

Town of Union Planning Board Minutes
Tuesday, July 10, 2018

A regular meeting of the Town of Union Planning Board was held Tuesday, July 10, 2018, at the Town of Union Office Building, 3111 East Main Street, Endwell, New York.

Members present: L. Miller, S. McLain, S. Forster, M. Jaros
Members absent: L. Cicciarelli, T. Crowley, S. Daglio
Others present: Marina Lane, David Cox, Sarah Campbell

A. CALL TO ORDER

Chairman Miller opened the meeting of the Planning Board at 7:02 pm.

B. MEETING MINUTES

1. Acceptance of June 12, 2018 Meeting Minutes

Chairman Miller asked for a motion to accept the 6/12/18 Meeting Minutes, as written.

Motion Made: S. McLain
Motion Seconded: M. Jaros
MOTION: Acceptance of the meeting minutes of June 12, 2018, as written.
VOTE: **In Favor:** L. Miller, S. McLain, S. Forster, M. Jaros
Opposed: None
Abstained: None
Motion Carried

C. H.B.E. School Conversion, 26 Kentucky Avenue, Housing Visions

1. SEQRA Determination

Mr. David Cox presented plans for the Town of Union side of the Henry B. Endicott (HBE) School Conversion project. Mr. Cox noted that most of the building is in the Village of Endicott, and only the school gymnasium and the parking lot are located in the Town of Union.

Housing Visions plans to convert the existing building into 71 apartments. The Town portion of the project, the gym, will be converted into 12 apartments, on two stories with six apartments on each floor. New building-mounted lights will ensure the parking lot is well lit. Some of the asphalt will be removed in the parking lot to make space for a small playground for the residents and concrete islands with landscaping and new light poles. The parking lot will be resealed and restriped.

There would be one small monument sign at the front of the parking lot. Mr. Forster asked if the fence would be removed and Mr. Cox replied that the fence

would be removed and they will add more street trees and landscaping. Ms. McLain asked whether the rain water drains into the green space or into the sewer. Mr. Cox said that most of the parking lot drains toward Kentucky Avenue into the grass area and into the catch basins in the road. The exterior of the building will also be dressed up. Mr. Cox explained that after meeting with the Village of Endicott, Housing Visions removed one floor of the addition so that it is the same height as the rest of the building, and similar in height to the houses located near the property. Mr. Forster asked if they are putting in sprinklers, and Mr. Cox answered that there will be sprinklers.

Mr. Cox gave a quick history of Housing Visions. Housing Visions has existed for twenty-five years and they have facilities in twelve different cities. Housing Visions was started as a church group in Syracuse that wanted to do something to help the community by revitalizing areas in the city. The group purchased a house, rehabilitated it, and then used the income from that project to continue rehabilitating other houses. Eventually, when several houses in the neighborhood were completed, other people in the street started taking better care of their houses. Housing Visions likes to focus on projects in urban areas.

Mr. Cox distributed “before and after” pictures of projects that Housing Visions has completed in the cities of Utica, Oneonta and Niagara Falls. He included photos of a former school in Niagara Falls that Housing Visions had rehabilitated, and the H.B.E. project is very similar to that project.

Mr. Cox explained that there will be a property management office in the building and a community room. Ms. McLain asked if the property management office would operate both day and night. Mr. Cox answered that the property manager would be a full time position in the building, and there will be one or two maintenance workers on site. Mr. Forster asked if the building would be Energy Star efficient. Mr. Cox answered yes.

Ms. Lane reviewed Part 2 of the EAF and noted that all of the potential impacts were small to none. Per the Determination of Significance, Housing Visions applied to convert a former school building on 23 Jackson Avenue (Village of Endicott) and 26 Kentucky Avenue (Town of Union) into 71 one-and two-bedroom apartments. The Town Board recently rezoned 26 Kentucky Avenue to Urban Multi-Family, and the use is permitted by right. The parking lot for the former school and the approximately 7,000 square foot gymnasium that would hold 12 of the proposed 71 residential units are located on 26 Kentucky Avenue. No additional structures are proposed on the 1.6-acre property.

The proposed conversion will not create adverse changes to traffic, parking, or utilities. The site plan shows more than the required number of parking spaces in the existing parking lot (134 proposed, 123 required). The proposed multi-family use will not impact historical, architectural or aesthetic resources.

The proposed apartments in the existing school building would not have significant negative impacts on flora, fauna, ground water, or the air. The residential use will not increase the potential for flooding or erosion, and would not create a hazard to human health. The nearby DEC remediation site, the Endicott Area-Wide Investigation, does not affect the proposed use, nor will the residential use affect the remediation sites. Five former vapor extrusion wells on site will be decommissioned by the NYS DEC this year, 2018.

The project was reviewed for any potential negative effects and it has been determined that it will not create any significant adverse impacts to the environment. Planning staff recommend a Negative Declaration under SEQRA.

The Planning Board had several questions. Mr. Forster asked if the 1.6-acres was the entire project or just the Town's portion of the project. Ms. Lane answered that the EAF report was just considering 26 Kentucky Avenue, which is 1.6 acres. Ms. Lane noted that 0.02-acres will be disturbed for the recreation area and the light poles. The project's total acreage, including contiguous property 23 Jackson Avenue, is 3 acres. Mr. Forster asked whether the parking on 26 Kentucky Avenue will also serve 23 Jackson Avenue. Ms. Lane confirmed. Mr. Forster questioned the phrase in the last sentence of Part III of the EAF which noted "the proposed conversion of an existing school with a parking lot into 71 multi-family apartments." Mr. Cox stated that he thought it was good for the Planning Board to document the entire project. Ms. Lane added that the Village and Town of Union had already discussed the wording because only one 239-Review form was submitted for the entire project. Ms. McLain asked whether there will be assigned parking spaces. Mr. Cox answered that they will not assign spaces unless there is a parking issue.

Chairman Miller then asked for a motion to approve the Negative Declaration under SEQRA.

Motion Made: S. McLain
Motion Seconded: M. Jaros
MOTION: Approval of the Negative Declaration under SEQRA
VOTE: **In Favor:** L. Miller, S. McLain, S. Forster, M. Jaros
Opposed: None
Abstained: None
Motion Carried

4. Site Plan Review

Ms. Lane reviewed her staff report for the Planning Board. The 1.6-acre site has existing public water, sanitary sewer, and storm sewer curb and gutter drainage. The applicants plan to sealcoat and stripe the existing parking lot.

The parking lot serves both 23 Jackson Avenue and 26 Kentucky Avenue apartments.

There are 123 parking spaces required, and there are 134 proposed parking spaces, including five handicapped accessible spaces and the associated access spaces. New parking lot lighting is proposed on 24-foot light poles, and the sidewalk shall be extended along Kentucky Avenue.

Enhancements on the Village property include a new outdoor recreational area including playground equipment and a bicycle rack.

The Village of Endicott Planning Board is Lead Agency under SEQRA for the portion of the project in the Village. The Town of Union Planning Board has declared Lead Agency for the portion of the project at 26 Kentucky Avenue. The proposed action, examined by the Short Environmental Assessment Form, is considered an Unlisted Action, and the Planning Board issued a Negative Declaration on July 10, 2018. A Stormwater Pollution Prevention Plan is not required because there will be no net increase in impervious area.

Being immediately adjacent to another municipality and within 500 feet of State Route 17C, the project is subject to a 239-review. The County Planning Department has not identified any significant countywide or inter-community impacts associated with the proposed project. The Town Engineering Department has reviewed the project and has no concerns. Code Enforcement has reviewed the project and has no concerns. Ms. Lane commented that Mr. Cox's firm had incorporated many of the County's comments.

Per Ms. Lane, the project meets the requirements for site plan review for a multi-family apartment building in an Urban Multi-Family zoning district. The staff recommendation is to approve the site plan with the following stipulations:

1. Following the planned sealcoating of the parking lot, the new striping shall delineate parking spaces at a minimum of nine (9) feet wide by eighteen (18) feet long, including the handicapped-accessible space, and eight (8) feet wide handicap access spaces adjacent to the handicap parking spaces, per the approved site plan.
2. The required handicap parking shall conform to the Property Maintenance code of NYS, and shall be provided with signage displaying the international symbol of accessibility. The access aisle shall be provided with signage reading "No Parking Anytime." Signs shall be permanently installed at a clear height of between 60 inches and 84 inches above grade and shall not interfere with an accessible route from an access aisle.
3. The site plan shall be revised as follows. Stop bars shall be added to the site plan at the exits from the parking lot. In addition, notation referring to Industrial zoning shall be corrected. Signage shall not be located within the

- required eight-foot setback. The site plan shall be revised to show the new location of the proposed sign. The revised site plan shall be submitted to the Planning Department prior to the issuance of a building permit.
4. The dumpster shall be maintained in a neat and orderly manner, and shall be enclosed with opaque fencing, five feet high, per Article 300-54 of the Town code. Slatted chain link shall not be used for the dumpster enclosure. The site plan detail sheet shall be revised accordingly.
 5. The new landscaping shall be planted by June 30, 2019. The landscaping shall be maintained, and any dead or dying bushes shall be replaced with similar plants within two months, weather permitting.
 6. If, in the future, the property owner wishes to add any outdoor lighting above what the current plan calls for, the lighting plan shall be submitted to Code Enforcement for their approval prior to installation.
 7. The applicant shall apply for a sign permit from the Building Official. All temporary signs (including price signs), portable signs, search lights, balloons, sidewalk and curb signs shall be reviewed and approved by the Code Enforcement Office prior to being placed on the property. Signs that blink, rotate, or move are not permitted.
 8. Per NYS law, common areas in multi-family buildings must be inspected by the Municipal Fire Code Inspector once every year. It is your responsibility to coordinate that inspection for the portion of the building in the Town of Union by calling the Code Enforcement office at (607) 786-2920. The initial inspection shall be completed prior to the issuance of a Certificate of Compliance.
 9. Site plan approval shall be valid for one year, unless substantial improvements have been made pursuant to the approved site plan. The Planning Board may grant an extension upon request.
 10. The applicant shall be required to acknowledge all of the above stipulations, in writing, prior to the issuance of a Building Permit. The applicant agrees to construct the project in strict accordance with the site plan approved by the Planning Board. Should the applicant change the site plan approved by the Planning Board, even if by petition to the Town's Zoning Board of Appeals, the site plan approval will become null and void and the applicant must resubmit a new site plan to the Town of Union Planning Board.

Mr. Forster suggested that the words "or modify" be added to the sixth stipulation. Ms. Lane had also changed the landscaping deadline from June 30, 2019 to September 30, 2019 at the client's request. Mr. Jaros asked if it was possible to be more specific about what kind of landscaping there would be on the site plan. Mr. Cox pointed to the landscaping description on the site plan

which details the types of plants. Ms. Lane noted that there is some flexibility with the species of plants, as long as something equivalent is used.

Per Mr. Cox, once the project is approved by both the Village and Town, Housing Visions will need to submit the project for funding, so renovations will not start until 2019.

Chairman Miller asked for a motion to approve the site plan, with changes, for the H.B.E. School Conversion located at 26 Kentucky Avenue, with stipulations.

Motion Made: S. McLain
Motion Seconded: M. Jaros
MOTION: Motion to approve the Site Plan, with changes, for the H.B.E. School Conversion located at 26 Kentucky Avenue, with stipulations.
VOTE: **In Favor:** L. Miller, S. McLain, S. Forster, M. Jaros
Opposed: None
Abstained: None
Motion Carried

**D. Rezone Petition for 1 North Page Avenue, Broome County
Advisory Opinion to the Town Board**

Broome County submitted a petition to rezone 1 North Page Avenue from Urban Multi-Family (UMF) to Commercial Office (CO) for the construction of an office building. The proposed zoning district, Commercial Office, permits a limited number of office, commercial and residential uses.

Ms. Lane distributed current zoning maps to the Planning Board to show the industrial, commercial and residential areas around the parcel proposed for rezoning. Ms. Lane read an email from a resident who has lived in West Endicott for twenty-five years who wrote to say she was happy that the property is being cleaned up and rezoned to allow an office building. This resident hopes that the new building will bring more jobs to the area and revitalize the neighborhood.

Ms. Campbell, attorney for National Pipe and Plastic, gave a short presentation about the project. National Pipe and Plastic would acquire the parcel from the County after final approvals are granted for the zone change. Formerly the parcel had been zoned Industrial, and it was rezoned to Urban Multi-Family to accommodate a multi-family project. If the parcel is rezoned to Commercial Office, National Pipe and Plastic will demolish the existing building and construct a new office. National Pipe and Plastic has 35 office employees, so the office will not be a huge building.

During discussions with the Town, Town staff had suggested that the County apply to rezone 1 North Page Avenue to Commercial Office because it is the most limited commercial zoning district in the Town; and as such, would provide a transitional zoning district between the Industrial zoning on the west and south, and the residential zoning on the north side of the parcel. National Pipe and Plastic agreed that Commercial Office zoning is appropriate because they plan to construct only an office on the property.

Ms. Campbell also noted that National Pipe and Plastic has made a commitment to the town to provide some parking on the 4-acre property for the park across the street. Ms. Campbell said that she expects to return to the Planning Board within the next five to six months with a site plan for the project, assuming the rezoning is approved.

Ms. Miller asked Ms. Campbell whether National Pipe and Plastic will be expanding their workforce. Ms. Campbell answered that at the Vestal location they currently have thirty-five office employees, whom they intend to bring to the proposed office next to the plant in Endicott. National Pipe and Plastic understands that Commercial Office zoning does not permit any industrial activity, including storage. Ms. Campbell said that the rezoning petition is scheduled for a public hearing at the Town Board meeting the next week.

Mr. Forster asked Ms. Campbell if she had any idea how many parking spaces will be allocated for the park. She replied that there will be a substantial number provided for the park, but that she did not have the exact number of spaces at this time. Ms. Campbell noted that after the rezoning is approved, the demolition of the existing building will start immediately.

The County Planning Department has not identified any significant countywide or inter-community impacts associated with the proposed project. BMTS and the NYS DOT have no comments on the rezoning.

The Planning Department recommends the Town Board rezone 1 North Page Avenue to Commercial Office (CO) to allow for the demolition of the former factory and subsequent construction of an office building, which Planning feels is an appropriate transitional use between industrial, commercial, residential and parkland uses.

Chairman Miller asked for a motion to recommend approval to the Town Board for the rezoning of 1 North Page Avenue from Urban Multi-Family (UMF) to Commercial Office (CO).

Motion Made: S. Forster
Motion Seconded: S. McLain

MOTION: Recommendation of approval of zoning change for 1 N. Page Avenue from Urban Multi-Family (UMF) to Commercial Office (CO) by the Town Board.

VOTE: **In Favor:** L. Miller, S. McLain, S. Forster, M. Jaros
Opposed: None
Abstained: None
Motion Carried

**E. Area Variances for Pylon Sign, 1339 Campville Road, L. Morris
Advisory Opinion to the ZBA**

Ms. Lane explained that Mr. Morris was unable to attend the meeting. The sign is already in place.

Ms. Lane then summarized her staff report to the Planning Board. The sign conforms to the height and size requirements of the code, but does not meet the setback requirement of 10-feet from all property lines. Therefore, the applicant is applying for an area variance of 10 feet from the front and 2 feet from the side property lines.

The Planning Department staff recommends that the Planning Board recommend to the ZBA that they approve the variances for a 0-foot front setback and the 8-foot side setback.

The right-of-way is extremely wide at this location, measuring approximately 67-feet from the property line to the edge of the road. The sign does not interfere with traffic visibility.

Chairman Miller called for a motion for the Planning Board to recommend approval of the area variances for a front setback of zero feet and a side setback of eight feet by the Zoning Board of Appeals for a pylon sign at 1339 Campville Road.

Motion Made: M. Jaros
Motion Seconded: S. McLain
MOTION: Recommend the ZBA approve the setback variances for a pylon sign at 1339 Campville Road.

VOTE **In Favor:** L. Miller, S. McLain, S. Forster, M. Jaros
Opposed: None
Abstained: None
Motion Carried

F. Other Such Matters as May Properly Come Before the Board

Ms. Lane noted that currently there are no other projects pending for the Planning Board.

I. Adjournment

Chairman Miller asked for a motion to adjourn the meeting at 8:00 PM

Motion Made:	M. Jaros
Motion Seconded:	S. Forster
MOTION:	Adjourning the meeting.
VOTE:	In Favor: S. Miller, S. McLain, S. Forster, M. Jaros
	Opposed: None
	Abstained: None
	Motion Carried

Next Meeting Date

The next meeting of the Planning Board is tentatively scheduled for Tuesday, August 14, 2018, at 7:00 PM

Respectfully Submitted,
Carol Krawczyk