

**Town of Rotterdam Planning Commission
Minutes of December 16, 2025 Meeting**

The Rotterdam Planning Commission held a meeting on Tuesday, December 16, 2025 at 7:30 p.m. at the Rotterdam Town Hall, 1100 Sunrise Boulevard, Rotterdam, New York 12306.

Present:	Kimberly Ricker Scannell, Chairman Lynn Flansburg, Vice Chairman Clark Collins Wayne Calder Joseph Signore Joseph Miglucci Danielle Ciampino Peter Comenzo, Town Planner Courtney Heinel, Attorney Donna Levasseur, Secretary	Excused:
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Chairman Scannell called the workshop to order at 7:00 p.m.

Waivers:

1. **A & A Sports, LLC – 93 West Campbell Road.** The applicant requests a Waiver of Site Plan review to operate indoor batting cages for baseball and softball into existing tenant space D-110, ±6,465 square foot from December 1, 2025 – January 31, 2027 in the ViaPort Rotterdam Mall.

Motion was made by Mrs. Ciampino to approve the Waiver conditioned on the following:

1. Compliance with all NYS Building and Fire Codes.
2. Applicant must obtain a Fire Inspection and/or Building Permit and be issued a Certificate of Occupancy from the Town of Rotterdam Building Safety Inspector and/or Building Inspector/Code Enforcement Officer prior to operation.
3. Applicant to comply fully with Town Sign Code and obtain a building permit for any signage.
4. Owner/applicant shall install Knox box for emergency personnel. Please contact Fire District #6 and/or #7 for specifics.

Mr. Calder seconded the motion and vote resulted in unanimous approval of the motion.

2. **MBBWORLD, LLC – 93 West Campbell Road.** The applicant requests a Waiver of Site Plan review to operate a digital media platform business into existing tenant space F-118, ±3,000 square foot from November 1, 2025 – May 31, 2026 in the ViaPort Rotterdam Mall.

Motion was made by Mr. Miglucci to approve the Waiver conditioned on the following:

1. Compliance with all NYS Building and Fire Codes.
2. Applicant must obtain a Fire Inspection and/or Building Permit and be issued a Certificate of Occupancy from the Town of Rotterdam Building Safety Inspector and/or Building Inspector/Code Enforcement Officer prior to operation.
3. Applicant to comply fully with Town Sign Code and obtain a building permit for any signage.
4. Owner/applicant shall install Knox box for emergency personnel. Please contact Fire District #6 and/or # for specifics.

Mrs. Ciampino seconded the motion and vote resulted in unanimous approval of the motion.

Agenda:

Attendance was taken and determined there is a quorum.

Ms. Scannell: We need a motion to approve the summary minutes of November

Mr. Collins: I will make the motion.

Ms. Ciampino: I second the motion.

Ms. Scannell: Are there any questions on the motion: Please call the vote.

Ms. Levasseur: Mr. Collins?

Mr. Collins: Yes.

Mrs. Levasseur: Mr. Calder?

Mr. Calder: Yes.

Mrs. Levasseur: Mr. Signore:

Mr. Signore: Yes.

Mrs. Levasseur: Mr. Miglucchi?

Mr. Miglucchi: Yes.

Mrs. Levasseur: Mrs. Ciampino?

Mrs. Ciampino: Yes.

Mrs. Levasseur: Chairman Ricker-Scannell?

Chairman Ricker-Scannell: Yes.

Motion carried.

1. **Burdeck Street Ventures, LLC – 785 Burdeck Street & Princetown Road.** Conceptual Site Plan/Special Use Permit review to construct seventeen (17) ±12,000 square foot flex warehouse buildings and three (3) ±10,400 square foot flex warehouse buildings on a combined ±14.6-acre parcel. Engineer: ABD Engineers, LLP.

Luigi Palleschi from ABD Engineers & Surveyors was present for the project.

1. Project has been modified substantially and more than doubled in size. Proposed square footage of buildings has increased from nine (9) buildings and 108,000 square feet to twenty (20) buildings and 235,200 square feet. Lot coverage should be calculated and addressed. Building separation and snow storage may be problematic.
2. Provide a phasing plan.
3. Proposed multiple tenancy per building with unknown users makes parking allowance and utilities very difficult to review.
4. Proposed water supply should be looped throughout the site and from Burdeck and Princetown Roads.
5. Fire department access and hydrant locations should be addressed.
6. Proposed drywell system may not be adequate given the amount of impervious surfaces.
7. Access onto Princetown Road and Burdeck Street should be discussed. Turn lanes may be necessary given the proposed density. Traffic study will need to be amended to include additional warehouse space.

Mr. Palleschi stated that each building will include one (1) overhead door, a small office area and one (1) bathroom. Site access will be provided from both Burdeck Street and Princetown Road, utilizing the existing curb cut. A railroad line runs along the west side of the property. Adequate circulation is provided for fire and emergency vehicles. There will be approximately 24% green space. Each building will be served by its own septic system. Public water is available from both Burdeck Street and Princetown Road.

The project will be developed in phases, dependent on tenant demand. They do not intend to construct all buildings at once. Phase one (1) is anticipated to include six (6) buildings located closer to the roadway. Buildings will vary in shape and style. The middle buildings will be deferred to later in the phase. Stormwater improvements will be constructed incrementally as each phase is developed.

Mr. Floccuzio noted that the property design is flexible, and subject to change. Mr. Floccuzio stated that the ideal tenants would likely include fencing, plumbing or HVAC companies. Mr. Floccuzio emphasized the development flexibly, with a long-term goal of attracting a larger tenant that may occupy a larger building in the future, possible withing five (5) years.

Mrs. Flansburg: Are you looking for approval on the whole project?

Mr. Palleschi: Yes.

Mr. Floccuzio: I would like to start with six (6) buildings in the spring. I think it will end up changing. I have already talked to CSX,

Chairman Ricker-Scannell: So, a modification of the site plan?

Mr. Floccuzio: Correct.

Mr. Signore: I would leave two (2) middle buildings out. Phase one (1) is a learning curve. Leave them out till the project gets going.

Mrs. Ciampino: Was initially worried about parking, but I like the project.

Wayne Calder: I like it.

Clark Collins: I think it is a little dense, without those two (2) buildings there would be more room.

Chairman Ricker-Scannell: I agree with Clark, it is a little dense. Are you going to need any Zoning Variances?

Mr. Palleschi: No, I do not think so.

Chairman Ricker-Scannell: Bring us a phasing plan.

Mr. Floccuzio: We might not move on with the other phases for four (4) or five (5) years. I'm for working with what you guys want. I want to start in the spring.

Chairman Ricker-Scannell: We need a motion to have the Rotterdam Planning Commission Declare Lead Agency.

Mrs. Flansburg: I will make that motion.

Mr. Collins: I second the motion.

Chairman Ricker-Scannell: Are there any questions of the motion? Please call the vote.

Mrs. Levasseur: Mr. Collins?

Mr. Collins: Yes.

Mrs. Levasseur: Mr. Calder?

Mr. Calder: Yes.

Mrs. Levasseur: Mr. Signore?

Mr. Signore: Yes.

Mrs. Levasseur: Mr. Miglucci?

Mr. Miglucci: Yes.

Mrs. Levasseur: Mrs. Ciampino?

Mrs. Ciampino: Yes.

Mrs. Levasseur: Vice Chairman Flansburg?

Vice Chairman Flansburg: Yes.

Mrs. Levasseur: Chairman Ricker-Scannell?

Chairman Ricker-Scannell: Yes.

Motion carried.



Town of Rotterdam
Office of the Planning Commission

Kimberly Ricker Scannell, Chairman
Peter J. Comenzo, Senior Planner

Telephone (518) 355-7575
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Resolution Number PC62-2025

Moved by Mrs. Flansburg seconded by Mr. Collins

Applicant: Burdeck Street Ventures, LLC

Applicant: Burdeck Street Ventures, LLC.

Project Location: 785 Burdeck Street & Princetown Road


Tax Number or Numbers: 48.-3-6.12


Proposed Project: Sketch/Preliminary Site Plan to allow the construction of an additional six (6) unit apartment building on a ±1.63-acre parcel containing an existing four (4) unit apartment building. Engineer: Empire Engineering, PLLC

WHEREAS, pursuant to 6 NYCRR Part 617 State Environmental Quality Review the above referenced project is an Unlisted Action; and,

WHEREAS, the Rotterdam Planning Commission desires to establish itself as lead agency on this project; **NOW:**

IT IS HEREBY RESOLVED THAT on this day, Tuesday, December 16, 2025, the Rotterdam Planning Commission hereby declares itself lead agency and authorizes the Rotterdam Town Planner to prepare, file, publish and distribute all documents as necessary to comply with 6NYCRR Part 617 (State Environmental Quality Review).


Peter J. Comenzo
Senior Planner


Kimberly Ricker-Scannell
Planning Commission Chairman

2. **Mark Nardini – Old Mariaville Road.** Final Site Plan review for the proposed construction of a ±4,000 square foot contractor storage warehouse on a ±0.8-acre parcel. Engineer: ABD Engineers, LLP.

Luigi Palleschi from ABD Engineers & Surveyors was present for the project and discussed the DPW comments. Mark Nardini was also present.

1. Final Fees Due: Final Site Plan \$350.00
2. See comment response letter from ABD Engineers & Surveyors dated November 21, 2025.
3. On June 18, 2025, DPW and NYSDEC conducted a site visit and it was determined that no NYSDEC stream permitting is required.
4. Prior to Chairman’s signature, the applicant shall provide documentation from the Highway Superintendent that the proposed work in the Town ROW is acceptable and that Highway Work Permits can be issued.
5. Add note to plan: “Foundation location surveys shall be provided prior to building construction.”
6. Add note to plan: “Prior to the issuance of building permits for construction, a well must be drilled and test results provided to the Town demonstrating adequate potable water supply for the proposed project.”
7. Proposed ground cover and landscaping type should be identified on the final site plan.
8. Add note to plan: “Owner/applicant shall install Knox Box for emergency personnel.” Check with Fire District #6 for specifications.
9. Add note to plan: “Sign permits shall be obtained for the proposed project identification signage including any proposed pylon, monument and/or building mounted signage.”
10. Modify note #9 on plan: “Building design shall be in substantial conformance to the proposed Exterior Elevations presented to the Planning Commission on December 16, 2025.”

DPW Comments November 6, 2025

1. Proposed curb cut is extremely large and located on a curve. Driveway should be narrowed.
2. Applicant should consider adding landscaping and/or incorporate a decorative wall with proposed signage to enhance aesthetics and make an attractive entryway to Old Mariaville Road.
3. Proposed well should be protected from vehicular damage and tampering given its location.
4. Discuss proposed number of tenants for the Special Use Permit.

SEQR Requirement: 6 NYCRR 617 Unlisted Action. Rotterdam Town Board conducted a coordinated review and issued a Negative Declaration on January 22, 2025.

Involved/Interested Agencies

Schenectady County Economic Development and Planning
Schenectady County Department of Health
New York State Department of Environmental Conservation – Region #4
New York State Department of Transportation
Rotterdam Highway Department
Rotterdam Police Department

Rotterdam Planning Commission
Fire District #6 (South Schenectady)

Mr. Palleschi stated that they are in the final stages. A monument sign was added. The building is for one tenant and that is for Mr. Nardini. Chairman Ricker Scannell said she loved the addition of the sign and landscaping. Members all agree that it is a nice project.

Chairman Ricker-Scannell: We need a motion to approve final site plan.

Mr. Signore: I will make that motion that we approve the site plan with all the DPW and Planning Commission suggested conditions of approval.

Mr. Calder: I second the motion.

Chairman Ricker-Scannell: Are there any questions of the motion? Please call the vote.

Mrs. Levasseur: Mr. Collins?

Mr. Collins: Yes.

Mrs. Levasseur: Mr. Calder?

Mr. Calder: Yes.

Mrs. Levasseur: Mr. Signore?

Mr. Signore: Yes.

Mrs. Levasseur: Mr. Miglucci?

Mr. Miglucci: Yes.

Mrs. Levasseur: Mrs. Ciampino?

Mrs. Ciampino: Yes.

Mrs. Levasseur: Vice Chairman Flansburg?

Vice Chairman Flansburg: Yes.

Mrs. Levasseur: Chairman Ricker-Scannell?

Chairman Ricker-Scannell: Yes.

Motion carried.



Town of Rotterdam
Office of the Planning Commission

Kimberly Ricker Scannell, Chairman
Peter J. Comenzo, Senior Planner

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Resolution Number PC63-2025

Moved by Mr. Signore, seconded by Mr. Calder
Applicant: Mark Nardini

- Applicant:** Mark Nardini
- Project Location:** Old Mariaville Road
Rotterdam, New York
- Tax Number or Numbers:** 47.00-4-8
- Proposed Project:** Final Site Plan review for the proposed construction of a ±4,000 square foot contractor storage warehouse on a ±0.8 acre parcel. ABD Engineers, LLP.

WHEREAS, public meetings were conducted by the Town of Rotterdam Planning Commission on December 16, 2025 to consider the above referenced Site Plan; and,

WHEREAS, this matter was discussed and approved, as meeting the standards for a Site Plan Review as set forth in Chapter 270 of the Code of the Town of Rotterdam entitled ZONING; and,

WHEREAS, the Town of Rotterdam Planning Commission after careful consideration of the application, testimony of the applicant and/or representative and members of the public in attendance at the hearing, and all other materials of record **HEREBY APPROVES THE SITE PLAN; NOW**

IT IS HEREBY RESOLVED THAT this Site Plan is approved with the following conditions as stipulated by the Planning Commission:

- | | | |
|-------------------|------------------|----------|
| 1. Final Fees Due | <u>Site Plan</u> | \$350.00 |
| | Total | \$350.00 |
2. Prior to Chairman’s signature, the applicant shall provide documentation from the Highway Superintendent that the proposed work in the Town ROW is acceptable and that Highway Work Permits can be issued.
 3. Add note to plan: “Foundation location surveys shall be provided prior to building construction.”
 4. Add note to plan: “Prior to the issuance of building permits for construction, a well must be drilled and test results provided to the Town demonstrating adequate potable water supply for the proposed project.”

- 5 Proposed ground cover and landscaping type should be identified on the final site plan.
- 6 Add note to plan: "Owner/applicant shall install Knox Box for emergency personnel." Check with Fire District #6 for specifications.
- 7 Add note to plan: "Sign permits shall be obtained for the proposed project identification signage including any proposed pylon, monument and/or building mounted signage."
- 8 Modify note #9 on plan: "Building design shall be in substantial conformance to the proposed exterior elevations presented to the Planning Commission on December 16, 2025."


Peter J. Comenzo
Senior Planner


Kimberly Ricker-Scannell
Planning Commission Chairman

3. **Peter Road, LLC – 759 Peter Road.** Final Site Plan Review to construct 16 condominiums (four building containing 4 units each) on a ±2.41-acre parcel. Engineer: Steenburgh Consulting Engineering, PLLC.

1. Fees:	Final Site Plan:	\$ 350.00
	Dwelling Unit Fee: 16 units @\$600 each	\$9,600.00
	Total:	\$9,950.00

2. See comment letter from GPI dated December 4, 2025.
3. Several minor DPW comments from October 21, 2025 remain. These should be addressed prior to signature on the final site plan.
4. Final addressing plan will need to be approved by the Building Inspector and filed with Schenectady County to create tax parcel numbers.
5. Approval is conditioned upon applicant addressing all Town Designated Engineer (TDE) and Rotterdam Department of Public Works (DPW) comments and full and final approval of the TDE and DPW.
6. Final site plan approval is contingent upon receiving a SPEDES permit from NYSDEC. Prior to the issuance of any building permits the applicant shall receive NYSDEC approval of the sanitary sewers.
7. Prior to the issuance of site development permits, the applicant shall file a Notice of Intent with the New York State Department of Environmental Conservation in order to gain coverage under SPDES General Permit for stormwater discharges from construction activities for the project. Proof of permit coverage must be submitted to the Town prior to site work. Weekly SWPPP inspection reports will need to be sent to the Town Stormwater Manager. A schedule for when land disturbing activities will commence is required and notification to the Town Stormwater Manager when land disturbance begins. A deed covenant for the property is required for the post-construction maintenance of the stormwater management facilities in accordance with the approved Operation and Maintenance guide. These documents need to be established and submitted to the Town before Certificate of Occupancy (CO) is issued.
8. Add note to site plan: “All potable water supply shall be privately owned and operated, and the Town will have no obligation thereto in the absence of dedication and acceptance.”
9. Add note to site plan: The developer/homeowner’s association shall own and maintain the roadways, stormwater facilities, and parking areas in the proposed condominium development areas.
10. Prior to the issuance of site development permits, the applicant must receive full and final approvals by the TDE and Town Stormwater Manager of the following: Stormwater Pollution Prevention Plan (SWPPP), Stormwater Operation and Maintenance Manual, and Stormwater Management Engineering Report as prepared by Brett L. Steenburgh, P.E., PLLC.
11. Prior to work in the Town right-of-way, the applicant must receive Highway Work Permits from the Town.
12. Add note to site plan: “Sign permits shall be obtained for the proposed project identification signage including any proposed pylon or monument signage.”
13. Add note to landscape plan: “Landscaped areas around residential buildings and grassy areas shall contain a sprinkler system.”

14. Final site plan approval is contingent upon the applicant receiving permits (site development and building) from the DPW Building Inspector.
15. The applicant shall provide the Town of Rotterdam DPW paper and electronic AutoCAD file copies of the utility "As-Built Record Drawings" upon completion and testing of the utilities.
16. Applicant shall be required to establish a separate homeowners/condominium association to be reviewed and approved by the State Attorney General's Office. These homeowners' associations shall be responsible for the maintenance, preservation and ownership of the common open space, including any private streets, drives, service and parking areas and recreational areas. Membership in such homeowners' association shall be made a restriction to the deed conveying ownership of a dwelling in this development.
17. Add note to plan: "Water and sanitary sewer lines shall not be installed underneath driveways on condominium units."
18. Add note to plan: "No stockpiling or burying of debris, slash, stumps, or construction material is permitted."
19. Add note to plan: "All fill material to be utilized on site shall meet the requirements of Chapter 17 and Chapter 18 of the New York State Building Code and verified by the Rotterdam Building Inspector."
20. Final fire hydrant detail and location shall be confirmed by DPW prior to installation.
21. Prior to the issuance of Site Development and/or Building Permit(s) by the Town of Rotterdam, the applicant shall attend a pre-construction meeting with the Building Inspector and DPW staff to confirm the completion of the above stated conditions.
22. Add note to plan: "Foundation location surveys shall be provided prior to building construction."

DPW Comments from October 21, 2025

1. See comment letter from Brett Steenburgh dated October 15, 2025 responding to DPW Comments from August 19, 2025 and GPI comments dated September 19, 2025. GPI to provide follow-up review letter.
2. Prior to scheduling for final site plan approval, the applicant and DPW shall provide comments and acknowledgement to the Planning Commission that the site plans have been reviewed by the Carman Fire District for hydrant placement and emergency response.
3. Prior to scheduling for final site plan approval, hydrant flow test will need to be performed and proof of adequate flow presented to the Planning Commission. Add to final map.
4. Applicant should address outdoor garbage can storage with concrete covered area on the side of the building or other means.
5. Sidewalk on Peter Road should be extended south to the property line.
6. DPW is still recommending an internal concrete sidewalk along roadway entrance to Peter Road.
7. DPW is still recommending decorative fencing or a landscaped wall running along the southern boundary of the existing Town of Rotterdam Utility Easement along Highbridge Road. This will enhance aesthetic look of the property and discourage trespass from Highbridge Road into the complex.
8. Identify ground cover for all surfaces and add to legend on site plan and landscaping plan.
9. Add irrigation for landscaping around buildings and identify ground cover (grass, mulch, etc.). Add to landscaping plan.
10. Address mail/package delivery and add to site plan.
11. Show external HVAC locations and provide shielding and/or landscaping.

12. Provide privacy fencing along the Lands N/F of Stibinger.
13. Add note to plans: "Vegetative buffer areas to the south and west must be maintained in perpetuity. If the Town of Rotterdam requires removal of vegetation on the existing drainage easement, the HOA shall be responsible to replant vegetation to the satisfaction of the Town to maintain the integrity of the buffering for the existing single-family residents on Saint Jude Drive."

DPW Comments from August 19, 2025

1. Perc and soil tests were conducted on 8/26/24. Additional testing should be coordinated with the Town and TDE based on updated layout and include all septic and stormwater areas.
2. Applicant should explore matching stone wall & "Welcome to Highbridge" sign similar to newly installed one on north side of Highbridge. Wall may need to be substantially shorter in length due to the existing utility easement along Highbridge but could wrap around the Peter Road/Highbridge corner and be incorporated into proposed aluminum fence with pilasters along Peter Road.
3. Internal sidewalks along both the north and south side of entrance road should be provided. There are no sidewalks internally amongst buildings.
4. Provide sidewalk along Peter Road and connect into existing sidewalk on Highbridge Road.
5. Show location of homes on lots abutting the site.
6. Building elevations are needed. Are patios and second floor decks proposed? Small privacy walls should be incorporated in any proposed outdoor space.
7. Proposed hydrant location should be reviewed by Carman Fire District.
8. Fire flow testing needs to be performed and coordinated with TDE and DPW.
9. Existing grade CAD layer should be removed from septic plan. Site is relatively flat and no substantial cut/fill is proposed.
10. Provide all signage (project, wayfinding, traffic control) and add to detail sheet.
11. Provide lighting plan.
12. Add standard Town notes regarding snow, lighting, etc....

DPW Comments from May 20, 2025

1. Planning Commission should authorize the Chairman to enter into an agreement to retain the services of a Town Designated Engineer (TDE) to assist in the review of this application.
2. Add internal concrete sidewalks and add sidewalk along frontage on Peter Road to connect into existing sidewalk along Highbridge Road.
3. Radiuses should be increased to allow for emergency vehicles.
4. Are basements proposed? Number of bedrooms.
5. Provide elevations and floor plans for the proposed building.
6. Buffering of adjoining single family residential homes and additional landscaping at the entry should be discussed with the applicant.
7. Add site statistics table.

SEQR Requirement: 6 NYCRR 617 Unlisted Action. Rotterdam Town Board issued a Negative Declaration on February 12, 2025.

Mr. Chase Steenburgh with Steenburgh Consulting Engineering representing Peter Road, LLC. Some changes since the last time we were here. We changed the storage building to an open pavilion, meeting the request of the Planning Commission for monument fencing and a major change is we removed the juniper trees and replaced them with six (6) foot vinyl fencing. A question was asked about the sidewalk on Peter Road. Mr. Steenburgh said the sidewalk only goes to the entrance. Chairman Ricker-Scannell commented that they would like to keep the walkability of the neighborhood. The members agreed about extending the sidewalk to the property line. Mr. Steenburgh indicated that if the board felt strong about the sidewalk, they could do that.

Chairman Ricker-Scannell: We need a motion to approve final site plan with conditions.

Mr. Collins: I will make that motion with all of the DPW and Planning Commission proposed conditions and with an additional condition that the sidewalk along Peter Road be extended from the entrance south to the property line.

Mrs. Flansburg: I second the motion.

Chairman Ricker-Scannell: Are there any questions of the motion? Please call the vote.

Mrs. Levasseur: Mr. Collins?

Mr. Collins: Yes.

Mrs. Levasseur: Mr. Calder?

Mr. Calder: Yes.

Mrs. Levasseur: Mr. Signore?

Mr. Signore: Yes.

Mrs. Levasseur: Mr. Miglucchi?

Mr. Miglucchi: Yes.

Mrs. Levasseur: Mrs. Ciampino?

Mrs. Ciampino: Yes.

Mrs. Levasseur: Vice Chairman Flansburg?

Vice Chairman Flansburg: Yes.

Mrs. Levasseur: Chairman Ricker-Scannell?

Chairman Ricker-Scannell: Yes.

Motion carried with conditions and additional condition to extend the public sidewalk south to the property line.



Town of Rotterdam
Office of the Planning Commission

Kimberly Ricker Scannell, Chairman
Peter J. Comenzo, Senior Planner

Telephone (518) 355-7575
Facsimile (518) 355-2725

Resolution Number PC65-2025

Moved by Mr. Collins, seconded by Ms. Flansburg
Applicant: Peter Road, LLC

- Applicant:** Peter Road, LLC
- Project Location:** 759 Peter Road
Rotterdam, New York
- Tax Number or Numbers:** 59.20-1-1
- Proposed Project:** Final Site Plan review to construct 16 condominiums (four buildings containing 4 units each) on a ± 2.41-acre parcel.

WHEREAS, public meetings were conducted by the Town of Rotterdam Planning Commission on May 20, 2025, August 19, 2025, and December 16, 2025 to consider the above referenced Site Plan; and,

WHEREAS, this matter was discussed and approved, as meeting the standards for a Site Plan Review as set forth in Chapter 270 of the Code of the Town of Rotterdam entitled ZONING; and,

WHEREAS, the Town of Rotterdam Planning Commission after careful consideration of the application, testimony of the applicant and/or representative and members of the public in attendance at the hearing, and all other materials of record **HEREBY APPROVES THE SITE PLAN; NOW**

IT IS HEREBY RESOLVED THAT this Site Plan is approved with the following conditions as stipulated by the Planning Commission:

- | | | |
|----------|---------------------|-------------------|
| 1. Fees: | Final Site Plan: | \$ 350.00 |
| | Dwelling Unit Fee: | |
| | 16 Units@\$600 each | <u>\$9,600.00</u> |
| | | \$9,950.00 |
2. Several minor DPW comments from October 21, 2025 remain. These should be addressed prior to signature on the final site plan.
 3. Final addressing plan will need to be approved by the Building Inspector and filed with Schenectady County to create tax parcel numbers.
 4. Approval is conditioned upon applicant addressing all Town Designated Engineer (TDE) and Rotterdam Department of Public Works (DPW) comments and full and final approval of the TDE and DPW.

- 5 Final site plan approval is contingent upon receiving a SPEDES permit from NYSDEC. Prior to the issuance of any building permits the applicant shall receive NYSDEC approval of the sanitary sewers.
- 6 Prior to the issuance of site development permits, the applicant shall file a Notice of Intent with the New York State Department of Environmental Conservation in order to gain coverage under SPDES General Permit for stormwater discharges from construction activities for the project. Proof of permit coverage must be submitted to the Town prior to site work. Weekly SWPPP inspection reports will need to be sent to the Town Stormwater Manager. A schedule for when land disturbing activities will commence is required and notification to the Town Stormwater Manager when land disturbance begins. A deed covenant for the property is required for the post-construction maintenance of the stormwater management facilities in accordance with the approved Operation and Maintenance guide. These documents need to be established and submitted to the Town before Certificate of Occupancy (CO) is issued.
- 7 Add note to site plan: "All potable water supply shall be privately owned and operated, and the Town will have no obligation thereto in the absence of dedication and acceptance."
- 8 Add note to site plan: The developer/homeowner's association shall own and maintain the roadways, stormwater facilities, and parking areas in the proposed condominium development areas.
- 9 Prior to the issuance of site development permits, the applicant must receive full and final approvals by the TDE and Town Stormwater Manager of the following: Stormwater Pollution Prevention Plan (SWPPP), Stormwater Operation and Maintenance Manual, and Stormwater Management Engineering Report as prepared by Brett L. Steenburgh, P.E., PLLC.
- 10 Prior to work in the Town right-of-way, the applicant must receive Highway Work Permits from the Town.
- 11 Add note to site plan: "Sign permits shall be obtained for the proposed project identification signage including any proposed pylon or monument signage."
- 12 Add note to landscape plan: "Landscaped areas around residential buildings and grassy areas shall contain a sprinkler system."
- 13 Final site plan approval is contingent upon the applicant receiving permits (site development and building) from the DPW Building Inspector.
- 14 The applicant shall provide the Town of Rotterdam DPW paper and electronic AutoCAD file copies of the utility "As-Built Record Drawings" upon completion and testing of the utilities.

- 15 Applicant shall be required to establish a separate homeowners/condominium association to be reviewed and approved by the State Attorney General's Office. These homeowners' associations shall be responsible for the maintenance, preservation and ownership of the common open space, including any private streets, drives, service and parking areas and recreational areas. Membership in such homeowners' association shall be made a restriction to the deed conveying ownership of a dwelling in this development.
- 16 Add note to plan: "Water and sanitary sewer lines shall not be installed underneath driveways on condominium units."
- 17 Add note to plan: "No stockpiling or burying of debris, slash, stumps, or construction material is permitted."
- 18 Add note to plan: "All fill material to be utilized on site shall meet the requirements of Chapter 17 and Chapter 18 of the New York State Building Code and verified by the Rotterdam Building Inspector."
- 19 Final fire hydrant detail and location shall be confirmed by DPW prior to installation.
- 20 Prior to the issuance of Site Development and/or Building Permit(s) by the Town of Rotterdam, the applicant shall attend a pre-construction meeting with the Building Inspector and DPW staff to confirm the completion of the above stated conditions.
- 21 Add note to plan: "Foundation location surveys shall be provided prior to building construction."



Peter J. Comenzo
Senior Planner



Kimberly Ricker-Scannell
Planning Commission Chairman

4. **Hatchet Hardware** – 80 West Campbell Road. Sketch Site Plan to convert a former ±23,500 square foot former Office Max into a ±25,900 square foot ACE Hardware Store on a ±4.97-acre parcel. ABD Engineers, LLP.

1. Redevelopment of this site was discussed at several meeting with the Planning Commission in 2024 for a daycare facility for the YWCA.
2. The curbed islands with trees that are being removed as part of the outdoor sales/storage area need to be replaced. Trees and curbing will provide shade, increase aesthetics, and add additional protection.
3. Several trees in the existing parking islands are in very poor condition and should be removed and replaced with red maple or similar. Some of the curbed islands are also in poor condition and should be rehabbed or replaced.
4. Access isle from handicapped parking in front of the building needs to be perpendicular to drive isle and ADA compliant curbing installed. Consider moving handicap spaces to the center. Show on final site plan and in detail sheet.
5. Thru traffic from adjoining retail store is somewhat problematic. Applicant's attorney should review any proposed cross easements and existing lease with current tenant and modify if necessary.
6. Add note to Plan: "One water meter shall be installed on the service connection. Final type/location to be approved by DPW."
7. Add note to Plan: "Sign permits shall be obtained for the proposed project identification signage including any proposed pylon, monument and/or building mounted signage."
8. Mutual easements and maintenance agreements providing for shared traffic access, shared traffic circulation, shared parking, and snow storage should be developed and submitted now for review by Town DPW and review by the Town Attorney.

SEQR Requirement: 6 NYCRR 617 Unlisted Action. Rotterdam Planning Commission should declare Lead Agency.

Involved/Interested Agencies:

Schenectady County Economic Development and Planning
Schenectady County Department of Health
Rotterdam Police Department
Fire District #6
Fire District #7
Schalmont School District
Metroplex Development Authority

Luigi Palleschi from ABD Engineers & Surveyors was present for the project.

This will be the eleventh ACE Hardware conversion Hatcher Hardware has done in the area. The building has been vacant for a while. It will use the same footprint. There will be a display up front and a greenhouse. It has great visibility. They will be making a lot of upgrades. There will be some parking lot modifications. The curb island with trees we will be looking to remove those. The trees by the ring road will remain. There is proposed stop, one-way signs on how the circulation will work. We did speak with Dollar Tree; he is ok with the proposed changes to the parking lot. Chairman Ricker-Scannell commented on how excited she is about this project. Mr. Calder said it is great for the Town. Mrs. Ciampino said that area needs upgrades and she is very excited about this project. Mr. Collins said great project. He had one request. Make a couple of parking spots for veterans. Chairman Ricker-Scannell loved that idea and said she would like to see bike racks. Mrs. Flansburg loved the project. Mr. Signore loves the project. Said we should throw out the red carpet for them. Mr. Miglucci said it is a great plan. Chairman Ricker-Scannell asked if they would need any variances from the Zoning Board. Mr. Palleschi said he did not think so.

Chairman Ricker-Scannell: We need a motion to have the Rotterdam Planning Commission Declare Lead Agency.

Mrs. Flansburg: I will make that motion.

Mr. Collins: I second the motion.

Chairman Ricker-Scannell: Are there any questions of the motion? Please call the vote.

Mrs. Levasseur: Mr. Collins?

Mr. Collins: Yes.

Mrs. Levasseur: Mr. Calder?

Mr. Calder: Yes.

Mrs. Levasseur: Mr. Signore?

Mr. Signore: Yes.

Mrs. Levasseur: Mr. Miglucci?

Mr. Miglucci: Yes.

Mrs. Levasseur: Mrs. Ciampino?

Mrs. Ciampino: Yes.

Mrs. Levasseur: Vice Chairman Flansburg?

Vice Chairman Flansburg: Yes.

Mrs. Levasseur: Chairman Ricker-Scannell?

Chairman Ricker-Scannell: Yes.

Motion carried.

Chairman Ricker-Scannell: I would entertain a motion to adjourn.

Mr. Collins: I'd like to make a motion to adjourn this evening's meeting

Mr. Signore: I'll second.

Ms. Scannell: All in favor.

Planning Commission Members: I.

Meeting adjourned at 9:45 p.m.

Next meeting scheduled for January 6, 2026

Respectfully submitted,

Donna Levasseur
Planning Commission Secretary



Town of Rotterdam
Office of the Planning Commission

Kimberly Ricker Scannell, Chairman
Peter J. Comenzo, Senior Planner

Telephone (518) 355-7575
Facsimile (518) 355-2725

Resolution Number PC64-2025

Moved by Mrs. Flansburg seconded by Mr. Collins

Applicant: Hatchet Hardware

Applicant: Hatchet Hardware

Project Location: 80 West Campbell Road

Tax Number or Numbers: 48.5-3-10.112

Proposed Project: Sketch Site Plan to convert a former \pm 23,500 square foot former Office Max into a \pm 25,900 square foot ACE Hardware Store on a \pm 4.97-acre parcel. ABD Engineers, LLP.

WHEREAS, pursuant to 6 NYCRR Part 617 State Environmental Quality Review the above referenced project is an Unlisted Action; and,

WHEREAS, the Rotterdam Planning Commission desires to establish itself as lead agency on this project; **NOW:**

IT IS HEREBY RESOLVED THAT on this day, Tuesday, December 16, 2025, the Rotterdam Planning Commission hereby declares itself lead agency and authorizes the Rotterdam Town Planner to prepare, file, publish and distribute all documents as necessary to comply with 6NYCRR Part 617 (State Environmental Quality Review).



Peter J. Comenzo
Senior Planner



Kimberly Ricker Scannell
Planning Commission Chairman