

**Town of Rotterdam
Planning Commission
March 17, 2026**

Workshop (V. Dalton Bambury Hearing Room 2nd Floor) 7:00 pm

Waivers:

1. **Bramhanand Parsram – 1660 Tower Street.** The applicant requests a Waiver of Site Plan review to convert an existing ±3,150 square foot office building on a ±0.21-acre parcel to retail & office/storage use.
2. **Wm. Larned & Sons – 544 Burdeck Street.** The applicant requests a Waiver of Site Plan review to construct a ±340 square foot office onto an existing ±3,796 square foot building on a ±31.28-acre parcel.
3. **Discounts Gone Wild – 93 W. Campbell Road.** The applicant requests a Waiver of Site Plan review to operate a retail clothing and home goods store in tenant space G-124 (3,527 square feet) formerly Pacific Sunwear from March 1, 2026 – April 30, 2027 in ViaPort Rotterdam.
4. **Gillette Shows, Inc. – 93 W. Campbell Road.** The applicant requests a Waiver of Site Plan review to hold a carnival from May 14, 2026 – May 25, 2026 in parking Lot E (southern portion of former K-Mart lot) of ViaPort Rotterdam.

Agenda (V. Dalton Bambury Hearing Room 2nd Floor) – 7:30 pm

Approval of the Summary of Minutes March 3, 2025

1. **Primax Properties, LLC (Owner)– 774-778 Duanesburg Road.** Final Site Plan/Special Use Permit Public Hearing review for the proposed construction of a ±21,930 square foot retail Tractor Supply with accessory propane filling station on a combined ±13.01-acre parcel.
Engineers: Bohler Engineering.
2. **Philip & Michela Dubuc (Owner)– 1104 McKinley Avenue.** Temporary Special Use Permit Public Hearing to create an ±590 square foot accessory home-care unit in an existing single-family dwelling.
3. **Bethel Full Gospel Church – 3669 Guilderland Avenue.** Sketch Plan Minor Subdivision to create a ±1.0-acre lot for the location of a single-family residence from a ±43.70-acre parcel.
Engineer: Empire Engineering.

DPW Comments
March 17, 2026

Waivers:

1. **Bramhanand Parsram – 1660 Tower Street.** The applicant requests a Waiver of Site Plan review to convert an existing ±3,150 square foot office building on a ±0.21-acre parcel to retail & office/storage use.
2. **Wm. Larned & Sons – 544 Burdeck Street.** The applicant requests a Waiver of Site Plan review to construct a ±340 square foot office onto an existing ±3,796 square foot building on a ±31.28-acre parcel.
3. **Discounts Gone Wild – 93 W. Campbell Road.** The applicant requests a Waiver of Site Plan review to operate a retail clothing and home goods store in tenant space G-124 (3,527 square feet) formerly Pacific Sunwear from March 1, 2026 – April 30, 2027 in ViaPort Rotterdam.
4. **Gillette Shows, Inc. – 93 W. Campbell Road.** The applicant requests a Waiver of Site Plan review to hold a carnival from May 14, 2026 – May 25, 2026 in parking Lot E (southern portion of former K-Mart lot) of ViaPort Rotterdam.

WAIVER OF SITE PLAN REVIEW

Date Reviewed: March 17, 2026

PC2026-W13

The Town Planning Commission Office has received the attached application and accompanying documents. The below-identified applicant requests a waiver of Article XVII "Site Plan Approval", stating that a site plan review and approval is unnecessary and would not serve the purpose of the Article.

APPLICANT: Bramhanand Parsram

ADDRESS: 887 Westholm Road
Niskayuna, NY 12309

PROJECT LOCATION: 1660 Tower Street

APPLICANT IDENTIFIED AS: Owner Lessee X Contract Vendee

REQUEST: The applicant requests a Waiver of Site Plan review to convert an existing $\pm 3,150$ square foot office building on a ± 0.21 -acre parcel to retail & office/storage use.

Action Taken by Commission:

In accordance with Chapter 270 of the Town of Rotterdam Zoning Ordinance, Article XVII, "Site Plan Approval", Section 270-130(C) the Planning Commission waives the requirements set forth in said Article, conditionally.

Conditions imposed, if any, are as follows:

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 #2 for specifics.
5. Owner/applicant shall reestablish handicap parking and stripe/sealcoat parking lot by June 30, 2026.
6. Owner/applicant shall install a new water meter on the service connection (Neptune MACH 10 radio read meters with pressure sensing option). Check with DPW for specifics.

The Commission action on the Waiver application took place at the Planning Commission meeting of March 17, 2026 and authorized the Commission Chairman to execute the Waiver. The issuance of this Waiver is contingent upon the applicant complying with all conditions as stated above. Failure to adhere to conditions may result in revocation of Waiver by the Town of Rotterdam Planning Commission and requirement of a full Site Plan.

Peter J. Comenzo
Senior Planner

Lynn Flansburg, Chairman
Planning Commission

Site Plan
1660 Tower Street
Rotterdam, NY
Applicant: Bramhanand Parsram

Property Description:

The property located at 1660 Tower Street is an existing commercial building associated with paved parking areas and access from Tower Street. The property will maintain the current paved parking lot with no expansion of the building footprint proposed.

Proposed Change of Use:

The existing building has historically been used for office purposes. The applicant is requesting approval for a change of use from office space to a mixed use consisting of retail, office, and storage.

All storage associated with the business will be kept inside the building, and nothing will be stored outside.

Proposed Site Improvements:

The asphalt cracking will be sealed, and the parking spaces guidelines will be repainted to ensure that they are visible and in compliance with Town's requirements.

The applicant will seek permission for installation of a rear receiving double door approximately eight (8) feet wide to facilitate deliveries and inventory receiving associated with the business. (See Attached Layout).

The installation of the door will be completed by a licensed contractor, who will obtain all required building permits and approvals from the Town. Detailed construction and engineering documentation will be provided at that time.

These improvements *will not* alter the building footprint.

Parking:

The property currently contains sixteen (16) parking spaces, and the applicant proposes maintaining the existing parking layout with no changes.

The parking area includes two (2) accessible parking spaces, one (1) of which is designed to be ADA-compliant with an associated access aisle.

See attached site plan for parking layout.

Building Layout:

The building will be utilized for retail store display, office space, and storage of inventory associated with the business.

The proposed use is expected to have minimal impact on traffic and surrounding properties.

Project Narrative
1660 Tower Street
Rotterdam, NY
Applicant: Bramhanand Parsram

Nature of business:

The business will operate specialty retail business which includes resale of various collectibles, games, trading cards, related merchandise and online sales for these products.

The building will also maintain office space for administrative operations.

The building will be used to facilitate periodic incoming and outgoing shipments of inventory.

Portions of the building may be maintained for leased for office or retail use.

Hours of Operation:

Monday – Saturday: 11:00 AM – 8:00 PM

Sunday: 12:00 PM – 6:00 PM

Hours may be adjusted seasonally as needed.

Section: Deliveries / Receiving

Deliveries will be periodic and will utilize the existing parking area without interfering with normal customer parking operations.

Employees:

The business is expected to have approximately **2–4 employees** on site during normal operating hours.

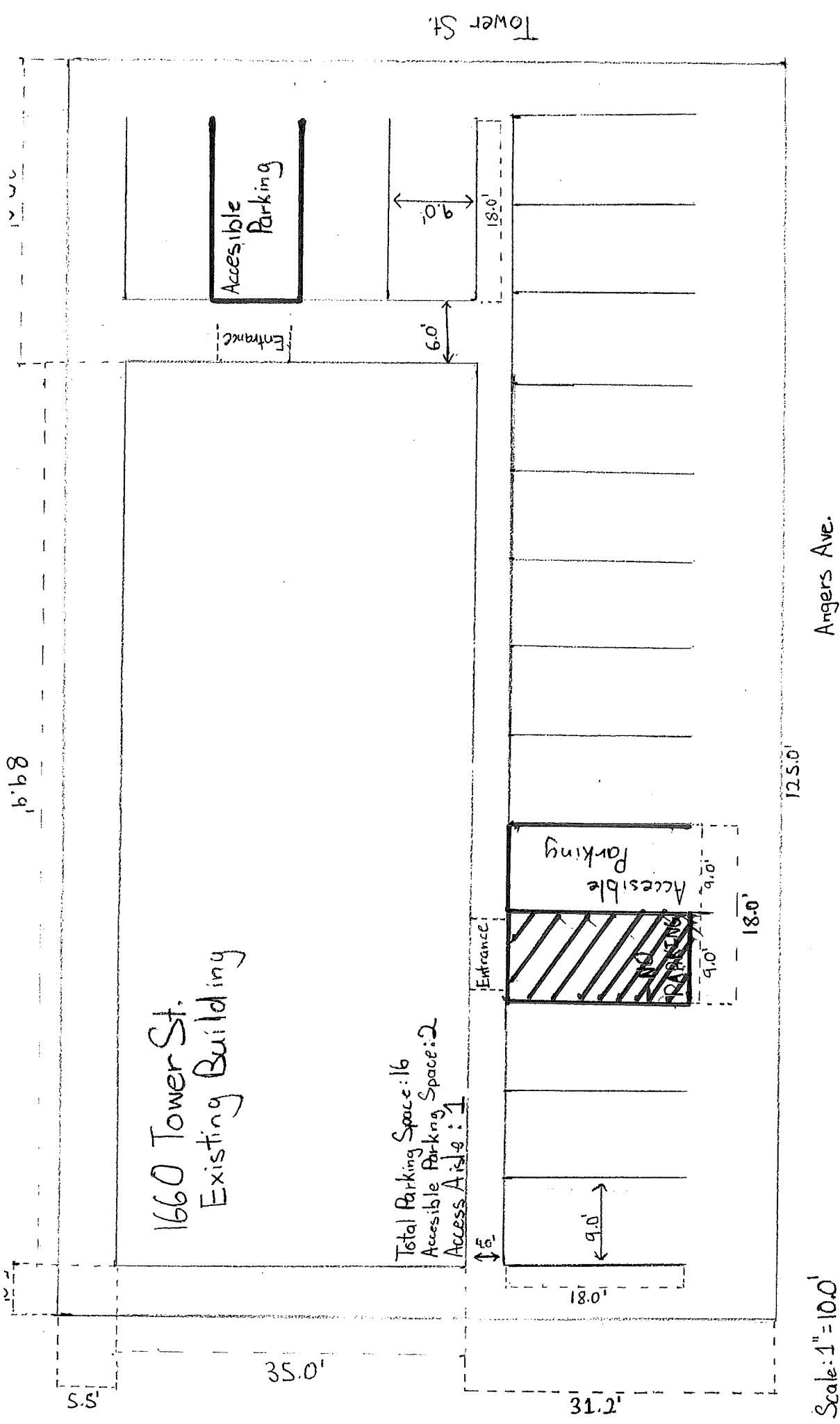
Customer Expectations:

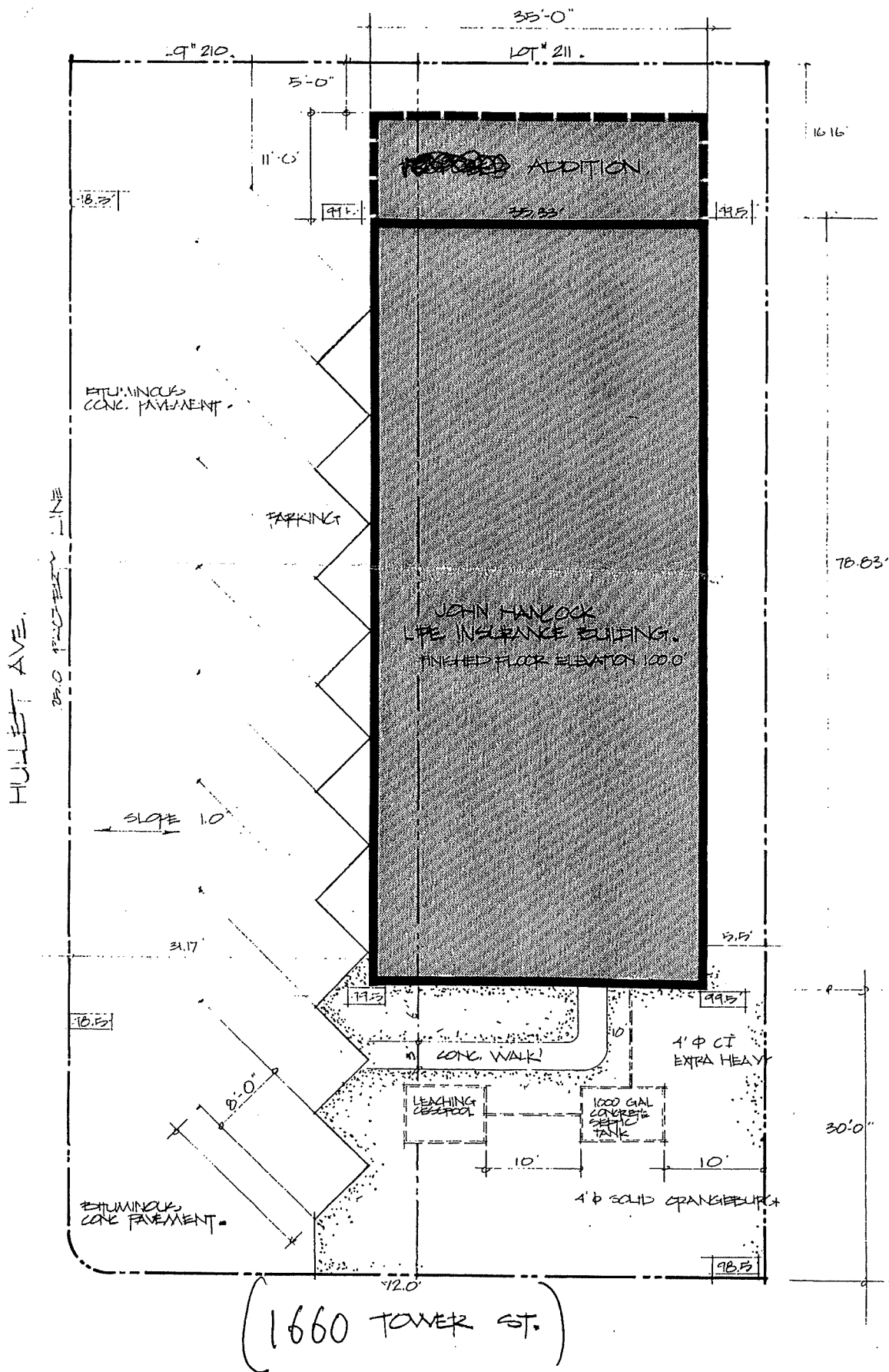
The anticipated customer traffic is expected to be relatively low volume, estimated at approximately 10–20 customers per day depending on season and product releases.

Summary:

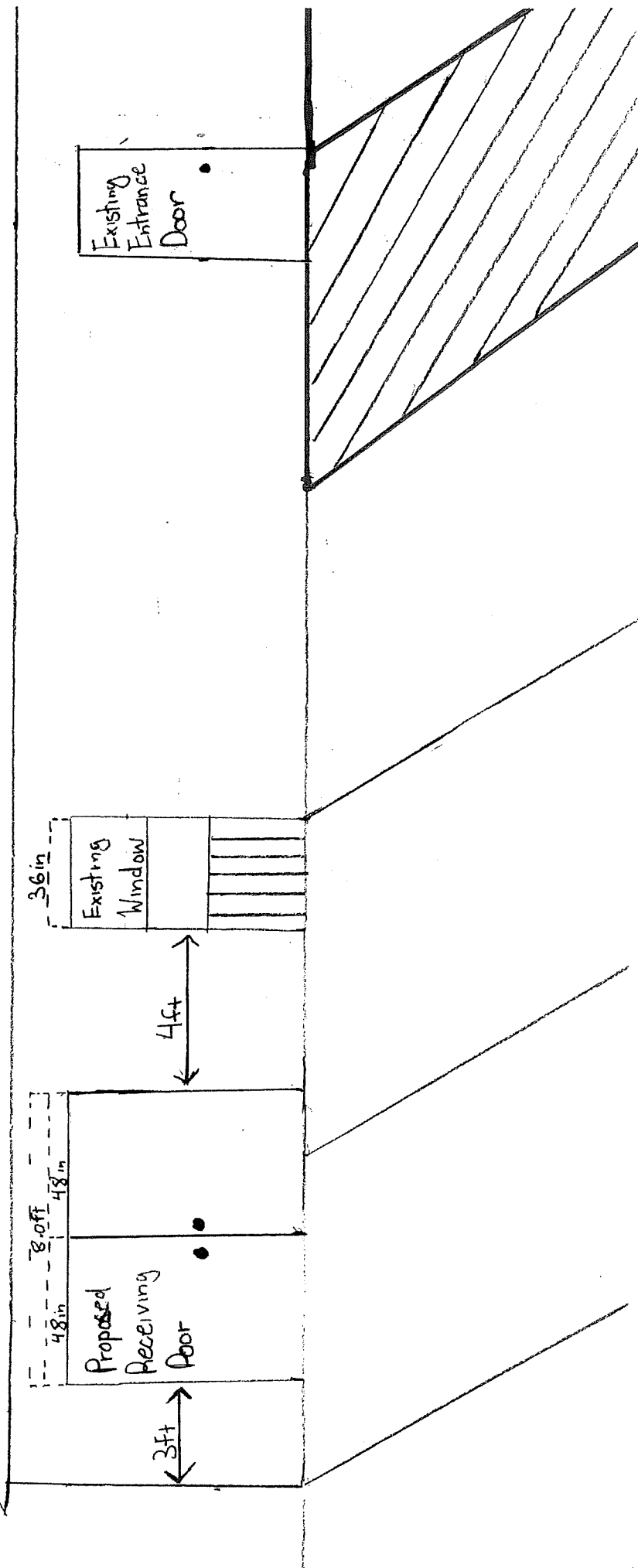
The proposed use represents a small-scale retail and office operation and is expected to have minimal impact on surrounding properties or traffic patterns.

The proposed use is expected to have minimal impact on traffic and surrounding properties.





40ft





Proposed Rear Receiving Door Location
1660 Tower Street
Rotterdam, NY

WAIVER OF SITE PLAN REVIEW

Date Reviewed: March 17, 2026

PC2026-W15

The Town Planning Commission Office has received the attached application and accompanying documents. The below-identified applicant requests a waiver of Article XVII "Site Plan Approval", stating that a site plan review and approval is unnecessary and would not serve the purpose of the Article.

APPLICANT: Wm. Larned & Sons
Attn: Antonio Larned
ADDRESS: 544 Burdeck Street
Schenectady, NY 12306

PROJECT LOCATION: 544 Burdeck Street

APPLICANT IDENTIFIED AS: **X Owner** **Lessee** **Contract Vendee**

REQUEST: The applicant requests a Waiver of Site Plan review to construct a ±340 square foot office onto an existing ±3,796 square foot building on a ±31.28-acre parcel.

Action Taken by Commission:

In accordance with Chapter 270 of the Town of Rotterdam Zoning Ordinance, Article XVII, "Site Plan Approval", Section 270-130(C) the Planning Commission waives the requirements set forth in said Article, conditionally.

Conditions imposed, if any, are as follows:

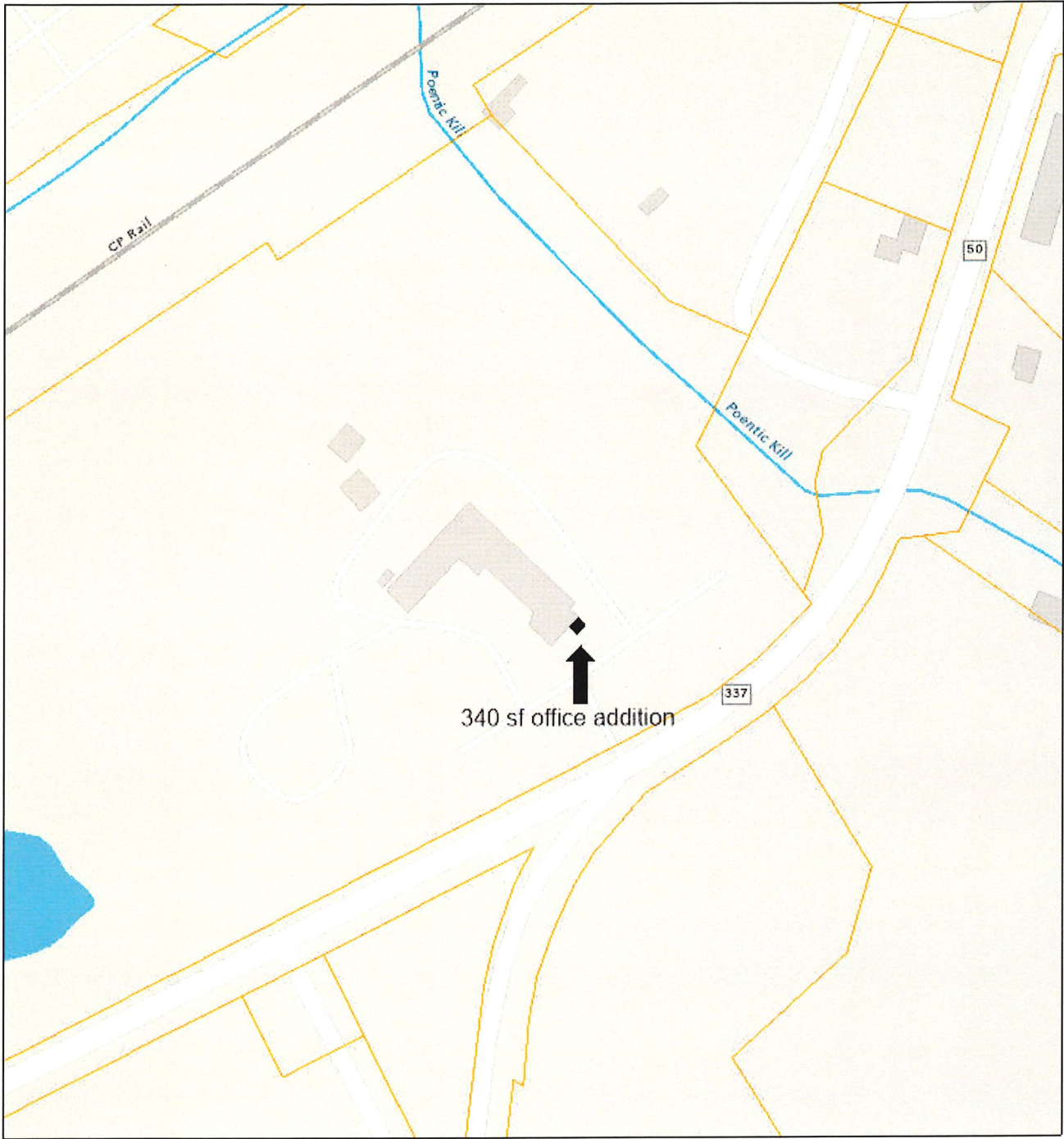
1. Compliance with all NYS Building and Fire Codes.
2. Applicant must obtain a Fire Inspection and/or Building Permit and be issued a Certificate of Occupancy from the Town of Rotterdam Building Safety Inspector and/or Building Inspector/Code Enforcement Officer prior to operation.
3. Applicant to comply 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 for specifics.
5. Owner/applicant shall install a new water meter on the service connection (Neptune MACH 10 radio read meters with pressure sensing option). Check with DPW for specifics.

The Commission action on the Waiver application took place at the Planning Commission meeting of March 17, 2026 and authorized the Commission Chairman to execute the Waiver. The issuance of this Waiver is contingent upon the applicant complying with all conditions as stated above. Failure to adhere to conditions may result in revocation of Waiver by the Town of Rotterdam Planning Commission and requirement of a full Site Plan.

Peter J. Comenzo
Senior Planner

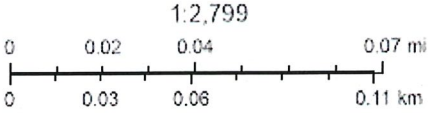
Lynn Flansburg, Chairman
Planning Commission

Larned 544 Burdeck St



March 12, 2026

-  Override 1
-  Parcels



Esri, Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS



SYMBOLS LEGEND:

- CONCRETE
- WOOD BLOCKING
- FINISH WOOD
- CONCRETE MASONRY UNIT
- EARTH
- STONE
- RIGID INSULATION
- DOOR SIZE (WxH)
- NEW DOOR
- DRAWING TITLE
- SCALE 1/4"=1'-0"
- DRAWING SCALE



DATE: 3/1/20
SCALE: AS NOTED

544 BURDECK STREET
SCHENECTADY, NY

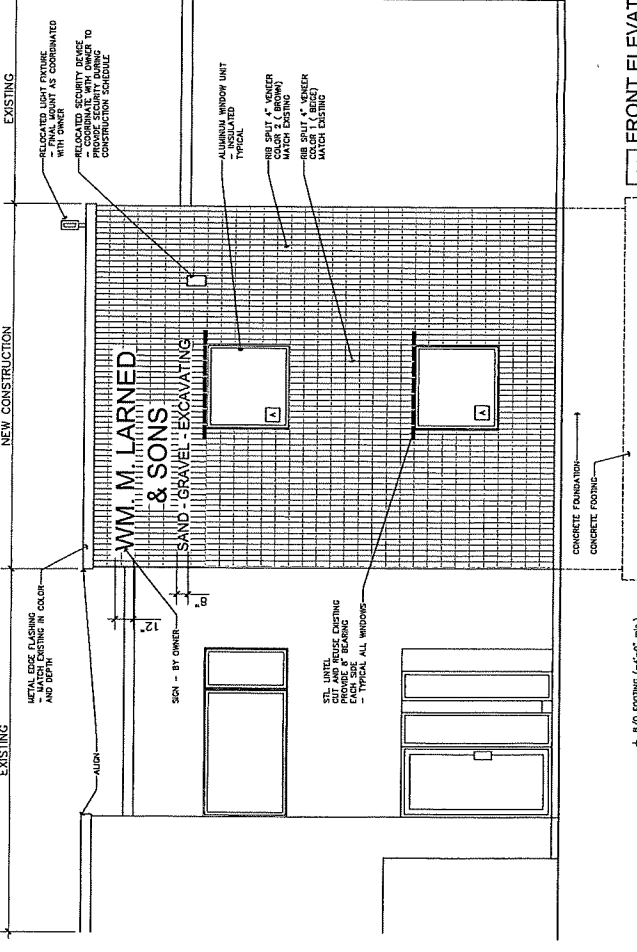
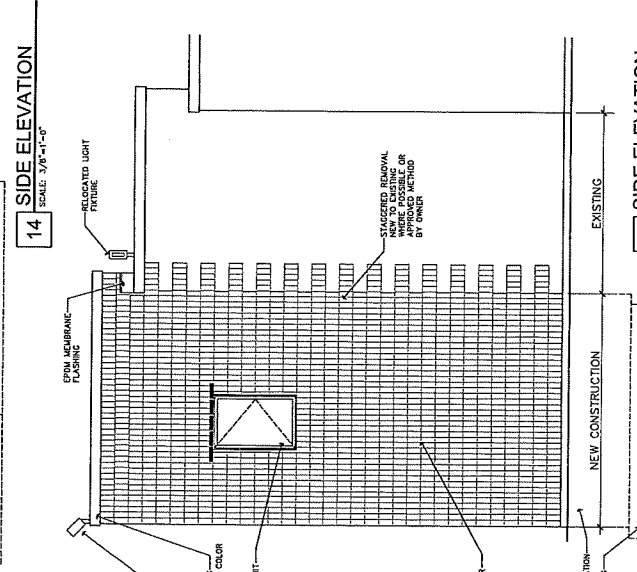
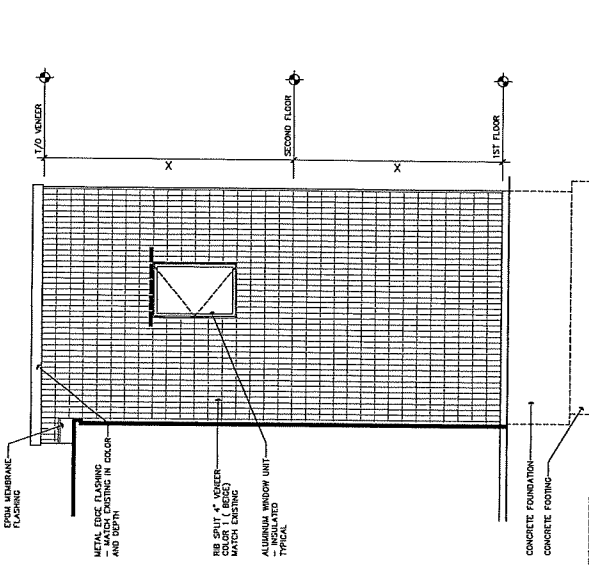
NOT A PART OF THE MANUAL IN ANY
CASE, AND THE ENGINEER'S
RESPONSIBILITY IS LIMITED TO THE
DESIGN AND CONSTRUCTION OF THE
STRUCTURE, AND NOT TO THE
USE OF THE SAME IN ANY OTHER
MANNER.

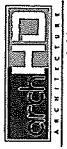
ARCHITECT
3/1/20

14 SIDE ELEVATION
SCALE: 3/8"=1'-0"

15 SIDE ELEVATION
SCALE: 3/8"=1'-0"

13 FRONT ELEVATION
SCALE: 3/8"=1'-0"





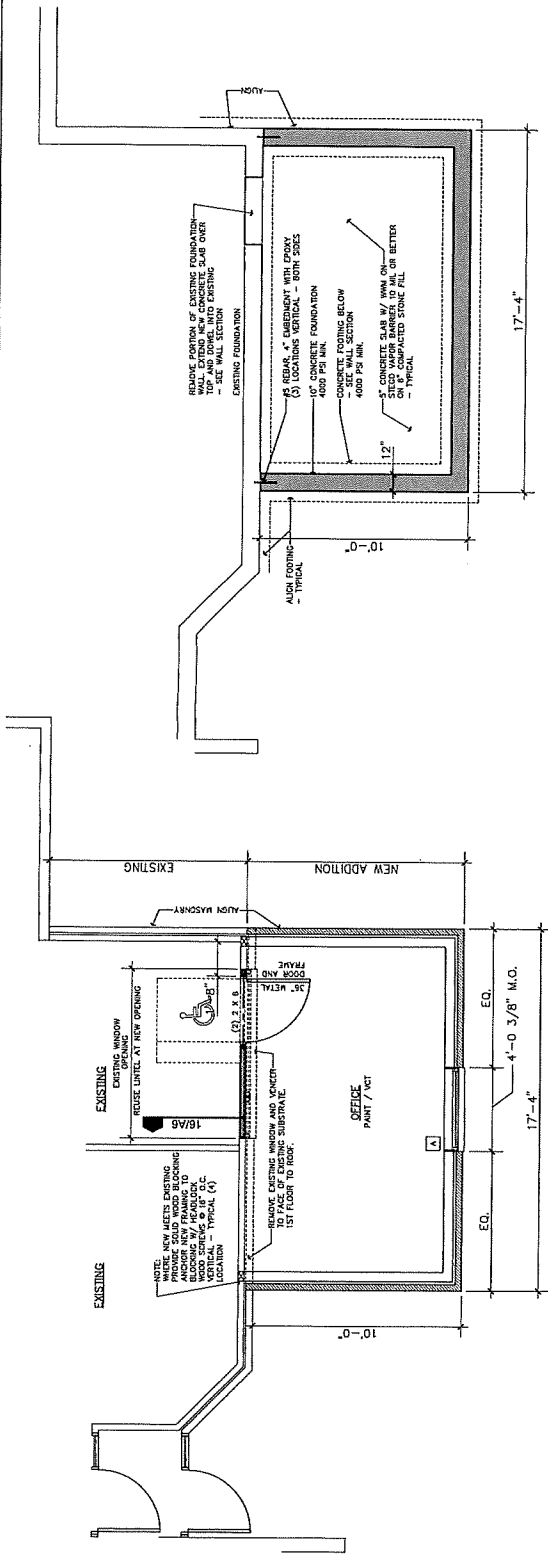
SYMBOLS LEGEND:

- CONCRETE
- WOOD BLOCKING
- FINISH WOOD
- CONCRETE MASONRY UNIT
- STONE
- RIGID INSULATION
- DOOR SIZE (WIDTH)
- NEW DOOR
- FINISH TITL
- SCALE 1/4"=1'-0"
- DRAWING SCALE



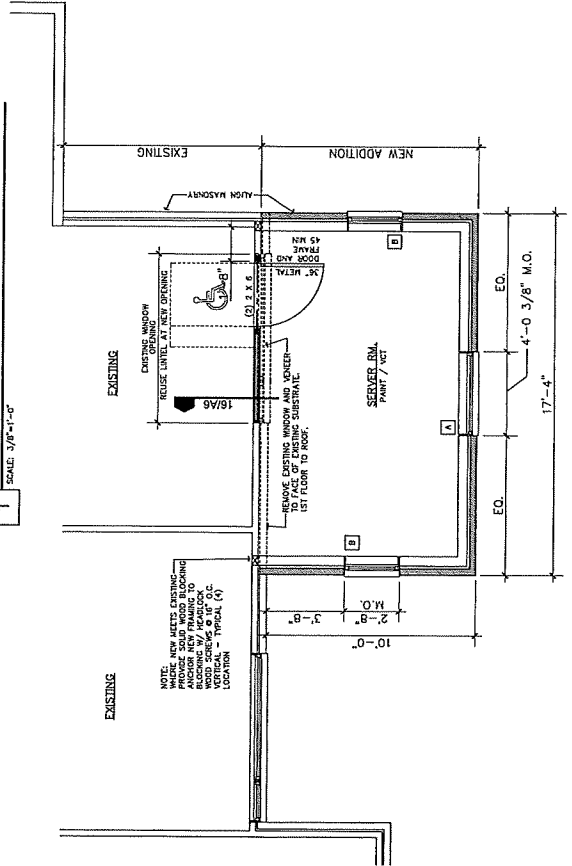
544 BURDECK STREET
SCHENECTADY, NY
3/7/20
AS NOTED

A2

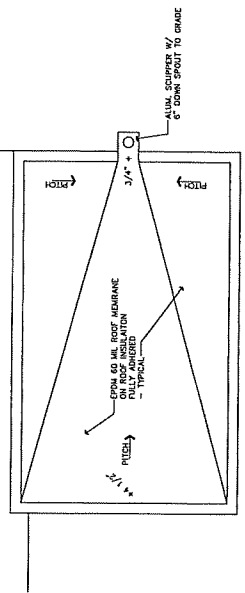


3 FOUNDATION PLAN
SCALE 3/8"=1'-0"
CONCRETE 4000 PSI MIN. AT 28 DAYS

1 1ST FLOOR ADDITION
SCALE 3/8"=1'-0"



2 2ND FLOOR ADDITION
SCALE 3/8"=1'-0"



4 ROOF PLAN
SCALE 3/8"=1'-0"

WAIVER OF SITE PLAN REVIEW

Date: **March 17, 2026**

PC2026-W014

The Town Planning Commission Office has received the attached application and accompanying documents. The below-identified applicant requests a waiver of Article XVII "Site Plan Approval", stating that a site plan review and approval is unnecessary and would not serve the purpose of the Article.

APPLICANT: **Discounts Gone Wild**
 Attn : Rodney Viele
ADDRESS: **1471 Touareuna Road**
 Amsterdam, NY 12010

PROJECT ADDRESS: **93 W. Campbell Road – ViaPort Rotterdam Mall**

APPLICANT IDENTIFIED AS: **Owner** ☒ **Lessee** **Contract Vendee**

REQUEST: The applicant requests a Waiver of Site Plan review to operate a retail clothing and home goods store in tenant space G-124 (3,527 square feet) formerly Pacific Sunwear from March 1, 2026 – April 30, 2027 in ViaPort Rotterdam Mall.

Action Taken by Commission:

In accordance with Chapter 270 of the Town of Rotterdam Zoning Ordinance, Article XVII, "Site Plan Approval", Section 270-130(C) the Planning Commission waives the requirements set forth in said Article, conditionally. Conditions imposed, if any, are as follows:

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 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.

The Commission action on the Waiver application took place at the Planning Commission meeting of March 17, 2026 and authorized the Commission Chairman to execute the Waiver. The issuance of this Waiver is contingent upon the applicant complying with all conditions as stated above. Failure to adhere to conditions may result in revocation of Waiver by the Town of Rotterdam Planning Commission and requirement of a full Site Plan.

Peter J. Comenzo
Senior Planner

Lynn M. Flansburg, Chairman
Planning Commission

Discounts gone wild

will be retail clothing / home goods

hours will be mall hours mon - sat 11AM - 7PM

Sunday 11AM - 5PM will have 1 Employee

Site Map



WAIVER OF SITE PLAN REVIEW

Date: March 17, 2026

PC2026-W12

The Town Planning Commission Office has received the attached application and accompanying documents. The below-identified applicant requests a waiver of Article XVII "Site Plan Approval", stating that a site plan review and approval is unnecessary and would not serve the purpose of the Article.

APPLICANT: Gillette Shows
ADDRESS: Attn: Elizabeth Gillette
291 Pecks Road
Pittsfield, MA 01201

PROJECT ADDRESS: 93 W. Campbell Road (Via Port Rotterdam)

APPLICANT IDENTIFIED AS: Owner ☒ Lessee Contractor

REQUEST: The applicant requests a Waiver of Site Plan review to hold a carnival from May 14, 2026 – May 25, 2026 in parking Lot E (southern portion of former K-Mart lot) of ViaPort Rotterdam.

Action Taken by Commission:

In accordance with Chapter 270 of the Town of Rotterdam Zoning Ordinance, Article XVII, "Site Plan Approval", Section 270-130(C) the Planning Commission waives the requirements set forth in said Article, conditionally. Conditions imposed, if any, are as follows:

1. Compliance with all NYS Building and Fire Codes.
2. Compliance with all applicable state and county laws and regulations, including as applicable, Department of Labor safety inspection/approval requirements and Department of Health inspection/approval requirements.
3. Applicant must obtain a Fire Inspection and/or Building Permit and be issued a Certificate of Occupancy from the Town of Rotterdam Building Inspector/Code Enforcement Officer prior to operation.
4. Applicant shall be in compliance with Chapter 98 of the Town Code and receive a carnival permit from the Rotterdam Town Clerk prior to operation.
5. Applicant shall obtain a Mass Gathering Permit, prior to operation, if the expected customers to the site will exceed 1000 people in a 12-hour period.
6. Applicant to comply fully with Town Sign Code and obtain a building permit for any signage.
7. Applicant and vendors to comply with all applicable state and county permitting/licensing requirements relating to food service, food truck operation, alcohol sales.
8. ViaPort Rotterdam Mall shall provide security for this venue.
9. Town staff shall notify the Rotterdam Police Department and Schenectady County Sheriff's office.

The Commission action on the Waiver application took place at the Planning Commission meeting of March 17, 2026 and authorized the Commission Chairman to execute the Waiver. The issuance of this Waiver is contingent upon the applicant complying with all conditions as stated above. Failure to adhere to conditions may result in revocation of Waiver by the Town of Rotterdam Planning Commission and requirement of a full Site Plan.

Peter J. Comenzo
Senior Planner

Lynn Flansburg, Chairman
Planning Commission

February 23, 2026

Dear Sir;

Our plan is to have a carnival from May 14 to May 25, 2026 with an assortment of children and adult rides, several game concessions along with several food concessions.

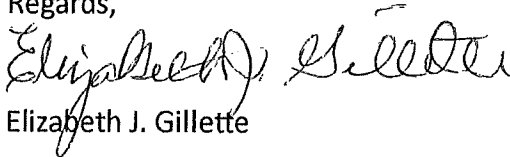
Our hours will be on

Weekends 1:00pm to 10:00pm and weekdays opening at 5:00pm to 9:00 pm.

We will have approximately 50 employees.

Thank you.

Regards,

A handwritten signature in cursive script, appearing to read "Elizabeth J. Gillette".

Elizabeth J. Gillette

ROTTERDAM SQUARE

Mail Address:
ROTTERDAM SQUARE MALL
93 West Campbell Road
Schenebald, NY 12306
Phone: (510) 374-3714
Fax: (510) 374-3722

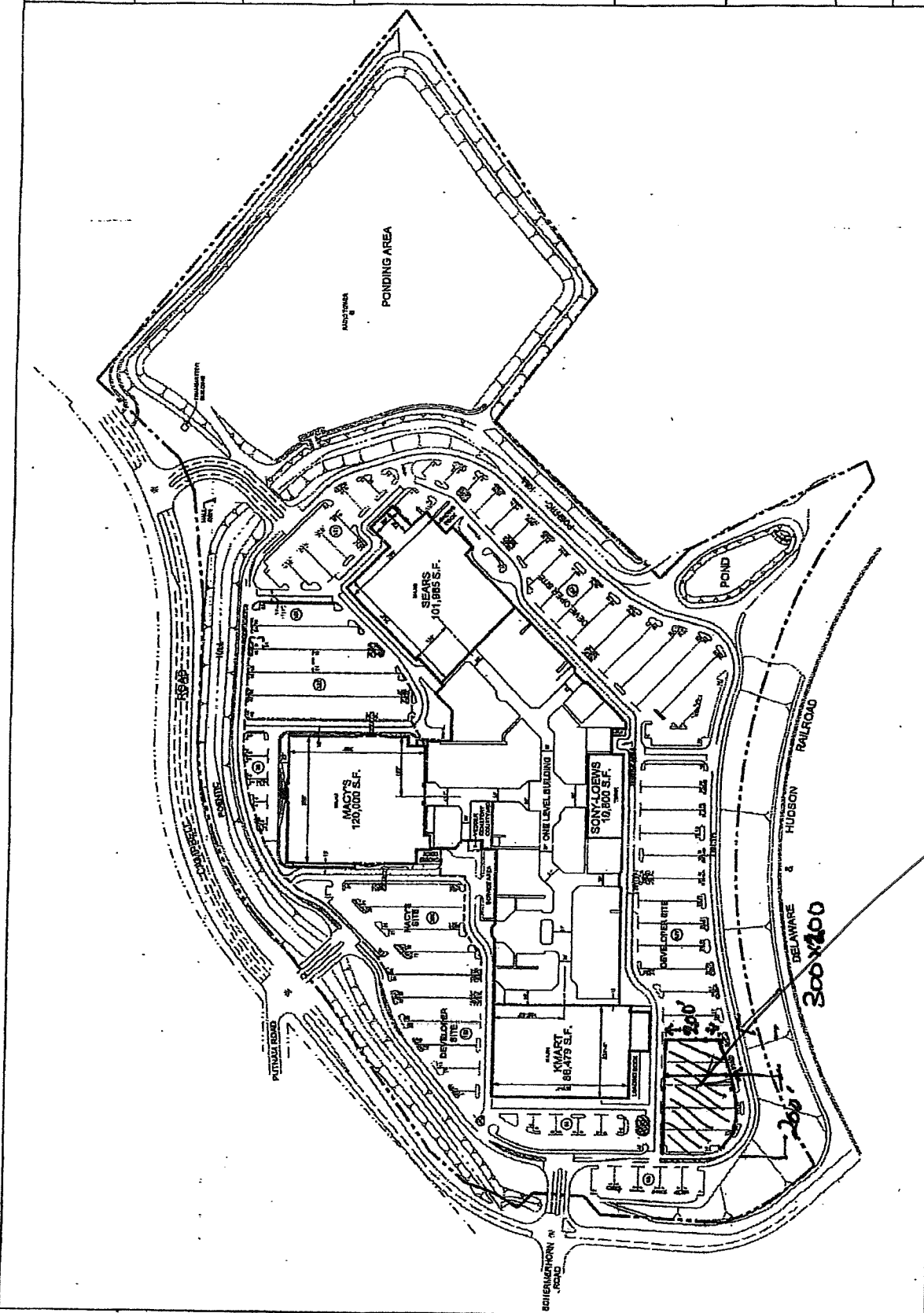
For Leasing
Information Contact:
Stephen L. Hart
The Macerich Company
3608 Erie Boulevard East
Darien, NY 13214
Phone: (315) 446-2272
Fax: (315) 446-3742

Note:
This is a schematic plan only
intended to show the general layout
of the project. It is not to be used
for construction. The plan is not to be scaled.

LAST UPDATED: 03-17-97
BY: AGG

MACERICH
visit our web site at
www.macerich.com

SITE PLAN



Location

DPW Comments
March 17, 2026

1. **Primax Properties, LLC (Owner) – 774-778 Duanesburg Road.** Final Site Plan/Special Use Permit Public Hearing review for the proposed construction of a ±21,930 square foot retail Tractor Supply with accessory propane filling station on a combined ±13.01-acre parcel. Engineers: Bohler Engineering.

1. Final Fees Due:	Site Plan Fees	\$ 350.00
	Special Use Permit (propane)	\$ 500.00
	<u>Advertising</u>	<u>\$ 39.60</u>
	Total:	\$ 889.60

2. See enclosed comment response letter from Bohler dated February 19, 2026 and TDE review letter from LaBella dated March 5, 2026.
3. Approval is conditioned upon applicant addressing all Rotterdam DPW and TDE comments and full and final approval of the DPW and TDE.
4. Planning Commission must issue a waiver to the parking requirements. Town Code calls for a minimum of 110 spaces, site plan is proposing 81 spaces.
5. Add note to site plan C-301: "Planning Commission has issued a waiver to the parking requirements contained in Chapter 270 of the Town Code. All parking spaces shall remain free and clear of merchandise display or storage of any type."
6. Additional wayfinding signage should be added for the proposed propane fueling facility.
7. Prior to Chairman's signature, the final lighting plan shall be modified to the satisfaction of DPW and the TDE and shall meet suggested lighting modifications as outlined by LaBella Engineering.
8. The applicant shall provide an access easement to the Lands N/F of Bradshaw. The exact location to be determined if and when this parcel is redeveloped and shall be coordinated with both property owners and at a minimum shall provide for secondary emergency access.
9. The applicant must receive Highway Work Permits from the New York State DOT for grading, utility, and entryway work onto Duanesburg Road (State Route 7). Copies of all correspondence with the NYSDOT should be provided to the Town. Prior to the issuance of a Certificate of Occupancy, all work in the NYSDOT right of way must be completed.
10. At this time, the Town is waiving the requirement to install sidewalk along Duanesburg Road as stated in the Complete Streets policy adopted by the Town Board. A larger project has been identified with the assistance of the Schalmont School District and NYSDOT.

11. Prior to issuance of building permits, the applicant has agreed to enter into an agreement with the Town of Rotterdam to provide \$50,000 for pedestrian improvements in the Duanesburg Road ROW. These monies shall be utilized exclusively for engineering and/or construction of pedestrian improvements along Duanesburg Road from this property to the entrance of the Schalmont Campus. Final agreement language shall be reviewed and approved as to form by the Attorney for the Town.
12. Prior to issuance of building permits, the Town Stormwater Management Officer shall review and approve the Stormwater Pollution Prevention Plan. Applicant must be issued with NYSDEC SPDES General Permit for Stormwater Discharge from Construction Activity before any earthwork can commence on site.
13. Final approval is contingent upon the applicant receiving permits (site development and building) from the DPW Building Inspector.
14. Final approval is contingent upon Town Water Department review and approval of the proposed water supply for the project.
15. Fix notation for permanent trailer equipment display area from light duty asphalt to concrete.
16. Final approval is contingent upon the applicant receiving a SPDES permit for the NYS Department of Environmental Conservation for sanitary sewer. All conditions of approval for the permit including periodic testing shall be provided to DPW and monitored for compliance with permit requirements.
17. Add note to site plan C-301: "Utility carts, boxes, pallets, recyclables, and refuse shall not be stored outside proposed outdoor fenced display area."
18. Add note to site plan C-301: "Outdoor display of merchandise shall be limited to outdoor display areas as depicted and designated on the site plan (Fenced, Live Goods, Sidewalk, Trailer Equipment)."
19. Add note to utility plan C-501: "One water meter shall be installed to the service connection for each business. Final type and location to be approved by DPW."
20. Add note to site plan C-301: "Owner/applicant shall install Knox Box for emergency personnel." Check with Fire District #6 for specifications.
21. Add note to site plan C-301: "Sign permits shall be obtained for the proposed project identification signage including any proposed pylon, monument and/or building mounted signage."
22. Add note to site plan C-301: "Building design shall be in substantial conformance to the proposed Exterior Elevations prepared for Primax and Tractor Supply dated October 23, 2025."

23. Add note to Landscaping Plan L-101: "Landscaping shall be maintained in perpetuity and dead/dying plant materials shall be replace in-kind."
24. Add note to site plan C-301: "No stockpiling or burying of construction debris, slash, stumps, or construction material is permitted."
25. 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.
26. 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.

DPW Comments January 20, 2026

1. See enclosed comment response letter from Bohler dated January 2, 2026 and TDE review letter from LaBella dated January 15, 2026.
2. Landscaping (trees) and vinyl privacy fencing should be added to the northern property boundary with the Lands N/F of Dykeman.
3. Eliminate low lying landscaping island on the southwest corner of the paved parking area and replace with trees/grass for ease of maintenance.
4. Privacy fencing should be extended along the western property boundary with the Lands N/F of Inglis.
5. Center islands in parking lot should be curbed and contain two (2) deciduous trees in each island. Consideration should be given to add landscaping or greenery along building.
6. Concrete along building frontage should be extended and incorporate parking stalls along building frontage.
7. Detail proposed ground mounted signage. Are any pylon signs proposed? If not, add a restriction to the map as only one (1) sign is permitted by code.
8. Add 5' sidewalk along entry road into the site. Planning Commission should discuss potential for sidewalks along Duanesburg Road.

DPW Comments September 2, 2025

1. Stormwater basin at entrance to facility in not ideal. Consideration should be given to moving the septic to the front of the site and stormwater to the rear. If not feasible due to elevation grades, the applicant should explore an alternate location for stormwater or consider subsurface stormwater management in the lot. This would have an additional benefit of not needing to clear the existing trees that assist in buffering for the neighbors.
2. Project should evaluate and utilize the existing abandoned 6" waterline in the easement located on the east side of the property.
3. Hydrants should be provided at both the front and back of the proposed building.
4. Add design elements to discourage access by tractor trailers as this location is in close proximity to the interstate and may attract trucks looking to turnaround or for overnight parking accommodations.
5. Planning Commission to discuss sidewalks that were part of the SEQR review process with the Town Board in approval of the Change of Zone.

SEQR Requirement: 6 NYCRR 617 Unlisted Action. Rotterdam Town Board conducted a coordinated review and issued a Negative Declaration on August 13, 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 – Audrey Burneson (cc Guy Tedesco & Chad Corbett on notice)
United States Department of Army, Corps of Engineers
Metrolplex Development Authority
Fire District #6
Schalmont School District



March 5, 2026

Lynn Flansburg, Planning Commission Chair
Town of Rotterdam
1100 Sunrise Boulevard
Rotterdam, NY 12306

**RE: Proposed Development
774-778 Duanesburg Road (NYS Route 7)
Rotterdam, NY 12306
LaBella Project # 2241303.04**

Ms. Flansburg,

As requested by the Town of Rotterdam, LaBella Associates (LaBella) has received the submission package for the above-mentioned project. The Applicant is proposing to redevelop an existing residential house and lot to a commercial building and lot. This is LaBella's third review of the plan material submitted by the Applicant. Documents of record that were submitted include the following:

- Site Plans prepared by Bohler, dated October 24, 2025, last revised February 17, 2026.
- SWPPP prepared by Bohler, dated October 29, 2025, revised February 17, 2026
- Photometric Site Lighting Design, prepared by Villa Lighting dated January 7, 2026.

At the Town's request, we have received the technical aspects of this application. Based on our review of the information submitted we offer the following comments for the Town's Consideration:

Site Plans

LaBella provides conditional approval based on the comments provided below.

- SP 1-2. The required number of parking spaces for the size of the building is calculated at 110 stalls. Currently the Applicant is providing 81 stalls and has indicated that a waiver has been requested to allow for the smaller number of parking stalls. The Planning Board will need to grant and approve the waiver to allow for decreased parking stalls.
- SP 3-1. Applicant to modify lighting plan to ensure no light spillage over to adjacent property owners.



Water Supply and Wastewater

- WW 2-1. Applicant to continue to work with DPW representative on water connection to the existing line. Applicant to coordinate if an easement may be required based on the connection to the main line.
- WW 2-2. Applicant to continue to coordinate with DPW for water size connection and provide correspondence when acceptance is received.

Conclusions and Recommendations

Based upon our review of the material submitted, It is LaBella's recommendation to provide conditional approval pending the above comments to the submittal documents be resolved, as well as addressing all comments from the Town.

In the event the Town staff have any questions or require additional information, please do not hesitate to contact me at (518) 903-8388.

Respectfully submitted,

LaBella Associates, DPC

Reuben Hull, PE, PMP, M. ASCE
Associate Vice President, Sr. Civil Engineer

cc: Peter Comenzo, Town of Rotterdam Senior Planner (via email only)



17 Computer Drive West
Albany, NY 12205
518.438.9900

70 Linden Oaks, Third Floor, Suite 15
Rochester, NY 14625
585.866.1000

Via Electronic Mail

February 19, 2026

Town of Rotterdam
1100 Sunrise Boulevard
Rotterdam, NY 12306

Attention: Kimberly Ricker Scannell, Planning Commission Chair

**Re: Response to Comments Summary
Proposed Development
774-778 Duanesburg Road (NYS Route 7)
Rotterdam, NY 12306
Labella Project # 2241303.04**

Dear Kimberly Ricker Scannell,

On behalf of our client, Primax Properties, LLC., we are pleased to submit this response to comments summary to the Town of Rotterdam, Planning Commission for the above-mentioned project. This summary is in response to the various comments received from the Town of Rotterdam Department of Public Works and from LaBella Associates, P.C., in the January 15, 2026 letter, as noted below with our responses in *italics*. Updated materials noted below have been included in this package to supplement the previously submitted items.

- A. Twelve (12) copies of the Site Development Plans, prepared by Bohler, dated October 24, 2025, revised February 17, 2026.
- B. Twelve (12) copies of the "Photometric Site Lighting Design", prepared by Villa Lighting, dated January 06, 2026, no revisions listed.
- C. Two (2) copies of the "Stormwater Pollution Prevention Plan (SWPPP)", prepared by Bohler, dated October 29, 2025, revised February 17, 2026.

Based on the Town DPW comments and Planning Commission review we have made the following changes:

- Added vinyl fence along the common property line with the residential
- Eliminated low lying landscaping on the southwest corner of the paved parking area and replaced with trees and grass.
- Added additional landscaping along the parking area and at the front of the site
- Front parking stalls are proposed to be concrete vs asphalt
- Added a 5' sidewalk from the road, along the drive aisle, and to a crosswalk to the sidewalk along the front of the store

The following are our responses to comments to the 1/15/26 Labella letter:

Site Plans

SP 1-2: The required number of parking spaces for the size of the building is calculated at 110 stalls. Currently the Applicant is providing 81 stalls and has indicated that a waiver has been requested to allow for the smaller number of parking stalls. The Planning Board will need to grant and approve the waiver to allow for decreased parking stalls.

Comment acknowledged.

SP 2-1: Applicant provide details for automatic rolling cantilevered gate.

Requested detail has been added to the attached plans (Sheet C-902).

SP 2-2: Applicant to provide Lighting Plan by others in next submission.

Lighting plan is attached with this submission as requested.

Preliminary Grading and Drainage Plan and SWPPP Report

SW 2-1: Applicant to clarify what the WQv for the project site is. Within the SWPPP it appears that there is an overall WQv required, but then the GI Sheet does not correspond.

WQv is noted within the attached SWPPP and the "Required WQv and RRV Calculations" sheet located within Appendix I of the attached SWPPP. The numbers shown on the GI Worksheets correspond to the impervious drainage areas associated with the proposed practices.

SW 2-2: Applicant to review the required RRV total number based on Cover type. It appears that the site is a mix of A and D soils per the ENOI, but the RRV calculation does not include the surface cover factor.

The design proposes to treat the entire required WQv as RRV treatment through the 2 (two) proposed standard stormwater management practices (I-2) and as such the minimum RRV requirements does not apply.

SW 2-3: Applicant to clarify questions 52 in the ENOI as the values are only indicated for DP-1. This should be allocated for all design points for the project area.

Answer to question 52 has been revised to account for both design points as requested.



Town of Rotterdam
1100 Sunrise Boulevard
Rotterdam, NY 12306

February 19, 2026
Page 3 of 3

Water Supply and Wastewater

WW 2-1: Is it a tractor supply standard not to have utilities through the parking lot? In the southern portion of the site, it appears that the electrical and gas lines go underneath the stormwater area fence and are on top of each other.

Utilities have been moved from under the stormwater area as requested. The applicant is trying to keep utilities under greenspace areas to the extent practical for long term maintenance purposes.

WW 2-2: Applicant to coordinate with Rotterdam DPW for a will-serve letter to confirm the line can serve the project.

Comment acknowledged. We've coordinated with the Town of Rotterdam DPW, and they have indicated that they do not issue will-serve letters.

WW 2-3: Applicant to confirm size of lateral and associated details per DPW recommendation.

Comment acknowledged; applicant is coordinating with DPW.

Landscape Plan

LP 2-1: The proposed landscaping does not fully meet the planting area requirements for parking areas of greater than 12 spaces of 270-149 Off-street Parking, D. Landscaping. Based on our calculation of parking and planting bed areas, an additional 100 sf of planting area is needed to meet the minimum code requirement. Plantings must be located within or surrounding the parking lot areas.

Comment acknowledged; refer to the attached revised plan set (Sheet L-101).

Should you have any questions, or any additional needs, please do not hesitate to contact us at (518) 438-9900.

Sincerely,

Bohler Engineering

Caryn Mlodzianowski
Project Manager

FILL OUT FOR SPECIAL USE PERMIT APPROVAL ONLY (§ 270-167)

(Failure to answer all of these questions completely may result in denial of the special use permit)

- (1) Is the establishment, maintenance or operation of the special use detrimental to or an endangerment to the public health, safety, morals, convenience or general welfare? If not, please explain:

The proposed bulk propane tank will be installed and operated in accordance with all applicable local and state regulations. As such, we believe that there will not be any detriment to, nor endanger to the public health, safety, convenience, or general welfare.

- (2) Is the special use injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, and does it substantially diminish and impair property values within the neighborhood? If not, please explain:

The proposed bulk propane tank is a typical feature within Tractor Supply retail locations. It will be located on-site within a fenced area in a manner that minimizes visibility and potential impacts to adjacent properties. We believe that the special use will not be injurious to the use and enjoyment of nearby properties, nor will it substantially diminish or impair neighborhood property values.

- (3) Does the establishment of the special use impede the normal and orderly development and improvement of the surrounding property? If not, please explain:

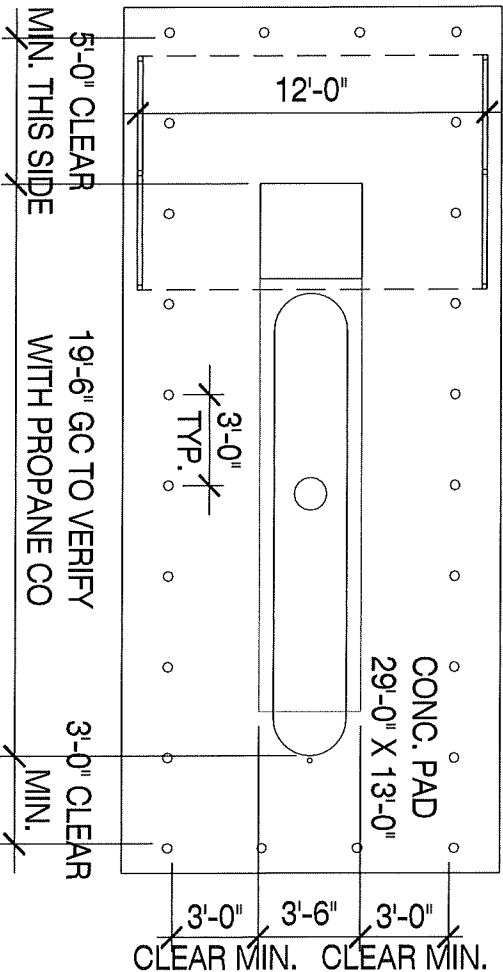
The proposed special use will not impede the normal and orderly development and improvement of surrounding properties. The proposed bulk propane tank is a typical feature within Tractor Supply retail locations and does not alter the site layout, building footprint, or primary use of the property and will not hinder future development or improvements on adjacent parcels.

- (4) Have adequate utilities, access roads, drainage and/or necessary facilities been or are being provided? If yes, please explain:

Adequate utilities, access roads, drainage, and necessary facilities are currently provided on the proposed site plan as part of the overall project. The installation of the bulk propane tank will not require additional public infrastructure improvements and will not adversely affect existing site drainage or utility systems.

- (5) Have adequate measures been or will be taken to provide ingress or egress as to minimize traffic congestion in the public street? If yes, please explain:

Yes - adequate measures have been accounted to minimize traffic congestion in public streets. The proposed bulk propane tank will not will not alter site access points or internal circulation patterns. No increase in customer traffic is anticipated as a result of the bulk propane tank installation.



*CONCRETE PAD TO SIT LEVEL, SHIM SKID AS NECESSARY TO LEVEL TANK.

1

PROPANE DETAIL

STANDARD LAYOUT

SCALE: 1/8"=1'-0"

GENERAL GUIDELINES FOR PROPANE LOCATION AND INSTALLATION:

1. PROPANE TANK LOCATION TO COMPLY WITH NFPA STANDARDS AND GUIDELINES. CONTRACTOR TO VERIFY COMPLIANCE WITH PROPANE COMPANY PRIOR TO INSTALLATION.
2. PROPANE TANK TO BE INSTALLED 25'-0" MIN. AWAY FROM ANY STRUCTURE PER NFPA 58.
3. PROPANE TANK TO BE INSTALLED 25'-0" MIN. AWAY FROM LIGHT POLES UNLESS EXPLOSION PROOF BOX INSTALLED PER NFPA 58.
4. PROPANE TANK TO BE INSTALLED 25'-0" AWAY FROM UTILITIES (I.E. STORMWATER, ELECTRICAL TRANSFORMERS, METERS) PER NFPA 58.
5. PROPANE TANK TO BE INSTALLED 10'-0" MIN. AWAY FROM PROPERTY LINES PER NFPA 58.
6. PROPANE TANK TO HAVE 15" CLEARANCE FROM RUNNING VEHICLES TO POINT OF TRANSFER PER NFPA 58.
7. PROPANE TANK SIZE AND INSTALLATION REQUIREMENTS MAY VARY BASED ON STATE, SEE DETAILS THIS SHEET.
8. FOR CONDUIT ONLY INSTALLATION (PROPANE TANK INSTALLED AT A LATER DATE): PROVIDE BOLLARD COVER (GLOBAL INDUSTRIAL MODEL W6652899M) AND (4) FOUR BOLLARD COVER ANCHOR BOLTS (GLOBAL INDUSTRIAL W6652901) OVER CONDUIT STUB-UP. INSTALL EXPLOSION PROOF JUNCTION BOX VERTICALLY TO ENSURE BOLLARD COVER FIT. SEE ELECTRICAL.

NOTE: GENERAL CONTRACTOR TO CONTACT PLAN EXPRESS FOR PROPANE TANK POWER-OPERATED DISPENSING DEVICE FOR LPG-GAS CUT-SHEET PDF DOCUMENT.

PROPANE RESPONSIBILITY NOTES:

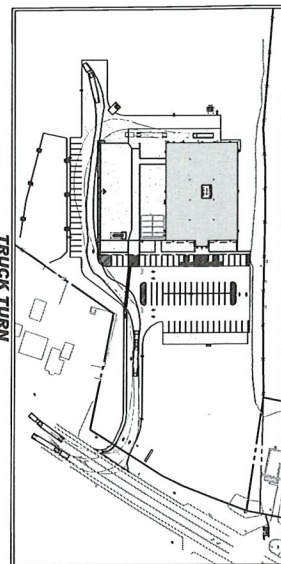
IF PROPANE TANK IS DELIVERED **PRIOR TO FIXTURE DATE**:

1. GENERAL CONTRACTOR IS RESPONSIBLE FOR INFRASTRUCTURE RELATED TO PROPANE TANK INSTALLATION.
2. GENERAL CONTRACTOR IS RESPONSIBLE FOR ELECTRICAL PERMITTING AND FINAL CONNECTION TO PUMP DISPENSING CONTROL PANEL.
3. AMERIGAS OR OTHER SPECIFIED PROPANE PROVIDER IS RESPONSIBLE FOR GAS PERMITTING OF THE TANK.
4. AMERIGAS OR OTHER SPECIFIED PROPANE PROVIDER IS RESPONSIBLE FOR INSTALLATION AND FINAL GAS CONNECTION OF THE TANK.
5. SEE ELECTRICAL SHEET ET1B.0 FOR ADDITIONAL NOTES & DETAILS.

IF PROPANE TANK IS DELIVERED **AFTER FIXTURE DATE**:

1. GENERAL CONTRACTOR IS RESPONSIBLE FOR INFRASTRUCTURE RELATED TO PROPANE TANK INSTALLATION.
2. AMERIGAS OR OTHER SPECIFIED PROPANE PROVIDER IS RESPONSIBLE FOR ELECTRICAL PERMITTING AND FINAL CONNECTION TO PUMP DISPENSING CONTROL PANEL.
3. AMERIGAS OR OTHER SPECIFIED PROPANE PROVIDER IS RESPONSIBLE FOR GAS PERMITTING OF THE TANK.
4. AMERIGAS OR OTHER SPECIFIED PROPANE PROVIDER IS RESPONSIBLE FOR INSTALLATION AND FINAL GAS CONNECTION OF THE TANK.
5. SEE ELECTRICAL SHEET ET1B.0 FOR ADDITIONAL NOTES & DETAILS.



[illegible]

FRED DYKEMAN
BK. 2086 PG. 429
SECTION 57.07 BLOCK
LOT 15

OLD DUANESBURG ROAD

BOHLER 

SITE CIVIL AND CONSULTING ENGINEERING
LAND SURVEYING
PROGRAM MANAGEMENT
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
PERMITTING SERVICES
TRANSPORTATION

REVISIONS

REV	DATE	COMMENT
1	12/18/2015	PLATE COMMENTS
2	01/23/2016	PLATE TOWN COMMENT
3	02/17/2016	PLATE TOWN COMMENTS



ALWAYS CALL 811
It's fast. It's free. It's the law.

ISSUED FOR PERMIT

OBJECT No.: NYB24018.DOC
AWN BY:
ECKED BY:

SITE

PLANS FOR

**PROPERTIES,
LLC**

SEC:57.00 | BLK:3 | PARCEL:6.1

TOWN OF ROTTERDAM
Schenectady County, New York

17 COMPUTER DRIVE WEST

Fax: (516) 436-0700
www.BohlerEngineering.com

REF TITLE:

PLAN

C-301

REVISION 3 - 02/11/2026

1. SURVEY REFERENCE

**THIS PLAN TO BE UTILIZED
FOR SITE LAYOUT PURPOSES
ONLY**

SITE INFORMATION

1. APPLICANT/CONTACT PURCHASER:
PRIMAX PROPERTIES, LLC
7100 EAST WORTHEN STREET
CHARLOTTE, NORTH CAROLINA 28204

2. OWNER:
BERNICE V. AVERY
EARL B. AVERY
435 SW LONG KEY CT,
MIAMI BEACH, FL 33139

PORT ST. LUCIE, FLORIDA 34986

3. PARCEL:
SECTION 57.00, BLOCK 3, PARCEL 6.1

SECTION 57.7, BLOCK 1, PARCEL 14
774 & 778 NYS ROUTE 7
TOWN OF NOTTERDAM
SCHENECTADY, NEW YORK 12303

THIS PLAN TO BE UTILIZED

FOR SITE LAYOUT PURPOSES ONLY

DPW Comments
March 17, 2026

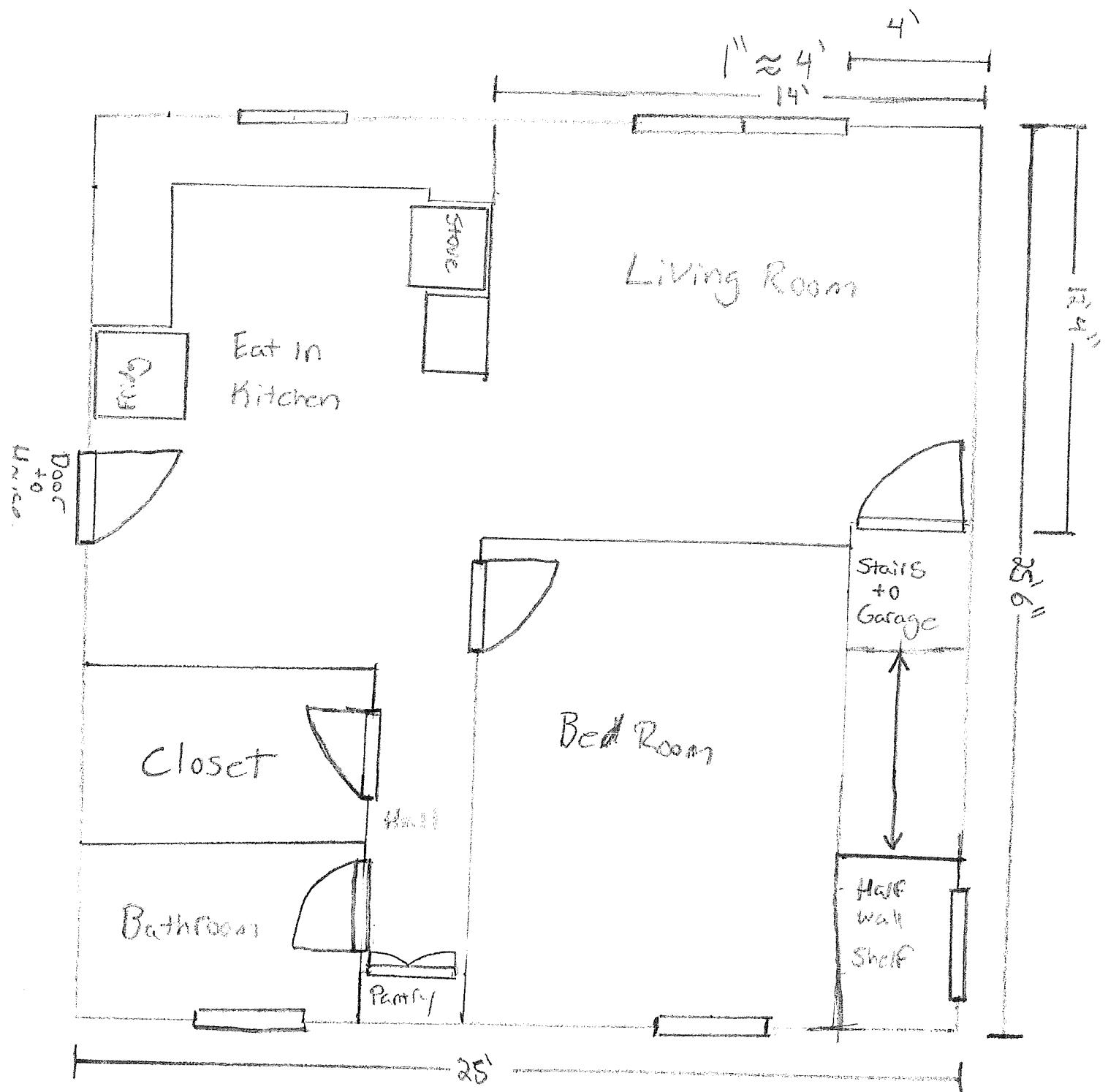
- 2. Philip & Michela Dubuc (Owner)– 1104 McKinley Avenue.** Temporary Special Use Permit Public Hearing to create an ±590 square foot accessory home-care unit in an existing single-family dwelling.
1. All deeds for property containing the accessory home-care unit shall have a covenant indicating that the accessory home-care unit is permitted only when the main dwelling or accessory home-care unit is owner-occupied and the accessory home-care unit or main dwelling is occupied by a person or persons related to the owner by blood, adoption, marriage or as a caregiver. Said deed shall be filed in the office of the Schenectady County Clerk, and proof of filing shall be submitted to the Department of Public Works within 60 days after issuance of the temporary special use permit.
 2. A special use permit issued pursuant to this provision and is temporary and ceases when the applicant no longer meets the conditions for such use. Once issued, there is an annual renewal fee of \$25 with continued compliance, issued and enforced by the Department of Public Works. Failure of renewal prior to its expiration date is a violation of the Town Zoning Code and will result in prosecution. Upon cessation of the special use permit, all kitchen improvements shall be removed following a restoration plan as part of the application for the discontinuance of use. The owner is to restore the residence as detailed in the restoration plan submitted by the applicant within 90 days once the accessory unit is no longer needed.

SEQR Requirement: 6 NYCRR 617 Type 2 Action.

To whom it may concern,

Upon Micaela's mother or another relative meeting the Town of Rotterdam requirements no longer living in the accessory dwelling unit at 1104 McKinley Ave, we will restore the living space to its previously approved state including capping the stove electrical, removal of the stove, capping of the kitchen sink plumbing and removal of the kitchen sink.

Sincerely,
Micaela and Philip Dubuc



Living Room	172.67 Sq Ft
Eat In Kitchen	170.50 Sq Ft
Clomet	40.00 Sq Ft
Bathroom	40.00 Sq Ft
Hall + Entry	30.90 Sq Ft
Bed Room	138.25 Sq Ft
ADU	590.42 Sq Ft

Town of Rotterdam, NY
Wednesday, February 25, 2026

Chapter 270. Zoning

Article IV. General Requirements

§ 270-15.2. Accessory home-care units in single-family dwellings.

[Added 11-24-1999 by L.L. No. 17-1999]

A. Purpose. The purpose of permitting temporary accessory home-care units is to:

- (1) Provide housing arrangements which meet the needs of the elderly and/or disabled population in the community by affording an opportunity for them to live in close proximity to family members who can help maintain their health, independence and privacy.
- (2) Preserve the single-family residential character of neighborhoods by ensuring that temporary accessory home-care units are installed only in conjunction with owner-occupied single-family houses and under such additional conditions as may be appropriate.

B. General requirements.

- (1) One temporary accessory home-care unit is permitted, provided that it is attached to the main dwelling unit which is owner-occupied and that the apartment is occupied by a person or persons related to the owner by blood, adoption, marriage or as a caregiver to provide essential care to said person based on certification of such by a health-care professional or based on demonstrated need, as determined by the Planning Commission.
- (2) The accessory home-care unit shall have a floor area of not more than 750 square feet and shall have a common entrance or use an existing entrance. Only a single accessory home-care unit is permitted on any one parcel.
- (3) The site can accommodate sufficient off-street parking for principal and accessory home-care unit dwellers' needs. No more than two individuals will be allowed to live in any one accessory home-care unit, unless approved during the temporary special use permit process.
- (4) A temporary accessory home-care unit is allowed in R-1 (single-family residential), RA (residential agricultural) and A (agricultural) Zones only and must fully comply with zoning codes in the proposed district as a special use. The accessory home-care unit shall comply with the yard setbacks, building heights and lot coverage requirements which apply to the single-family dwelling zone in which it is located.
- (5) The proposed parcel must be able to adequately accommodate the accessory home-care unit. The Department of Public Works must approve the adequacy of services, including sanitary disposal and water services.
- (6) All deeds for property containing an accessory home-care unit shall have a covenant indicating that the accessory home-care unit is permitted only when the main dwelling or accessory home-care unit is owner-occupied and the accessory home-care unit or main dwelling is occupied by a person or persons related to the owner by blood, adoption, marriage or as a caregiver. Said deed shall be filed in the office of the Schenectady County Clerk, and proof of

filing shall be submitted to the Department of Public Works within 60 days after issuance of the temporary special use permit.

- (7) A special use permit issued pursuant to this provision and Article **XIX** is temporary and ceases when the applicant no longer meets the conditions for such use. Once issued, there is an annual renewal fee of \$25 with continued compliance, issued and enforced by the Department of Public Works. Failure of renewal prior to its expiration date is a violation of the Town Zoning Code and will result in prosecution. Upon cessation of the special use permit, all kitchen improvements shall be removed following a restoration plan as part of the application for the discontinuance of use as detailed in Subsection **B(8)(d)**. The owner is to restore the residence within 90 days once the accessory unit is no longer needed.
- (8) Conditions. An application for a building and zoning permit for an accessory home-care unit requires the following information:
- (a) A statement of need signed by the applicant providing the relationship to the owner-occupant, age and/or disability with a written statement from a health-care professional.
 - (b) Building plans meeting the New York State Uniform Fire Prevention and Building Code, at a minimum detailing the interior access between units.
 - (c) Site plan requirements: drawn at a scale of one inch equals 30 feet, including:
 - [1] The applicant's name and address.
 - [2] The location and size of all structures on the applicant's lot, including the single-family dwelling unit, all accessory buildings and structures, driveway and parking areas, easements, etc.
 - [3] The proposed location, point of entry and size of the accessory home-care unit.
 - [4] Building elevations of any proposed additions.
 - (d) Restoration plan. The restoration plan shall be a detailed plan for removal of the accessory home-care unit and shall identify those structures, exterior and interior walls, electrical and plumbing improvements and connections to public water and sewer services to be retained and those removed upon cessation of the accessory home care use. In particular, it shall include a removal plan for all kitchen-related improvements facilitating the preparation of food, including but not limited to such items as sinks, stoves, counters and refrigerators.

DPW Comments
March 17, 2026

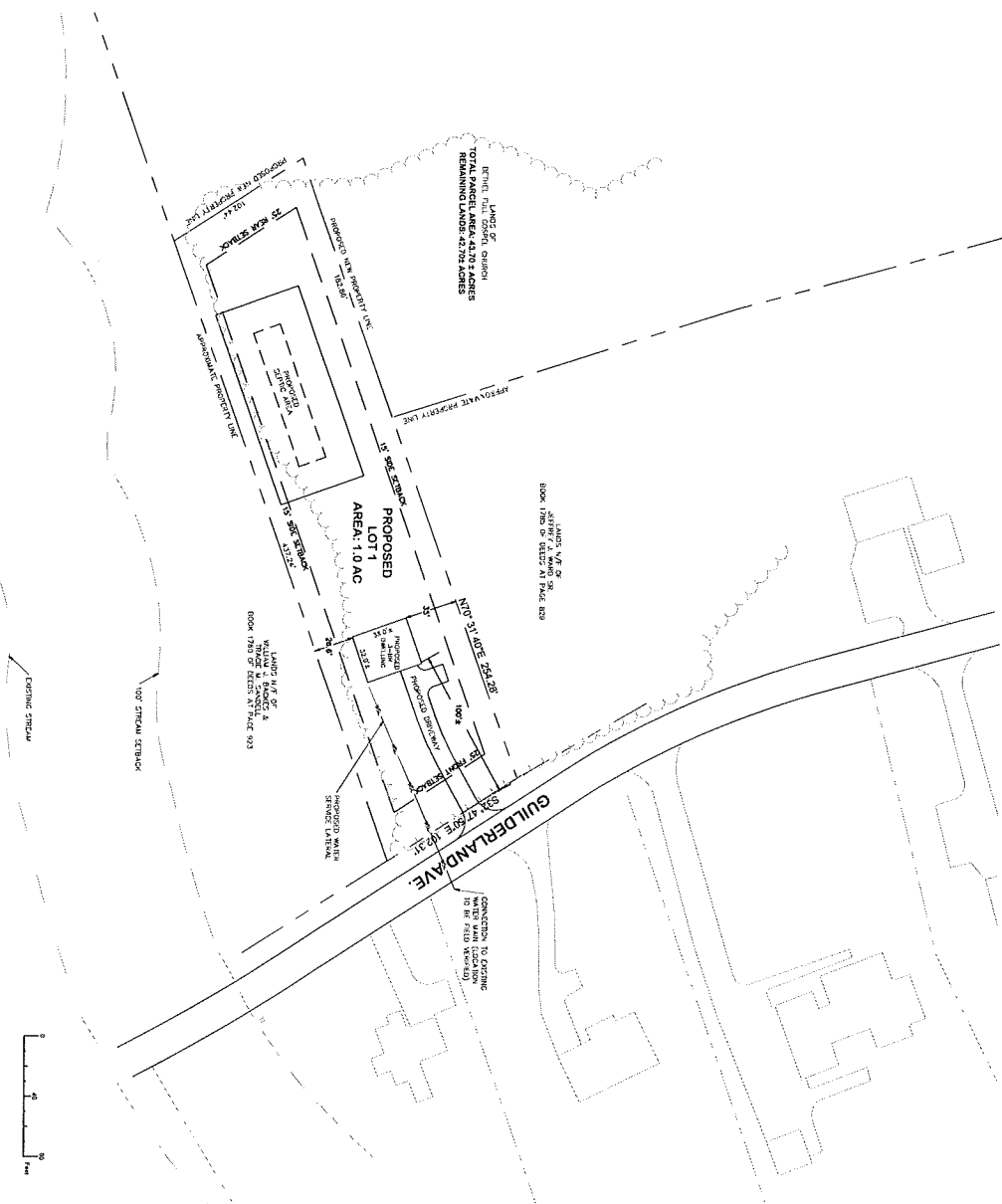
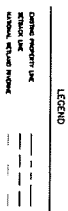
- 3. Bethel Full Gospel Church – 3669 Guilderland Avenue.** Sketch Plan Minor Subdivision to create a ± 1.0 -acre lot for the location of a single-family residence from a ± 43.70 -acre parcel. Engineer: Empire Engineering.

1. A variance will be required for the road frontage.
2. Applicant will need to provide perc and deep hole test results prior to scheduling for next meeting. Poor soils and high groundwater are in this area.
3. Proposed Lot #1 will need to be surveyed and additional information on existing/proposed improvements and contours on this and adjoining properties added to the map.
4. Proposed curb cut should be detailed and ROW vs pavement identified and dimensioned. A NYSDOT Highway Work Permit will be required.

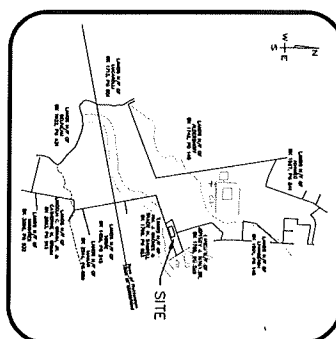
SEQR Requirement: 6 NYCRR 617 Unlisted Action. Rotterdam Planning Commission to declare lead agency if Zoning Board of Appeals grants variances to roadway frontage.

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 Police Department
Fire District #2



ZONING TABLE				
ZONING CODE	DESCRIPTION	REQUIRED	PROPOSED	VARIANCE
270-210	MOIST PROPERTY UNIT	150 FT MIN.	LOT 1: 102.3 FT	LOT 1: 41.7 FT

[illegible]

IT IS A VIOLATION OF SECTION 7209 OF THE NYS EDUCATION LAW FOR ANY PERSON TO ALTER ANY ITEM ON THIS PLAN IN ANY WAY UNLESS HE/SHE IS ACTING UNDER THE DIRECT SUPERVISION OF A PROFESSIONAL ENGINEER.

CHRISTOPHER D. LONGO, PE
N.Y.S. LIC. # 095040

EMPIRE ENGINEERING, PLLC
1900 DUANESENURGO ROAD
DUANESENURGO, NY 12056
PH: (518) 286-1371
EMAIL: CLONKOO@EMPIREENG.NET

CHURCH
PROJECT/ADDRESS
3625 GUILDERLAND AVE.
ROTTERDAM, NY

2-LOT	
MINOR SUBDIVISION	
DATE	02/25/2026
TIME	1 st = 40'
NO.	24008
C101	

Chairman, Rotterdam Planning Commission

[illegible]