

TOWN OF CLARKSON
PLANNING BOARD – MINUTES

June 7, 2011

Board Members

Don Osborne – Chairperson
John Jackson
Scott Hanko
Dave Virgilio
Tom Schrage

Support Board Members

Richard Olson, Town Attorney
John Paul Schepp, Town Engineer
Chad Fabry, Building Inspector/Code Enforcement
Ursula Liotta, Administrative Assistant
*excused

CALL TO ORDER

D. Osborne called the meeting to order at 7:00 p.m. He led all present in reciting the Pledge of Allegiance and reviewed the agenda.

PUBLIC HEARING (tabled on 5/17/11)

1. **New Beginnings Christian Fellowship Church**, 7397 Ridge Rd., #070.01-1-23.2, Zoned C & RS-20
Re: Amended Site Plan Review for Additional Parking

D. Osborne read the Resolution aloud, a copy of which is attached hereto:

RESOLUTION ADOPTING NEGATIVE DECLARATION

070.01-1-23.2

7397 Ridge Rd. West

Tax Account Numbers

Address of Property

New Beginnings Christian Fellowship Church
Name of Applicant

Amended Site Plan for Additional Parking
Name of Project

WHEREAS, the Applicant requests approval of an Amended Site Plan for additional parking at 7397 Ridge Road West, Town of Clarkson, County of Monroe, State of New York, and further; and

WHEREAS, this Board, by motion dated **May 17, 2011** declared itself to be the Lead Agency for Purposes of SEQRA; and

WHEREAS, in accordance with law and local practice, this Board referred the matter to the Conservation Board; and

WHEREAS, this project is an Unlisted Action for the purposes of SEQRA; and

WHEREAS, the developer had prepared and submitted Appendix C SEQR Short Environmental Assessment Form; and

WHEREAS, the Conservation Board having reviewed the documents on May 11, 2011, and having completed the Appendix C, Short Environmental Assessment Form Part II, which referred said Conservation Board to the Appendix A SEQR Full Environmental Assessment Form, and having completed the same, submitted its comments and Determination of Significance to the Planning Board; and

WHEREAS, this Board having thoroughly reviewed all of the items of the application including the Environmental Assessment Form, the comments from the Conservation Board, the Preliminary Site Plan dated April 4, 2011 and amended May 3 and May 4, 2011, by Schultz Associates, and having considered each and every impact in accordance with SEQRA,

NOW, upon consideration of the above and all of the previous documents, discussion and debate, and upon the motion of T. Schrage, seconded by J. Jackson,

BE IT RESOLVED

1. That the Planning Board tabled the motion until June 7, 2011, pending further review of this matter; and
2. That on June 7, 2011, the Planning Board, as Lead Agency, determined that the recommendation of the Conservation Board for a Negative Conditional Declaration (SEQR Determination of Significance attached hereto) would be a very lengthy procedure for a Type I matter, and unnecessarily burdensome in this case; and
3. That after further review, and at this time the Planning Board hereby adopts a Negative Declaration; and
4. That this Resolution shall take effect immediately. Unanimously carried.

WHEREUPON, the Resolution was declared adopted.

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617.20
Appendix A
State Environmental Quality Review
FULL ENVIRONMENTAL ASSESSMENT FORM

Purpose: The full EAF is designed to help applicants and agencies determine, in an orderly manner, whether a project or action may be significant. The question of whether an action may be significant is not always easy to answer. Frequently, there are aspects of a project that are subjective or unmeasurable. It is also understood that those who determine significance may have little or no formal knowledge of the environment or may not be technically expert in environmental analysis. In addition, many who have knowledge in one particular area may not be aware of the broader concerns affecting the question of significance.

The full EAF is intended to provide a method whereby applicants and agencies can be assured that the determination process has been orderly, comprehensive in nature, yet flexible enough to allow introduction of information to fit a project or action.

Full EAF Components: The full EAF is comprised of three parts:

- Part 1:** Provides objective data and information about a given project and its site. By identifying basic project data, it assists a reviewer in the analysis that takes place in Parts 2 and 3.
- Part 2:** Focuses on identifying the range of possible impacts that may occur from a project or action. It provides guidance as to whether an impact is likely to be considered small to moderate or whether it is a potentially-large impact. The form also identifies whether an impact can be mitigated or reduced.
- Part 3:** If any impact in Part 2 is identified as potentially-large, then Part 3 is used to evaluate whether or not the impact is actually important.

THIS AREA FOR LEAD AGENCY USE ONLY

DETERMINATION OF SIGNIFICANCE -- Type 1 and Unlisted Actions

Identify the Portions of EAF completed for this project: Part 1 Part 2 Part 3
Upon review of the information recorded on this EAF (Parts 1 and 2 and 3 if appropriate), and any other supporting information, and considering both the magnitude and importance of each impact, it is reasonably determined by the lead agency that:

- A. The project will not result in any large and important impact(s) and, therefore, is one which will not have a significant impact on the environment, therefore a **negative declaration will be prepared.**
- B. Although the project could have a significant effect on the environment, there will not be a significant effect for this Unlisted Action because the mitigation measures described in PART 3 have been required, therefore a **CONDITIONED negative declaration will be prepared.***
- C. The project may result in one or more large and important impacts that may have a significant impact on the environment, therefore a **positive declaration will be prepared.**

*A Conditioned Negative Declaration is only valid for Unlisted Actions

New Beginnings Christian Fellowship
Name of Action

Town of Clarkson Planning Board
Name of Lead Agency

Donald F. Osborne
Print or Type Name of Responsible Officer in Lead Agency

X Chairperson
Title of Responsible Officer

X Donald F. Osborne
Signature of Responsible Officer in Lead Agency

X [Signature]
Signature of Preparer (If different from responsible officer)

X 6/7/11
website Data

X 5/11/11
Date

Brian Lemon, Chair

D. Osborne read the legal notice aloud and opened the Public Hearing.

D. Matt stated that since the last meeting, JP Schepp issued a letter dated June 1, 2011, indicating that the revised site plan dated, including the drainage report and analysis of the septic system dated 5/16/11 addressed his engineering concerns. Further, JP Schepp suggested that the Town consider a letter of credit or some other mechanism to insure that the work is completed per the plans. D. Matt stated that the church does not wish to take the letter of credit route since it is the church's intent to complete the work right away. C. Fabry stated that the issuance of the final C/O could be withheld pending the completion of the work.

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Other issues that D. Matt addressed:

- Lighting of the parking lot area: there are two large floodlights that take care of the immediate parking lot. There are 13 building mounted security lights (4 are motion sensors) and there are numerous landscape lights.
- “No Parking” signs have been installed on the East side of the property.
- Last week the existing stone spaces (25) approved in 2009 were paved. (Note: due to restriping, the actual number of spaces paved = 39, per the Amended Site Plan last revised on 5/17/11.)

S. Hanko made a motion to close the public hearing; second by D. Virgilio; unanimously carried.

Further discussion:

C. Fabry stated that the Jubilee Christian Church recently installed parking lot lights for security reasons. P. Crespo added that there is sufficient lighting. R. Olson stated that in the event the church wishes to add lighting in the future, the plan must be brought before the Planning Board for review.

D. Virgilio made a motion to approve the amended site plan for additional parking, as follows:

- That the 93 new stone parking spaces per the amended site plan last revised on May 17, 2011, be paved within one year of the date of the Notice of Decision, i.e. June 10, 2012, or the Applicant will be required to make application to the ZBA for a variance from the requirements of §140.36F(3) of the Town Code.
- That the issuance of the final Certificate of Occupancy is contingent upon the completion of the detention pond work and the septic system work per the amended site plan; and that the completion date be no later than September 30, 2011, the expiration date of the Conditional Certificate of Occupancy.

Second by S. Hanko; unanimously carried.

OPEN FORUM

1. **Clarkson Community Church**, 8343 Ridge Road, #054.14-1-40, re: proposed parking lot expansion

Jack Fox, deacon, and Steve Ingraham, member, appeared on behalf of the church and presented a color-coded instrument survey to help explain the proposed parking lot expansion. J. Fox stated that the existing stone parking lot was added in 1984 after the church building was expanded; the church wishes to pave that area now, and add an additional 4,800 sq. ft. of parking lot, or 20-30 spaces.

Board discussion followed regarding the best proposed use of the area for parking, and the flow of traffic. The Board indicated that it is doable, but the church needs to submit a Planning Board application w/a site plan, and follow through with the approval process; further, the application will require review by Architectural Review Board and the Conservation Board.

OLD BUSINESS

1. **David McCagg, The Garland Subd., being a resubdivision of the McCagg Subdivision**

NW Corner of Sweden Walker Rd. & East Ave., #069.02-1-1.2, Zoned RS-20

Re: Site plan approval of three lot subdivision / Receipt of response from MCDP&D

C. Tufano, DDS Engineers, stated that all of the conditions requested in the response from Monroe County Department of Planning & Development dated May 17, 2011 have been addressed; and JP Schepp stated that he has no further engineering concerns. R. Olson stated that he needs to review the two easements before they are recorded, and the recording information needs to be added to the Mylar before he signs the same. J. Jackson made a motion confirming this Board’s approval of the site plan on May 17, 2011; second by T. Schrage; unanimously carried.

NEW BUSINESS

1. **George Edelman**, owner, 7568 Ridge Road (3-family unit), Tax Acct. #055.03-1-5.1, Zoned HC

Re: Fill permit application

G. Edelman was not present. The Board reviewed and discussed the application for no more than 200 cubic yards of fill to improve drainage and parking around the three-family rental unit. The short-form SEQR needs to be reviewed by the Conservation Board. J. Jackson made a motion to schedule a Public Hearing on June 21, 2011; second by D. Virgilio; unanimously carried.

REVIEW OF MEETING MINUTES: May 17, 2011

J. Jackson made a motion to approve the minutes as amended; second by D. Osborne; unanimously carried.

NEXT MEETING: June 21, 2011

The Board agreed to cancel the meeting on July 5, 2011; the next meeting will be July 19, 2011. J. Jackson stated that he will not be available that day.

ADJOURNMENT: Meeting adjourned at 8:15 p.m.

Approved 6-21-11

Respectfully submitted,

Ursula M. Liotta

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Administrative Assistant