of Touareuna Road. The proposed 5.0 +/- acre lot is located on the far eastern portion of the property, immediately adjacent to Wolf Hollow. It contains forested uplands and steep slopes and is unsuitable for development. This new 5.0 +/- acre parcel will be conveyed to MHLC and will be preserved in perpetuity as open space. The Planning and Zoning Commission finds that this application will not result in a significant potential adverse environmental impact. Consequently, the Planning and Zoning Commission hereby issues a negative declaration.

Motion

Moved by: M. Carr

Seconded by: K. Semon

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

Motion Approved

J. Gibney asked since this property is zoned Land Conservation would they be able to go in and cut trees down, excavate, etc. Would they be able to do that?

M. Burns replied he believed that commercial logging is allowable, but excavating and quarrying would not be allowed.

M. Carr asked if there was any intention to log the property.

M. King replied no as the property is extremely steep and it wouldn't be advisable.

MOTION

In the matter of the preliminary minor subdivision application by Mohawk Hudson Land Conservancy for the subdivision located at Wolf Hollow Road, the Planning and Zoning Commission hereby approves the preliminary application.

The Commission hereby schedules a public hearing for 2/10/2020 to consider the final minor subdivision application. However, in order for the Commission to schedule a public hearing for 2/10/2020, nine (9) copies of the revised subdivision map and/or requested information must be submitted to the Town of Glenville Planning Department no later than 14 calendar days prior to the public hearing.

Motion

Moved by: M. Carr

Seconded by: K. Semon

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

Motion Approved

Town of Glenville

Town-wide

**Recommendations to Town Board
Regarding: SEQR Determination.
Zoning Text Amendment.**

A Zoning Text Amendment is proposed by the Town of Glenville Town Board which would repeal Section G from Article XVIII Commercial Development Design Guideline and replace Section G with a new Article entitled, Commercial and Mixed-Use Development Design Standards and Guidelines. The Planning and Zoning Commission has an advisory role in this application and must provide the Town Board with recommendations concerning the State Environmental Quality Review (SEQR) determination and Zoning Text Amendment.

J. Lippmann asked if there is any consideration to make this change continuous between the Town Center and Freemans Bridge Road Districts so there wouldn't be a gap between the two districts.

A discussion took place regarding these guidelines and what areas they cover.

MOTION

In the matter of the zoning text amendment by the Town of Glenville, which would repeal Section G from Article XVIII Commercial Development Design Guideline and replace Section G with a new Article entitled, Commercial and Mixed-Use Development Design Standards and Guidelines, the Planning and Zoning Commission finds that this application will not result in a significant potential adverse environmental impact. Consequently, the Planning and Zoning Commission hereby issues a negative declaration.

Motion

Moved by: M. Carr

Seconded by: J. Gibney

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

Motion Approved

MOTION

In the matter of the zoning text amendment by the Town of Glenville which would repeal Section G from Article XVIII Commercial Development Design Guideline and replace Section G with a new Article entitled, Commercial and Mixed-Use Development Design Standards and Guidelines, the Planning and Zoning Commission recommends that the Town Board approve the application with the following comments:

This text amendment applies not only to certain pre-established districts; Freemans Bridge Road Corridor and the Town Center, but to also include Route 50 from Thomas Corners north to the Town Center effectively joining the Freemans Bridge Road Corridor and Town Center.

Additionally, making sure there is consistency with colors and design standards so as to not have emphasis on one particular architecture or color scheme.

Motion

Moved by: M. Carr

Seconded by: M. Tanner

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

Motion Approved

**Town of Glenville
Town-wide**

**Recommendations to Town Board
Regarding: SEQR Determination.
Zoning Text Amendment.**

A Zoning Text Amendment is proposed by the Town of Glenville Town Board which would amend Article X Off-Street Parking and Loading to incorporate standards for access management, shared parking, bicycle and electric vehicle parking, and update Schedule A Off-Street Parking Standards. The Planning and Zoning Commission has an advisory role in this application and must provide the Town Board with recommendations concerning the State Environmental Quality Review (SEQR) determination and Zoning Text Amendment.

The Commission had no comments regarding this application.

MOTION

In the matter of the zoning text amendment by the Town of Glenville, which would amend Article X Off-Street Parking and Loading to incorporate standards for access management, shared parking, bicycle and electric vehicle parking, and update Schedule A Off-Street Parking Standards, the Planning and Zoning Commission finds that this application will not result in a significant potential adverse environmental impact. Consequently, the Planning and Zoning Commission hereby issues a negative declaration.

Motion

Moved by: M. Carr

Seconded by: P. Ragucci

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

Motion Approved

MOTION

In the matter of the zoning text amendment by the Town of Glenville, which would amend Article X Off-Street Parking and Loading to incorporate standards for access management, shared parking, bicycle

and electric vehicle parking, and update Schedule A Off-Street Parking Standards, the Planning and Zoning Commission recommends the Town Board approve the application.

Motion

Moved by: M. Carr

Seconded by: P. Ragucci

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

Motion Approved

MAG Land Development, LLC
233 Saratoga Road (22.11-3-17.11)

Recommendations on
Conceptual Site Plan.

A Conceptual Site Plan has been received for a redevelopment project at 233 Saratoga Road. The site is presently occupied by a three (3) unit apartment building. The proposed redevelopment includes demolition of the existing building and construction of a 3,500 square foot medical (urgent care) office building with off-street parking, landscaping, etc. The 0.68 +/- acre parcel is located within a CB Community Business zoning district and the Town Center Overlay district. The Planning and Zoning Commission will conduct a conceptual review of the redevelopment proposal prior to detailed engineering drawings are prepared for the project.

J. Lippmann recused herself as she is employed by MJ Engineering who is presenting this concept.

Jamie Easton, MJ Engineering, was present.

J. Easton stated the site is located across from Target, on Route 50, where the existing traffic light is located. The parcel is zoned Community Business and Town Center Overlay Districts. The proposed project is a 3,500 sq. ft. Well-Now (urgent care) facility. The parcel currently has an existing multi-family rental dwelling. Several options were discussed regarding the placement of the building on the parcel and the reasons for the decision. There will be a fence screening to prevent impact to the adjoining property owner. Operation hours will be 8:00AM – 8:00PM, 7 days a week. Consideration was given to the design guidelines for the parcel's zoned districts. Several area variances will be needed for this project to move forward. The three variances that will need to be obtained are for:

- depth of lot – existing lot does not conform to code requirements
- number of parking spaces – minimum parking spaces is 25 and the applicant is proposing 30
- 40-foot setback for the building or for parking spaces since the parcel abuts a residential property

A discussion took place with regard to the intensification of use proposed compared to the multi-family rental dwelling that currently exists on the property. A comparison was made with a previous business that also abutted suburban residential properties and changes that were made to that site plan to accommodate the residential property owners.

N. Brower Dobiesz stated she liked the location of the building but would suggest reducing the number of parking spaces that would further reduce the rear setback variance that would be needed.

A discussion took place regarding the existing parcel to the south and how that might effect parking for this application.

M. Carr asked about the colors for the building and if they are aware of the requirements for the town center.

J. Easton responded he was aware of the requirements.

A discussion took place with regard to a drainage easement, greenspace, any proposed changes to the traffic signal light and lighting.

K. Semon stated his concern is the ability to have effective buffering from the residential property.

M. Carr asked what is the applicant's time frame.

J. Easton said the goal is to start this project in the late spring/summertime.

**Markie Blackburn c/o Paul Sciocchetti
4057 Amsterdam Road (20.0-4-31)**

**Approval of Revisions to Previously
Approved Site Plan.**

A final "walk through" of the Glenville Canine Rehabilitation Center and Kennel located at 4057 Amsterdam Road determined that certain improvements were inconsistent with the approved Site Plan. The inconsistencies noted were minor in nature and included landscaping and business signage locations. The modifications must be approved prior to final sign-off by the Town.

John Romeo, Insight Northeast Engineering, was present.

J. Romeo said he is here to discuss the changes that took place during construction. The contractor installed some curbing and necessary changes to the striping. There were minor changes to vegetation plantings in order to avoid utility lines and overhead lines. Some of the trees have not been planted but are all available on site. Records have been submitted to the town stating the trees have been purchased.

M. Carr asked A. Briscoe asked if the differences, highlighted in red, were acceptable.

A. Briscoe stated that J. Pangburn has been dealing with the applicant, but it is his understanding that J. Pangburn is satisfied with the changes.

M. Carr reviewed the changes; curbing, striping, plantings and the sign location.

J. Romeo said the sign was already installed and the curbing around the sign was done.

MOTION

In the matter of the approval of the revisions to the previously approved site plan by Markie Blackburn c/o Paul Sciocchetti for the property located at 4057 Amsterdam Road, the determination that certain

improvements were inconsistent with the approved site plan. The inconsistencies noted were minor in nature and included landscaping, striping, business signage locations and curbing, and upon review by the Town of Glenville Building Department and Planning Department they are acceptable. The Planning and Zoning Commission does not have any issues with the changes. The southern plantings that are winterized in the outdoor kennel will be planted in the spring. The Planning and Zoning Commission recommends that the modifications are acceptable and be incorporated into the record.

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 8:25 P.M.

Lynn Walkuski
Stenographer

Linda Neals
Town Clerk

Melissa Cherubino
Dir. of Community Development

Michael S. Burns
Planner 1

Tel. (518) 688-1200, ext.7
Fax: (518) 384-0140

Town of Glenville
Economic Development and Planning Department
18 Glenridge Road
Glenville, N.Y. 12302
www.townofglenville.org



Christopher A. Koetzle
Town Supervisor

Council Members
Gina M. Wierzbowski
Deputy Town Supervisor

Michael Aragosa
Michael R. Godlewski
John C. Pytlovany

Attachment A

MEMORANDUM

TO: Planning and Zoning Commission Members
FROM: Michael S. Burns, Planner I
DATE: January 13, 2020
RE: 571 Sacandaga Road (SBL: 21.3-2-1 & 21.3-2-2.1) – Use Variance application by Stewart’s Shops Corporation for an Expanded Convenience Store with Gasoline Sales.

Staff review of the referenced Use Variance application and associated Conceptual Site Plan generated the following comments & recommendations. The Use Variance application was prepared by Charles Marshall. The Conceptual Site Plan is dated December 2, 2019 and includes a proposed 3,696 square foot retail store, four (4) fueling dispensers with new 100’ x 20’ canopy. Also included are a new on-site wastewater disposal system, twenty-eight (28) space off-street parking area, site lighting, and solid waste disposal container along with building mechanicals. The existing shop would remain open as construction proceeds on the new building and site improvements. Following completion of the new store, the existing shop would be demolished.

Analysis:

- Comprehensive Plan Vision & Consistency: 571 Sacandaga Road is located at the intersection of Sacandaga Road (NYS Route # 147) and Ridge Road (Schenectady County Route # 49). The proposed project consists of two properties that will be merged into a single parcel if the Use Variance is granted by Glenville’s Zoning Board of Appeals. The parcel containing the existing shop (SBL#: 21.03-2-1) is within a SR Suburban Residential zoning district. The second parcel (SBL#: 21.03-2-2.1) is vacant and located primarily within the SR Suburban Residential zoning district but has a small portion within the RR/A Rural Residential/Agricultural zoning district.
- Previous Town of Glenville Zoning maps indicate that the parcel where the existing shop is presently located was once zoned GB General Business. A New York State Department of Education historic plaque indicates the site was once the location of a tavern.
- This area is located on the dividing line between Plan Area 4 - Rural Western Glenville and Plan Area 6 - Suburban Eastern Glenville. Sacandaga Road is the boundary line between the two “plan areas” contained within Glenville’s 2017 Comprehensive Plan. As such, no recommendations are provided for in this specific plan area.

- Zoning District(s): SR Suburban Residential District and RR/A Rural Residential/Agricultural District. The existing Stewart's Shop with gasoline sales are considered a non-conforming use within the SR Suburban Residential District.
- State Environmental Quality Review (SEQR) Classification: Unlisted Action.
- Building Setbacks: Setback requirements are located in the Town's Zoning Ordinance - Section 270-44 and also available on the town's website at the following link: <http://ecode360.com/6961104>
- Setbacks must be shown on the Preliminary Site Plan in order to ascertain if any area variances are required.
- Site Access: There are two (2) existing driveways shown on the Conceptual Site Plan. Notations indicate these driveways are "to remain." Any modification to the existing driveways will require a New York State Department of Transportation (NYSDOT) (Sacandaga Road) and Schenectady County (Ridge Road) highway work permit, as applicable.
- Site Circulation: The on-site parking area contains twenty-eight (28) parking spaces with a pedestrian walkway surrounding the building. The walkway is protected by bollards. A typical construction detail is required for the proposed bollards.
- Parking Setbacks: Parking areas are not to be located closer than 10 ft. to the side and rear property lines. Additionally, a twenty-five (25) ft. green space is required between the street right-of-way and the parking lot. It appears these setbacks will be met. However, notes should be added to the Preliminary Site Plan specifying the exact distances.
- Vehicular Parking: Parking requirements are derived from Schedule "A" contained within Glenville's Zoning Ordinance. Parking spaces must be a minimum 9 ½ feet wide x 18 feet long. Handicapped spaces must comply with Americans with Disability Act (ADA) standards and include additional room for vehicle unloading.
- Required Greenspace: All nonresidential uses will retain at least 35% of the property as green space. A note indicating the amount of greenspace must be added to the Preliminary Site Plan.
- Landscaping Plan: A landscaping plan has not been provided but is required as described in Section 270-139 of Glenville's Zoning Ordinance. Street trees are required at an interval of one tree per thirty (30) feet of road frontage.
- Fencing: No fencing is proposed. If fencing is anticipated the location and a typical detail are required to be included on the Preliminary Site Plan.
- Accessory Structures: An accessory storage shed is shown on the Conceptual Site Plan attached to the rear of the principal building. Any additional accessory structures that are anticipated, their location and proposed use (for example: fencing, picnic tables, bicycle rack(s), etc.) should be illustrated and noted on the Preliminary Site Plan along with typical details.
- Lighting: On-site and building lighting locations are indicated on the conceptual site plan. A photometric plan should be included with the Preliminary Site Plan application. Additionally, specifications for all lighting fixtures should include "night sky optics," and shields directing light downward, and not onto adjacent properties or roadways.
- Stormwater Management: A "land disturbance" calculation must be added to the preliminary site plan. If greater than one-acre disturbance is expected a Stormwater Pollution Prevention Plan (SWPPP) is required. The Town of Glenville utilizes the

services of a designated engineering firm to review SWPPP's. The applicant is responsible for the costs associated with SWPPP review services. A stream traverses the rear of this project site. Therefore, a minimum fifty (50') foot undisturbed buffer is required from the top of the stream bank.

- Signage: The location of the existing freestanding sign is shown on the Conceptual Site Plan. If new signage is proposed, number, size, location and design must be provided. A sign permit will be required for all new signage.
- Architectural Design: Architectural renderings of the new building and canopy over the gasoline dispensers must be provided with the Preliminary Site Plan application.
- Potable Water: The existing building is currently connected to the town's municipal drinking water system. New water service line connection(s) must be shown on the Preliminary Site Plan. A commercial water service permit is required.
- Sanitary Sewerage Disposal: The existing on-site wastewater disposal system is to be eliminated. The existing SPDES permit through the NYS DEC must be terminated and existing disposal system closed. A permit for the new proposed commercial on-site wastewater disposal system must be applied for and received from the Town of Glenville's Building Department.
- Fire Protection: It is unclear if the new building contains a sprinkler system? Regardless, a complete set of project drawings should be provided to the Beukendaal Fire Department for review and comment.
- Pedestrian & Bicycle Accommodations: Pedestrian and bicycle accommodations are included on the Conceptual Site Plan. Typical details should be included on the Preliminary Site Plan.
- Utilities: Utility service connections must be included are indicated on the Conceptual Site Plan. Mechanical appliances must be shown on the Preliminary Site Plan and include screening and/or be located away from direct public view.
- Solid Waste Disposal: The Conceptual Site Plan shows the location of a dumpster with notation citing a "white vinyl enclosure" at the rear of the new building. A typical detail should be included on the Preliminary Site Plan.
- Snow Storage: Snow storage area(s) must be shown on the Preliminary Site Plan.
- Recreation fee: Not applicable.

Recommendations:

1. Lead Agency Declaration for State Environmental Quality Review (SEQR) process: Zoning Board of Appeals (ZBA) as Lead Agency.
2. Type of SEQR Action: Unlisted Action – Coordinated Review initiated.
3. SEQR Determination: Recommend a Negative Declaration.
4. Conceptual Site Plan Recommendations:
 - a. Should ZBA grant Use Variance a condition of approval should include referring the application back to the Planning and Zoning Commission for detailed Site Plan review and approval. Site Plan items to be considered include the aforementioned items as well as those listed below.
 - b. Properly close existing wastewater disposal system and notify NYS DEC of SPDES permit termination.

- c. Obtain Town of Glenville Commercial On-Site Wastewater Disposal permit for new system.
- d. Provide typical construction detail on the Preliminary Site Plan for the proposed bollards, picnic tables, bicycle rack, etc.
- e. Show snow storage area on the Preliminary Site Plan.
- f. Provide a typical construction detail for the proposed dumpster enclosure.
- g. Provide a landscaping plan in accordance with Glenville Zoning Ordinance, including a green space calculation with the Preliminary Site Plan application.
- h. A forty (40') foot buffer is required between the proposed parking area and the neighboring residential property to the south along Sacandaga Road. This buffer area should be landscaped to screen the existing residential property from the new Shop using a combination of vegetation and fencing. The proposed buffering should be included as part of the required landscaping plan above.
- i. A photometric plan including typical details of all proposed lighting must be included with the Preliminary Site Plan.
- j. If new signage or changes to the existing signs are anticipated, a sign permit must be completed and filed with the Town of Glenville Building Department.
- k. Typical details for bollards must be included on the Preliminary Site Plan to protect customers from vehicles.
- l. Beukendaal Fire Department should review and comment on Preliminary Site Plan.
- m. Utility connections to be shown on Preliminary Site Plan (water, electric, natural gas, etc.).
- n. Apply for and obtain highway work permit from NYS Department of Transportation for all improvements (utility work, commercial driveway alterations, drainage, etc.) within the highway right-of-way.
- o. Apply for and obtain a permit for food service from Schenectady County Department of Environmental Health.

Attachments:

- 1. Attachment A - Site Images.

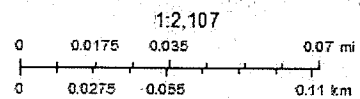
Attachment A
Imagery of 571 Stewart's Shop

Stewarts Shop 571 Sacandaga Road



December 30, 2019

Parcels



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS UserCommunity

No Author
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View North of Existing Shop and Canopy from Sacandaga Road Driveway.



View of Existing Stewart's Shop From Sacandaga Road.



View East Toward Approximate Site of Proposed Building Location.



View North Along Sacandaga Road.



View South Toward Approximate Location of New On-site Wastewater Disposal Area.