

Town of Union Planning Board Minutes
Tuesday, March 20, 2023

The Town of Union Planning Board held a special meeting on Monday, March 20, 2023, at the Town of Union Office Building, 3111 East Main Street, Endwell, New York.

Members present: L. Miller, T. Crowley, M. Jaros, C. Bullock, G. Ksenak
Members absent: S. McLain, M. Hills, N. Sarpolis
Others present: Marina Lane, Jill Lloyd, J. P. Nirchi, Sr.

A. CALL TO ORDER

Chairman Miller called the meeting to order at 9:00 a.m.

Chairman Miller appointed Gary Ksenak, the alternate member, as a participating member in Ms. McLain's absence.

B. 3001 E. Main Street, Samaritan Counseling Center Addition, Jill Lloyd

1) Site Plan Review

On March 14, 2023, the Planning Board had reviewed the site plan for an addition on the front of the office building of the Samaritan Counseling Center of the Southern Tier at 3001 East Main Street with the following stipulations:

1. A pre-construction meeting shall be held with the Building Official and contractors no less than one week prior to construction commencing. Call (607) 786-2920 to arrange.
2. No interior construction may commence prior to the issuance of a building permit.
3. Construction site erosion control measures shall be in place prior to beginning any site work.
4. Should there be any damage or work within the Town's right-of-way, all new sidewalk and curb within the Town's right-of-way shall be constructed per Town of Union standards. The contractor shall apply for a highway work permit prior to any work in the right-of-way. Curbs and all other infrastructure facilities must be installed and noted deficiencies corrected in accordance with Town Standards by October 15, 2023. An extension of this date may be approved by the Planning Board upon request.

Ms. Lane changed the word "constructed" to "reconstructed" in the first sentence of the stipulation.

5. Per NYS law, all commercial buildings must be inspected by Code Enforcement every three years. It is your responsibility to coordinate that inspection by calling the Code Enforcement office at (607) 786-2920 prior

to the issuance of a Certificate of Occupancy, and every three years afterwards.

6. A landscaping plan for the perimeter of the addition shall be submitted by April 28, 2023, and landscaping shall be planted by October 15, 2023. The landscaping shall be maintained according to the landscaping plan, and any dead or dying plants shall be replaced with similar plants within one month, weather permitting, per Code Section 300-54.2.

7. A fence six-feet in height shall be maintained along the north property line, beginning at 8-feet from the property line along S. Knight Avenue. Any fence shall have its finished or decorative side facing the adjacent properties. The fence posts and other supporting structures of the fence shall face the interior of the area to be fenced.

8. If any new signage is proposed, a sign permit application shall first be submitted to the Building Permits office. Signs that flash, rotate or blink are not permitted.

9. All temporary signs, including portable signs announcing events, shall be reviewed and approved by the Code Enforcement Office prior to being placed on the property. No signs shall be placed in the NYS Right-of-Way.

10. If you wish to add any outdoor lighting for the parking lot, the lighting plan shall be submitted to Code Enforcement for their approval prior to installation.

11. Parking shall not be permitted on the grass. Should the Code Enforcement Official determine that there is not sufficient parking available on site, an additional parking area shall be required with plans submitted within one month of such notification.

12. Any change in use of the property shall be reviewed by the Code Enforcement office prior to any change in use or occupancy. Changes to the site may require a minor site plan review or submittal to the Planning Board, depending on the degree of change per Code Section 300-63.2. Applicability.

13. Site plan approval shall expire after one year unless substantial improvements have been made pursuant to the approved site plan. The applicant may request an extension from the Planning Board.

14. The applicant shall be required to acknowledge all of the above conditions, in writing, no later than March 31, 2023. The applicant shall agree to follow the stipulations of approval in strict accordance with the site plan. Changes to the site plan following approval may require a minor site plan review or submittal to the Planning Board, depending on the degree of change per Code Section 300-63.2. Applicability.

Broome County Planning submitted the 239-Review comments on March 15, 2023, and the project meets all the requirements for site plan review.

Chairman Miller asked for a motion to approve the Site Plan for the Samaritan Counseling Center addition with one revision to the stipulations of approval.

Motion Made: G. Ksenak
Motion Seconded: T. Crowley
MOTION: Approval of the Site Plan for the Samaritan House Counseling Center addition with one revision to the stipulations of approval.
VOTE: **In Favor:** L. Miller, M. Jaros, T. Crowley, C. Bullock, G. Ksenak
Opposed: None
Abstained: None
Motion Carried

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

Ms. Lane and Mr. Freer met with Phillip Leber, who had previously presented two solar projects on Glendale Drive and Western Heights Boulevard. The plans Mr. Leber submitted are not ready, and Ms. Lane told him that she could not accept them. These projects involve the removal of trees on steep slopes. Ms. Lane advised Mr. Leber that he would need to resubmit plans from a licensed engineer for both projects.

D. Adjournment

Chairman Miller asked for a motion to adjourn the meeting at 8:08 a.m.

Motion Made: M. Jaros
Motion Seconded: G. Ksenak
MOTION: Adjourning the meeting.
VOTE: **In Favor:** L. Miller, M. Jaros, T. Crowley, C. Bullock, G. Ksenak
Opposed: None
Abstained: None
Motion Carried

Next Meeting Date

The next meeting of the Planning Board is tentatively scheduled for Tuesday, April 11, 2023, at 7:00 p.m.

Respectfully Submitted,
Carol Krawczyk