

**PLANNING BOARD
Village of East Syracuse
September 25, 2013**

The special meeting of the Village of East Syracuse Planning Board for Wednesday, September 25, 2013 was called to order at 4:30PM.

Present: Planning Board members: Dick Robb, Bob Murphy, Mary Albanese, Liz Landry, David Boldt and Chairperson Ron Gustafson. Also present: Village Engineer Steve Snell from O'Brien & Gere, Code Enforcement Officer Randy Capriotti, and Village Clerk Patricia J. Derby.

Excused: Planning Board members Tony Albanese.

Also present: On behalf of Key Bank: James Sheedy, Sr. Facilities Manager

**Key Bank
121 West Manlius Street
Tax Map #004-09-01; 004-09-02 and 004-09-03**

Key Bank returns with revisions discussed at the September 9th Planning Board meeting regarding proposal to replace damaged canopy and reconfigure site to accommodate drive thru lane. Primary concerns are: lighting and site access.

Village Engineer Steve Snell reviewed his site plan comments, including issues with storm water run-off – site is less than 1 acre, access to site and the curb cuts off West Manlius Street, lighting, utility services for sewer and water, and wetland and flood plain. A revised lighting plan will be submitted for Engineer's review.

Found plans difficult to read. Requested full size prints be provided.

Facilities Manager Jim Sheedy reported that lighting is done to NYS requirements for ATM levels for banking. This location provides plenty of light from the street. Light pole in back to provide light and added security. No longer like to add building lights, but do want well lit for vehicle and pedestrian traffic. Light poles are 20'. Lights under canopy for ATM at 20 candlepower at 3 feet (for reference this room is about 40), as NYS requires (20).

Discussed the reduction in impervious surfaces, increased grass areas, and reduction in run-off. Site is less than acre so no SPEDES requirements. (DEC involved in over 1 acre).

Discussed the curb cuts on NYS Rt. 290 and DOT recommendations. Jim Sheedy noted that proposal is consistent with DOT requirements.

Reviewed directional signs on canopy. All other signage will be submitted separately. Code Enforcement Officer will refer to ZBA is necessary.

Reviewed changes to parking spaces. Now in compliance with Village Code (19 ½ x 9). Have 15 spaces on the plan including one handicap.

Discussed sidewalk repair and replacement. The Bank has agreed to install all new sidewalks along West Manlius Street and Ball Street. Discussed the bars over windows – there for security.

Planning Board member Dick Robb expressed concerns and questions relative to landscaping, architecture, signing and lighting in an earlier e-mail to members and Village officials. He noted that a preliminary recommendation of the Village's BOA committee is to provide landscape/fence screening of parking areas in cases where parking must abut West Manlius Street. Site Plan 2 shows no details of curbs and plants. Discussed handicap parking and van accessible area and snow removal. As a result, it was agreed by the members and applicant that a detailed revision to SP2 would be prepared that will show full curbing so that a raised planting bed would be created to receive plant material of at least 3 feet tall so as to screen vehicles. Such plantings can be installed in the Spring of 2014 although the plans for the same will need to be submitted for review and approval by the CEO and Engineer.

Jim Sheedy expressed desire to move this project forward quickly. Key Bank is closing over 30 branches throughout the state. Shifting attention to Shoppingtown location.

Village Engineers will do further review of lighting

Planning Board member Bob Murphy led SEQR review, recommending declare an unlisted action with a negative declaration.

Motion – by R. Murphy, seconded by R. Robb – That the SEQR determination for the Key Bank canopy reconfiguration project be an unlisted action with a negative declaration.

Polling the Board: D. Robb – aye, D. Boldt – aye, L. Landry – aye, B. Murphy – aye, M. Albanese – aye, and Chairperson R. Gustafson – aye. Motion carried.

Continued to discuss landscaping. Asked that recommendation include reference to 6 inch raised planning bed, as noted on SP2 with planting installation to be done in the spring.

Motion – by M. Albanese, seconded by D. Boldt – That the Planning Board recommends approval of the site plan for the Key Bank project to replace canopy and reconfigure site access, and that proposed curbing and plantings are to be detailed in revisions to SP2 submitted for review and approval to the Village CEO and Engineer and be installed in the Spring of 2014.

Polling the Board: D. Robb – aye, D. Boldt – aye, L. Landry – aye, B. Murphy – aye, M. Albanese – aye, and Chairperson R. Gustafson – aye. Motion carried.

Matter will be noticed for Public Hearing by the Board of Trustees on Monday, October 7th prior to the regularly scheduled Board meeting.

Other Business

Reviewed schedule for upcoming Planning Board meetings. Both October and November meetings fall on holidays (Columbus Day October 14th and Veteran's Day November 11th). Propose that should any applications be received that the Planning Board will meet in special session on the third Monday instead.

Code Enforcement Officer randy Capriotti provided update on on-going projects including: Bristol Myers Squibb, house at East Yates Street being built by Habitat for Humanity for local veteran, and Syracuse Recycling and Recovery proposal following fire at Carr Street facility.

Meeting adjourned at 5:50PM

Respectfully submitted by,

Patricia J. Derby
Village Clerk