

**Town of Rotterdam Planning Commission
Minutes of February 18, 2025, Meeting**

The Rotterdam Planning Commission held a meeting on Tuesday, February 18, 2025 at 7:30 p.m. at the Rotterdam Town Hall, 1100 Sunrise Boulevard, Rotterdam, New York 12306.

Present:	Kimberly Ricker Scannell, Chairman	Excused:	Lynn Flansburg, Vice Chairman
	Clark Collins		Peter Comenzo, Town Planner
	Wayne Calder		
	Joseph Signore		
	Joseph Miglucci		
	Stephen Valiquette, Attorney		
	Lisa Gallo for Marlo Urowsky, Secretary		

Chairman Scannell called the workshop to order at 7:00 p.m.

Attendance was taken and it was determined that there was a quorum.

Ms. Scannell: We need a motion to approve the summary minutes of February 4, 2025.

Mr. Collins: I will make that motion.

Mr. Miglucci: I second the motion.

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

Ms. Gallo: Mr. Collins?

Mr. Collins: Yes.

Ms. Gallo: Mr. Calder?

Mr. Calder: Yes.

Ms. Gallo: Mr. Signore?

Mr. Signore: Yes.

Ms. Gallo: Mr. Miglucci?

Mr. Miglucci: Yes.

Ms. Gallo: Mrs. Ciampino?

Mrs. Ciampino: Yes

Ms. Gallo: Chairman Ricker-Scannell?

Ms. Scannell: Yes.

Motion carried.

Waivers:

No waivers

1. Carman Hospitality, LLC – 3083 Carman Road. Sketch/Preliminary Site Plan & Special Use Permit review to redevelop an existing ±2,300 square foot building (former Key Bank) into a First NY Credit Union branch office with drive-thru. Engineer: ABD Engineers LLC.

Luigi Palleschi from ABD Engineers & Surveyors was present for the project and discussed the DPW comments. Aaron Griffin was present on behalf of First NY Credit Union.

1. Building is located in Sewer District #7, Extension #2 and must be connected to municipal sewer prior to occupancy.

Carman Hospitality would like to wait for the whole development of the site before tying into sewer. This could take 12 to 24 months. Mr. Valiquette stated there could be a condition put on the plan if the Planning Commission chooses to entertain this request. Several Board Member, Mr. Collins, Mr. Signore and Mr. Calder expressed their concern about allowing this when other properties have come to this Board and were required to tie in prior to operation.

2. A special use permit is required for the proposed drive thru.

Mr. Palleschi knows it is a Special Use Permit because of the drive-thru and will supply the answers to those Special Use Permit questions.

3. Existing septic area should be shown on the plans and note added to the site plan: “Septic system shall be abandoned and decommissioned prior to occupancy.”

Mr. Palleschi explained the bank would like to continue to use the septic and Carman Hospitality would like to develop the other pad site. He has completed a sketch. He will discuss with Carman Hospitality to see if he can share with the Board.

4. Existing site lacks landscaping and asphalt is in poor condition. Additional site upgrades should be considered.

Mr. Palleschi advised that the existing parking lot would be re-sealed and re-striped and would look like a new parking lot. Chairman Ricker Scannell does not think that the existing landscaping is adequate and that the addition of only three trees is insufficient.

5. Existing flagpole is in poor condition and should be replaced and/or repainted. Applicant should consider incorporating the flagpole with a landscaping feature and incorporate the existing mailbox.

Mr. Palleschi stated Carman Hospitality is aware of this and plans on painting the flagpole. They will also do some landscaping around the pole. Mr. Miglucci requested the flagpole should fly the American flag and it should be illuminated. Mr. Griffen agreed.

6. Sidewalks should be considered to comply with the Town’s new Complete Streets Policy.

Mr. Palleschi is aware of this and it will be implemented in the full re-development plan for the entire parcel.

7. Detail proposed freestanding sign. There is no existing freestanding signage for the former Key Bank, it has been completely removed. New signage must comply with Town Code and may require variances.

Mr. Palleschi submitted pictures of the old Key Bank sign and the new First NY Credit Union sign. They will submit a sign application and get variances if required. A signage easement exists and is noted on the plan. Chairman Ricker Scannell requested that a copy of the easement be provided to Attorney Valiquette.

8. Existing old wall pack lighting on the front of the building will need to be replaced with shielded downcast lighting to prevent off-site illumination. Provide detail.

Noted.

9. Pole lights for parking area should be evaluated and upgraded as necessary.

Noted.

10. Add note to plan: "Install a new water meter with an outdoor reader that measures in gallons."

Mr. Palleschi will add the note to the plan.

Chairman Ricker-Scannell asked what the term of the lease was and Mr. Griffen advised that it was a ten year lease with two (2) five 5 year options. The bank is moving from its current Rotterdam location to this location. She expressed concern that many of the proposed actions were not aligning with the DPW and that it reminded her of Wimpie from the Popeye cartoon, "I'll gladly pay you Tuesday for a hamburger today." Mr. Palleschi mentioned that the new owners were looking to redevelop that entire corner and have already made multiple improvements to the hotel. They are planning on tying into sewers as they move forward with their plans. Chairman Ricker Scannell suggested that Mr. Palleschi speak with his clients to determine if they are willing to share their redevelopment plans with the Planning Commission. He agreed to speak to them and hopes to present more when he returns for this project. As noted above, several members of the Planning Commission feel that it would be unfair to allow this project not to connect to sewers as we have required everyone else to do so. She would like the snow area shown on the plan. She would also like to see where the dumpster will be located and the dumpster location enclosure. She would also like a bike rack as neighbors may bike to the bank.

Mr. Collins remembers there being flooding at the corner due to stormwater and is wondering if that has been corrected.

Mrs. Ciampino expressed her gratitude to the new owners for purchasing the property and making improvements to the site.

No action was taken on this project.

1. **Tralongo Builders, Inc. – 2241 First Avenue.** Sketch Site Plan review to demolish an existing three (3) family structure in order to facilitate the construction of a ±5,985 square foot addition onto an existing a ±5,985 square foot building. Engineer: ABD Engineers LLC.

Luigi Palleschi from ABD Engineers & Surveyors was present for the project and discussed the DPW comments. Mike Tralongo was present on behalf of Tralongo Builders, Inc.

1. Variances will be required for proposed setbacks.

Mr. Palleschi explained that the three (3) family residence was located in the same area as the proposed new structure and will need a 17' variance.

2. Demolition permits will be required for removal of residential structure. Existing water service shall be terminated at the main.

There will not be a bathroom in the structure. There is one in the office. However, there will be water to run the masonry equipment.

3. Existing septic area should be shown on the plans and note added to the site plan: "Septic system shall be abandoned and decommissioned prior to occupancy."

Noted.

4. Add note to plan: "Install a new water meter with an outdoor reader that measures in gallons."

Will add note.

5. Provide building elevations and interior layout. Is plumbing proposed?

Noted. The building will be a concrete building with metal.

6. Garage floor drains are prohibited and should be removed from plans.

Mr. Palleschi thought that he had designed other buildings with floor drains but when he researched this he realized they were removed. This will be removed.

7. What is BML? Detail lighting.

BML stands for "building mounted lights." He will add the detail.

8. Show existing & proposed ground cover. Planning Commission may want to consider asking the applicant to add some landscaping to the front of the building facing First Avenue.

Mr. Tralongo explained that this is a masonry wholesale/retail business. It has been at this location since 2009. They mostly do commercial precast masonry but will also do precast masonry residential; pier caps, hearth stone, balustrades, countertops and planters. If they can't make it they are partners with other companies that they can get it from. Grandview Concrete started here. They can make some precast planters for some landscaping.

Chairman Rickard-Scannell inquired about the tank at the corner of the existing building. It is a 1,000-gallon diesel tank. It is movable.

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

Mr. Miglucci: I will make that motion.

Mrs. Ciampino: I second the motion.

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

Ms. Gallo: Mr. Collins?

Mr. Collins: Yes.

Ms. Gallo: Mr. Calder?

Mr. Calder: Yes.

Ms. Gallo: Mr. Signore?

Mr. Signore: Yes.

Ms. Gallo: Mr. Miglucci?

Mr. Miglucci: Yes.

Ms. Gallo: Mrs. Ciampino?

Mrs. Ciampino: Yes

Ms. Gallo: Chairman Ricker-Scannell?

Ms. 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
Facsimile (518) 355-2725

Resolution Number PC09-2025


Moved by Mr. Miglucci seconded by Mrs. Ciampino
Applicant: Tralongo Builders, Inc.

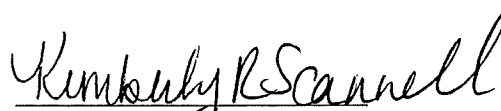
Applicant: Tralongo Builders, Inc.
Project Location: 2241 First Avenue
Rotterdam, NY
Tax Number or Numbers: 59.7-7-1.2
Proposed Project: Site Plan review to demolish an existing three (3) family structure in order to facilitate the construction of a ±5,985 square foot addition onto an existing a ±5,985 square foot building.

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, February 18, 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 6 NYCRR Part 617 (State Environmental Quality Review).


Peter J. Comenzo
Senior Planner


Kimberly Ricker-Scannell
Planning Commission Chairman

3. **CNZ, LLC (Contract Vendee) - Fort Hunter Road & Terminus of Valentine Drive.** Sketch Minor Subdivision to create three (3) lots from a ±1.82-acre parcel. Lot #1 = ±0.82-acres (Ft. Hunter Proposed Duplex), Lot #2 = ±0.58-acres (proposed Single Family Residence), and Lot #3 ±0.42-acres (proposed Single Family Residence). Engineer: ABD Engineers LLC.

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

1. The Town Board approved a Change of Zone from Agricultural (A-1) to Two-Family Residential (R-2) for this property on January 22, 2025.

Mr. Palleschi explained there is water on the other side of the road for the duplex on Ft. Hunter. There are hydrants on Valentine Drive for the other two (2) houses.

2. Property was partially cleared and some limited grading work has occurred in 2024. Existing contour lines are no longer accurate.

Mr. Palleschi will submit an updated topography map. The possible need for a retaining wall was discussed.

3. Provide grading plan and proposed elevations for finished floor. Are basements proposed?

Yes, there are basements proposed. Mrs. Ciampino asked about screening for the existing neighbors and Mr. Palleschi advised that his clients had been in touch with several of the neighbors.

4. Terminus of Valentine Drive has only 60 feet of right of way, Town Code requires 100 feet. Highway Superintendent does not recommend two (2) additional driveways be added to the terminus of roadway. Variances will be required for a building lot(s) on Valentine Drive.

It was suggested that Mr. Palleschi discussed this again with the Highway Superintendent. It appears the Planning Commission members do not feel there is enough room for the two (2) driveways and are not fans of a shared driveway. Snow removal and storage and turn around area for snowplows was discussed. Mr. Calder also noted that school buses may need to be taken into consideration. It is likely that the bus stop is on Ft. Hunter Road.

5. Perc and deep hole tests are required prior to advancing subdivision application.

They intend to do this but they cannot do it now.

6. Duplex will require site plan approval. Provide building elevation for proposed duplex. Are garages proposed? Detail proposed driveway dimensions.

7. A highway work permit will be required from Schenectady County and should be submitted now with copies provided to the Town.

This will be done.

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

Mr. Calder: I'll second.

Ms. Scannell: All in favor.

Planning Commission Members: Aye

Meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Lisa R. Gallo
Planning Commission Secretary