

**Town of Rotterdam
Planning Commission
August 15, 2023**

Approval of the Summary of Minutes July 18, 2023

Workshop/Waiver(s) (7:00pm)

1. **Spirit Halloween – 80 W. Campbell Road.** The applicant requests a Waiver of Site Plan review to operate Spirit Halloween, a costume and accessory retail store, in existing ±25,060 square foot building, former Office Max, on a five (5) acre parcel.
2. **Turfco Lawn & Landscaping, Inc. – 1874 (1868) Altamont Avenue.** The applicant requests a Waiver of Site Plan review for the Seasonal Sales of Christmas trees from November 20, 2023 – December 25, 2023 in designated area as depicted on application site plan of the Uptown Beverage parking lot.
3. **Eastern Gas Transmission and Storage, Inc. – 933 Burdeck Street.** The applicant requests a Waiver of Site Plan review to construct 120' zero fall radius tower with associated appurtenances on a ±0.56-acre parcel.
4. **Schenectady ARC – 93 W. Campbell Road.** The applicant requests a Waiver of Site Plan review to host an outdoor fundraising event to benefit Schenectady ARC on October 7, 2023 in parking lot (Former Macy's side lot) of ViaPort Rotterdam.
5. **Vistex Composites LLC – 582 Duanesburg Road (Pede Bros.).** The applicant requests a Waiver of Site Plan review to operate a manufacturing, research, and development company in ±2,250 square feet of Rotterdam Youth Soccer ±10,270 square feet portion of existing building on a seven (7) acre parcel.
6. **Michael Griesemer – 3604 Guilderland Avenue/Guilderland Avenue.** The applicant requests a Waiver of Subdivision review to boundary line adjust ±25.65 acres of property from 3604 Guilderland Avenue (Tax Map No. 70.-3-29) with an adjoining ±1-acre vacant lot on Guilderland Avenue (Tax Map No. 70.-3-30). This will result in a lot size of ±5 acres for 3604 Guilderland Avenue and ±26.65 acres for the vacant lot.
7. **Chris & Maureen Pivacek – 2976 Hamburg Street.** The applicant requests a Waiver of Site Plan review to operate Maureen's Yarn Boutique, formerly a Getty gas station, in existing ±1,440 square foot existing building on ±33,264 square foot parcel.

Agenda (7:30pm):

1. **Kimberly & Larry Noyes – Parklawn Avenue.** Final Boundary Line Adjustment and Minor Two (2) Lot Subdivision Public Hearing: Lot 1 = ±17,013 square feet (new lot with proposed single-family residence), Lot 2 = ±17,758 square feet (new lot with proposed single-family residence), Lot #3 = ±16,388 square feet (existing lot with two-family residence) Lot #4 = ±11,020 square feet (existing lot with single-family residence) and Lot #5 = ± 15,052 square feet (existing lot with two-family residence). Surveyor: Blackstone Land Surveyors.
2. **Dodson and Associates, PLLC – 1667 Elizabeth Street.** The applicant requests a Waiver of Site Plan/Special Use Permit Public Hearing to convert an existing commercial building (formerly Capital Care Family Practice) into two (2) tenant spaces: Tenant Space 1 = ±3,006 square feet for an engineering office and Tenant Space #2 = ±1,162 square feet for lease on ±14,875 square foot parcel.
3. **Lecce Senior Living Phase II – 2200 Helderberg Avenue/Helderberg Avenue.** Sketch Site Plan review for the construction of Phase II of Whispering Pines Senior Living consisting of 119 independent living units, 108 memory care units and 144 assisted living units on a 13.71-acre parcel. Engineer: Brett Steenburgh, PLLC.

WAIVER OF SITE PLAN REVIEW

Date Reviewed: August 15, 2023

PC2023-W26

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: Spirit Halloween
Attn: Thomas Merchelberger
ADDRESS: 6826 Black Horse Pike
Egg Harbor Township, NJ 08234

PROJECT LOCATION: 80 W. Campbell Road

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

REQUEST: The applicant requests a Waiver of Site Plan review to operate Spirit Halloween, a costume and accessory retail store, in existing ±25,060 square foot building, former Office Max, on a five (5) 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. Approvals are contingent upon 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 #7 for specifications.

The Commission action on the Waiver application took place at the Planning Commission meeting of August 15, 2023 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

Thomas P. Yuille, Chairman
Planning Commission

RECEIVED

JAN 20 2023



Town of Rotterdam
Waiver of Site Plan Review Application

TOWN OF ROTTERDAM
LIC WORKS

The following applicant requests a Waiver of Site Plan Review. The following documentation is required for Planning Commission review:

1. Copy of Deed and/or executed lease agreement or contract to purchase.
2. Copy of Site Plan that identifies:
 - All structures on site.
 - All parking areas on site (parking spaces 9' x 18').
 - Handicap parking and accessibility as required by New York State Building Code.
 - Interior floor plan of usable area by applicant.
 - Proposed site improvements including parking, structural additions, landscaping and other pertinent information as identified in Section 270-132 of Town Code.
3. On a separate sheet of paper provide a descriptive narrative of use and activity occurring on the site including but not limited to the number of employees, exact nature of business, hours of operation and expected customers to the site daily.
4. A completed Commercial or Residential Building Permit Application.
5. \$100.00 application fee (cash or check - payable to the Town of Rotterdam). Fee in lieu of parkland for residential developments: \$600 per dwelling unit.
6. Does any Town officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application? YES ☐ NO ☒ If yes, a statement disclosing the name, residence, nature and extent of this interest must be filed with this application.

PRESENT OWNER(S): Armida Rose : Anthony Durante

APPLICANT(S)/LESSEE: SPIRIT HALLOWEEN

MAILING ADDRESS: 6826 BLACK HORSE PIKE

CITY: EGG HARBOR Township STATE: NJ ZIP: 08234

DAYTIME TELEPHONE: 845-532-1116 EMAIL ADDRESS: SP23175@spiritHalloween.co

PROJECT ADDRESS: 80 W Campbell RD Schenectady NY 12306

APPLICANT IDENTIFIED AS: Owner ☐ Lessee ☒ Contract Vendee ☐

REQUEST: WE are a seasonal Halloween costume store No

Construction will take place. ok officer Max

By signing the application, it is understood by the applicant that he/she must fully comply with the Town Code and obtain any required permits.

SIGNATURE OF APPLICANT Thomas M. Eichellberger DATE 7/20/2023

* The Planning Commission meets on the first and third Tuesday of each month. All pertinent information and fee(s) must be submitted to the Planning Commission Office at least ten (10) days prior to the meeting.

** All businesses located in the Town of Rotterdam must receive Planning Commission approval and a Certificate of Compliance issued by Building Inspector prior to occupancy.



HOLLYWOOD PLAZA

CYCLO-TRAILWAY

186'-6"
OLD
OFFICE MAX
23,560 SF
+ 1,500 SF
25,060± SF TOTAL

125'-4"
DOLLAR TREE
15,750± SF

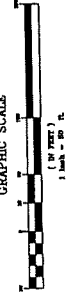
BUILDING AREA:
B/J'S -115,660 SF
OLD OFFICE MAX -23,560 SF + 1,500 SF
RETAIL -88,250 SF
DOLLAR TREE -15,750 SF
TOTAL -224,720 SF

PARKING: AVAILABLE
B/J'S -725 SPACES
OLD OFFICE MAX -254 SPACES
DOLLAR TREE -62 SPACES
RETAIL -170 SPACES
TOTAL -1211 SPACES

PARKING REQUIREMENTS:
5.5 SF/1000 SF @ 224,720 SF= 1236 SPACES
PARKING PROVIDED:
5.38 SP/1000 SF @ 224,720 SF= 1211 SPACES

B/J'S 725 SPACES

GRAPHIC SCALE



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JAN 20 2023

TOWN OF ROTTERDAM
PUBLIC WORKS

LEASING PLAN
SCHERMERHORN HOLLOW VILLAGE

TOWN OF ROTTERDAM
COUNTY OF ROCHESTER

ABD ENGINEERS
SURVEYORS
1100 MAIN ST.
SHELTON, CT 06484
TEL: 860-397-2015 FAX: 860-397-2079

DATE: AUGUST 16, 2021 SCALE: 1" = 30' SHEET: 1 OF 1

Commercial Lease
MLS# 202100207
80 W WEST CAMPBELL RD
Road
Schenectady, NY 12306
County: Schenectady

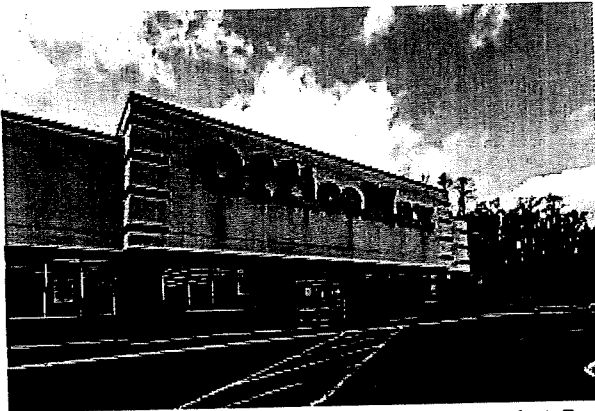
Building Area
Total: 23,500
Building Available
SQFT: 23,500

Year Built: 1995
Stories: 1

\$9.75 SqFt

Property Sub
Type:
Retail

Active
DOM: 821



Google

VIA Aquarium

Parcel 422800
Number: 48.5-3-10.112
Lot Size 5
Acres:

W Campbell P.
 Map data ©2023

Public Remarks: Retail box for lease. 23,500 square feet. Former tenant was Office Max. Great visibility, in shopping plaza with Dollar Tree store. Adjacent to BJ's Wholesale. Over 20,000 vehicles per day. Located directly across from VIA Port Rotterdam. NYS offices with over 800 employees located in VIA Port Rotterdam. Many new apartments in close proximity. Less than a mile from GE Plant. Site offers municipal water, sewer, and fiber optics. Plenty of parking. Lease price is NNN.

Directions: Take I 890 to Campbell Road Exit. As you near VIA Port Rotterdam, stay to the right. Take right at the light after Burger King, Schermerhorn Hollow Village. Currently store is Office Max.

Village. Currently store is Office Max.																						
General Property Information	Square Footage Information	Business/Tax Information																				
Elevator #: 0 Cooling: Air Conditioning (Legacy): Yes Heating: Natural Gas; Heat Systems (Legacy): Natural Gas Roof top Sewer: Public Sewer; Other Water: Public; Water (Legacy): municipal Tenant Pays: Tenant Pays (Legacy): NNN Current Use: Retail Possible Use: Office/Retail; Retail; Shopping Center Parking Y/N: Yes Parking Total: 471 Parking Features: Parking Total: 471; Public	<table><thead><tr><th></th><th>Total SqFt</th><th>Avail SqFt</th><th>Ceilings</th></tr></thead><tbody><tr><td>Building:</td><td>23,500</td><td>23,500</td><td>18</td></tr><tr><td>Office:</td><td>0</td><td>0</td><td></td></tr><tr><td>Warehouse:</td><td>0</td><td>0</td><td></td></tr><tr><td>Retail:</td><td>23,500</td><td>23,500</td><td></td></tr></tbody></table>		Total SqFt	Avail SqFt	Ceilings	Building:	23,500	23,500	18	Office:	0	0		Warehouse:	0	0		Retail:	23,500	23,500		General Taxes: 32,656 General Taxes Description: Actual School Taxes: 52,546 School Taxes Description: Actual Total Taxes Description: Actual Tax Annual Amount: 85,202
	Total SqFt	Avail SqFt	Ceilings																			
Building:	23,500	23,500	18																			
Office:	0	0																				
Warehouse:	0	0																				
Retail:	23,500	23,500																				
Listing Office Information	Listing/Contract Information	Sale Information																				
	Original List Price: \$1 Lease Renewal Compensation: Renewal Commission Paid Parent/Child: None																					

RECEIVED

Listing courtesy of:



Anthony Durante
Armida Rose Realty Group
 22 North Church St
 Schenectady, NY 12305

tony@armidarose.com

Commercial and Industrial Real Estate Brokers, Inc.

Information is deemed to be reliable, but is not guaranteed. © 2023 MLS and FBS. Prepared by Anthony Durante on Friday, June 02, 2023 11:40 AM. The information on this sheet has been made available by the MLS and may not be the listing of the provider.

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JAN 20 2023

TOWN OF ROTTERDAM
 PUBLIC WORKS

WAIVER OF SITE PLAN REVIEW

Date Reviewed: August 15, 2023

PC2023-W24

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: David Perone

ADDRESS: 2244 Maxon Road Ext.
Schenectady, NY 12308

PROJECT LOCATION: 1874 (1868) Altamont Avenue

APPLICANT IDENTIFIED AS: Owner ☒ Lessee ☐ Contract Vendee ☐

REQUEST: The applicant requests a Waiver of Site Plan review for the Seasonal Sales of Christmas trees from November 20, 2023 – December 25, 2023 in designated area as depicted on application site plan of the Uptown Beverage parking lot.

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. Applicant to comply fully with Town Sign Code and obtain a building permit for any signage.
2. Removal of all trees and brush is to be completed by January 2, 2024. If debris is not removed by this date, no future seasonal sales permits will be issued to the applicant and/or associates.
3. Compliance with all NYS Building and Fire Codes.
4. All parking for site activity to occur on-site in area designated on site plan. No parking is to occur on public highway.
5. Ingress/egress onto Elizabeth Street shall remain free and clear at all times.
6. Location for the sale of the trees is in the parking lot consistent with prior practice.

The Commission action on the Waiver application took place at the Planning Commission meeting of August 15, 2023 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

Thomas P. Yuille, Chairman
Planning Commission

**TOWN OF ROTTERDAM
SEASONAL SALES PERMIT APPLICATION**

The below-identified applicant requests Seasonal Sales approval. The following documentation is attached as required for the Building Department Inspector's review:

1. Copy of Deed and/or executed lease agreement or contract to purchase
2. Copy of Site Plan that identifies:
 - ❖ All structures on site
 - ❖ All parking areas on site (parking spaces 9' x 18')
 - ❖ Interior floor plan of usable area by applicant
3. Descriptive narrative of Seasonal Sales occurring on the site including but not limited to:
 - ❖ Number of employees
 - ❖ Exact nature of business, hours of operation and expected customers to the site
4. \$100 application fee – made payable to the Town of Rotterdam.

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JAN 25 2023

TOWN OF ROTTERDAM
PUBLIC WORKS

PRESENT OWNER(S): MR. SINGH
APPLICANT(S): TURFECO LAND & LANDSCAPE INC
ADDRESS: 2244 MAYOR RD B2
TELEPHONE: (H) 518 399-1442 (W) 518 365 9631 (F) 518 365 9631
PROJECT ADDRESS: 1806 ARTHUR AVE
APPLICANT IDENTIFIED AS: Owner ☒ Lessee ☐ Contract Vendee
REQUEST: _____

Mon 12-4 Thanksgiving

By signing the application, it is understood by the applicant that he/she must fully comply with Town Code 228, Seasonal Sales.

SIGNATURE OF APPLICANT [Signature]

DATE 7/24/23

BUILDING INSPECTOR APPROVAL: _____

DATE: _____

Chapter 228, SEASONAL SALES

[HISTORY: Adopted by the Town Board of the Town of Rotterdam 11-24-1993 by L.L. No. 23-1993. Amendments noted where applicable.]

§ 228-1. Intent.

It is the intent of this chapter to permit and establish regulations and procedures for seasonal outdoor sales of Christmas trees, produce, holiday decorations and certain other seasonal activities conducted for financial gain.

§ 228-2. License required.

It shall be a violation of this chapter for any person to store or sell Christmas trees, holiday decorations, produce and other seasonal sales out-of-doors in the Town of Rotterdam without having a license therefor.

It shall be a violation of this chapter for any owner to allow his property to be used for the storage and sale of Christmas trees, related holiday decorations, produce and other seasonal sales out-of-doors by any person or persons who do not have a license therefor.

§ 228-3. Application; approval.

All applications for a license that allows the outdoor storage and sale of Christmas trees, related holiday decorations, produce and other seasonal sales shall be made to the Town Building Inspector/Code Enforcement Officer on a form prescribed by him.

The application shall be accompanied by a plan, drawn to 40-scale, identifying the size of the lot, where such storage and sales are to take place and also showing provisions for site access and parking, and buildings or structures thereon.

The Building Inspector/Code Enforcement Officer shall transmit the application and all materials to the Rotterdam Planning Commission, which shall act upon the application as prescribed in Chapter 270, Zoning, Article XVII, Site Plan Approval.

§ 228-4. Fees.

The application shall be subject to fees as prescribed in Chapter 270, Zoning Article XVII, Site Plan Approval.

§ 228-5. Permissible locations.

Any outdoor seasonal sales may be permitted on any lot in the Town of Rotterdam that meets the specifications for issuance of a license.

§ 228-6. Conditions for issuance of license; revocation.

The Planning Commission may approve an application and direct the Building Inspector/Code Enforcement Officer to issue a license if it finds that the lot is suitable for the sale in terms of vehicular access, parking and pedestrian safety, and further provided that such use of the lot will not generate hazardous traffic or fire conditions. All vehicular parking must be off-street, and adequate utilities must be provided for the use. The Planning Commission shall grant only one seasonal business activity per license application.

No offensive noise, vibration, smoke, dust, odors, heat or glare shall be, produced from the seasonal sales.

Signs shall not exceed one foot square and must be denoted on the required plan.

The license may be revoked at any time if the licensee deviates from the plan as submitted and/or if the sale is deemed to create a public health or safety hazard. If the license is revoked, all sales shall be terminated until a new license is obtained, subject to the provisions of §§ 228-3 through 228-6.

The Planning Commission may impose any condition upon the application it deems appropriate and necessary to ensure congestion on any public street is avoided.

Only one license for seasonal business activities may be issued for a specific premises per year.

§ 228-7. Term of license; renewals.

All licenses shall be issued for a period not to exceed 120 days and are renewable pursuant to the terms of this chapter. Renewals shall be subject to the Planning Commission review prior to their reissuance.

§ 228-8. Penalties for offenses; enforcement.

Any person committing an offense against any provision of this chapter shall be guilty of a violation which shall be punishable by a fine of not less than \$250 nor more than \$500 for each offense. Enforcement of the provisions of this chapter shall be by the Building Inspector/Code Enforcement Officer of the Town of Rotterdam.

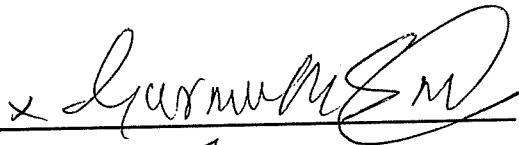
§ 228-9. Exceptions.

This chapter shall not apply to garden shops or nurseries which are open for business during the other parts of the year or commercial establishments which may be subject to Article XVII of Chapter 270 of the Rotterdam Zoning Code.

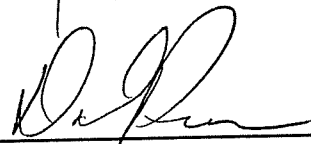
Turfco Lawn and Landscape, Inc
P.O. Box 323
Schenectady, NY 12301
518-399-1442

September , 2023

I, MIR SINCH agree to lease the parking lot at 1866
Altamont Ave, Schenectady, NY for the sole purpose of selling Christmas trees.
The lot will be leased by Dave Perone, President of Turfco Lawn and Landscape,
Inc. Schenectady, NY for the period of November 2023 to December 25th, 2023.

Lessor x 

Date 07/25/23

Dave Perone 

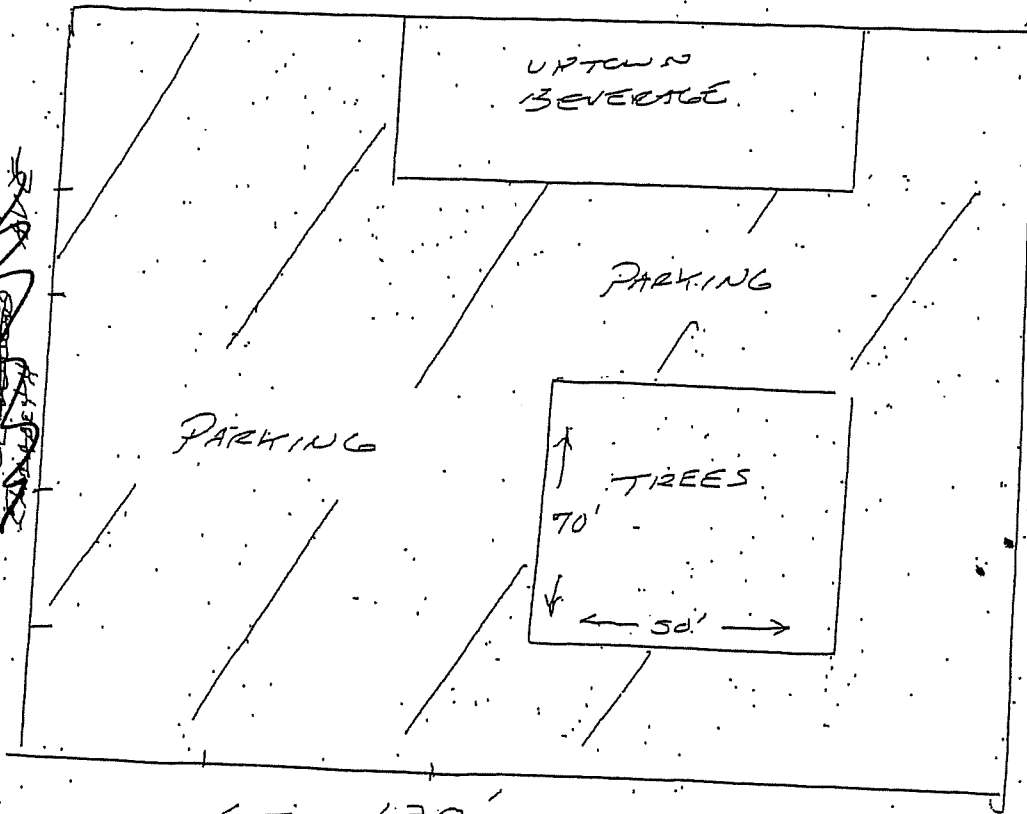
RECEIVED
JAN 25 2023
TOWN OF ROTTERDAM
PUBLIC WORKS

TURFCO LAWN & LANDSCAPE INC.
P.O. BOX 323
SCHENECTADY, NY 12301
399-1442

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SEP 12 2022

TOWN OF ROTTERDAM
PUBLIC WORKS



Lands
S/F
Adamec

120'
Albion Ave.

120'
Elizabeth Street

Elizabeth Street

RECEIVED

SEP 09 2021

TOWN OF ROTTERDAM
PUBLIC WORKS

RECEIVED

SEP 02 2015

TOWN OF ROTTERDAM
PUBLIC WORKS

WAIVER OF SITE PLAN REVIEW

Date Reviewed: August 15, 2023

PC2023-W27

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: Eastern Gas Transmission and Storage, Inc.

Attn: Greg Cunningham

ADDRESS: 37 Energy Drive
Jane Lew, WV 26378

PROJECT LOCATION: 933 (919) Burdeck Street
Schenectady, NY 12306

APPLICANT IDENTIFIED AS: ☒ Owner ☐ Lessee ☐ Contract Vendee

REQUEST: The applicant requests a Waiver of Site Plan review to construct 120' zero fall radius tower with associated appurtenances on a ±0.56-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. Approvals are contingent upon compliance with all NYS Building and Fire Codes.
2. Variances were approved by the Rotterdam Zoning Board of Appeals on December 19, 2019 for setbacks and height of the tower.
3. Cables must be hidden & enclosed in conduit or inside structure with matching color.
4. Antenna color shall match and be non-reflective and match existing structure.
5. Applicant must obtain a Building Permit and be issued a Certificate of Compliance from the Town of Rotterdam Building Inspector.

The Commission action on the Waiver application took place at the Planning Commission meeting of August 15, 2023 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

Thomas P. Yuille, Chairman
Planning Commission

"A Nice Place to Live"

"A Nice Place to Do Business"



Town of Rotterdam
Zoning Board of Appeals

Philip Eats, Chairman
Peter J. Comenzo, Senior Planner

Telephone (518) 355-7575 Ext. 338
Facsimile (518) 355-2725

RESOLUTION NUMBER ZBA34-2019

Moved by Mr. Bonacquist, Seconded by Mr. Melillo
Applicant(s): Dominion Energy Transmission, Inc.

Applicant(s): Dominion Energy Transmission, Inc.

Project Location: 919 Burdeck Street
Rotterdam, NY

Tax Number or Numbers: 47.20-4-27

Zoning: Agricultural (A-1) Zoning District

Proposed Project: The applicant wishes to replace a 90' high wooden accessory tower and erect a 120' self-supporting lattice tower in the same general area.

WHEREAS, pursuant to 6 NYCRR Part 617 State Environmental Quality Review the above referenced project is an Unlisted Action and the Zoning Board of Appeals conducted an uncoordinated review of the project request; **NOW**;

IT IS HEREBY RESOLVED, that on this day, Wednesday, December 18, 2019, the Rotterdam Zoning Board of Appeals after review of Part 1 of the Short Environmental Assessment Form (SEAF) and discussion of the criteria outlined in Part 2 of the SEAF, hereby issues a Negative Declaration on the project and authorizes the Rotterdam Town Planner to prepare, file, publish, and distribute all documents as necessary to comply with 6 NYCRR Part 617 (State Environment Quality Review.)

NAME	AYES	NOES	EXCUSED	RECUSED
Chairman Eats	X			
Mr. Melillo	X			
Mr. Stramenga	X			
Mr. Bonacquist	X			
Mr. Serafini			X	

This decision is bound by the application materials, schematic drawings, site plan, and testimony submitted to the Zoning Board of Appeals.

Philip Eats
Philip A. Eats, Chairman
Zoning Board of Appeals

RESOLUTION NUMBER ZBA35-2019
Moved by Mr. Bonacquist, Seconded by Mr. Stramenga
Applicant(s): Dominion Energy Transmission, Inc.

Applicant(s): Dominion Energy Transmission, Inc.
Project Location: 919 Burdeck Street
Rotterdam, NY
Tax Number or Numbers: 47.20-4-27
Zoning: Agricultural (A-1) Zoning District
Proposed Project: The applicant wishes to erect a 120' tower within ten (10) feet of the front property line.

WHEREAS, petitioner respectfully requests that they be granted variances as prescribed in the Town of Rotterdam Zoning Code being Chapter 270-148(B) entitled "Accessory Towers;" and,

WHEREAS, Chapter 270-148(B)(2) states that: "No accessory tower shall exceed 75 feet in height or 1 1/2 times the maximum permitted building height, whichever is less;" and,

WHEREAS, the applicant is seeking to replace a 90' high wooden accessory tower and erect a 120' self-supporting lattice tower in the same general area; and,

WHEREAS, the maximum permitted building height is forty (40) feet in the Agriculture Zone thus making the maximum permitted accessory tower height sixty (60) feet, which would require a variance of] sixty (60) feet; and,

WHEREAS, Chapter 270-148(B)(3) states that: "Every accessory tower shall be located no closer to an exterior lot line than a distance equal to the tower height;" and,

WHEREAS, the applicant wishes to erect the new tower within ten (10) feet of the front property line, which would require a variance of 110 feet; and,

WHEREAS, a public hearing was conducted by the Town of Rotterdam Zoning Board of Appeals on December 18, 2019 to consider the above referenced variance request; and,

RESOLUTION NUMBER ZBA35-2019

Applicant(s): Dominion Energy Transmission, Inc.

Page 2

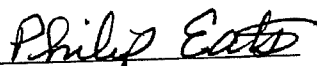
WHEREAS, a legal notice was published in the Schenectady Daily Gazette on Thursday, December 12, 2019 announcing that a public hearing was to take place in the V. Dalton Bambury Hearing Room, at the John F. Kirvin Government Center located at 1100 Sunrise Boulevard, Rotterdam, New York on Wednesday, December 18, 2019 at 7:30 p.m. to consider the variance requests; and,

WHEREAS, pursuant to a Memorandum of Understanding dated April 2011 with the Schenectady County Department of Planning and Economic Development this project is exempt from review, **NOW**,

IT IS HEREBY RESOLVED, that the Rotterdam Zoning Board of Appeals has considered the foregoing five (5) criteria as evidenced by the application materials of the December 18, 2019 hearing. Taking into consideration the benefit to the applicant if the variances are granted, as weighted against the detriment to the health, safety, and welfare of the neighborhood or community by such grant, the Zoning Board of Appeals hereby **APPROVES** said application.

NAME	AYES	NOES	EXCUSED	RECUSED
Chairman Eats	X			
Mr. Melillo	X			
Mr. Stramenga	X			
Mr. Bonacquist	X			
Mr. Serafini			X	

This decision is bound by the application materials, schematic drawings, site plan, and testimony submitted to the Zoning Board of Appeals.


Philip A. Eats, Chairman
Zoning Board of Appeals

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Schenectady			
Project Location (describe, and attach a location map): 919 Burdeck Street Schenectady, NY 12306			
Brief Description of Proposed Action: Dominion is seeking a variance to replace an existing 89' wood tower with a 120' metal self support tower.			
Name of Applicant or Sponsor: Shamaury Myrick - Tower Engineering Professionals		Telephone: 980-202-5235 E-Mail: scmyrick@tepgroup.net	
Address: 10700 Sikes Place			
City/PO: Charlotte		State: NC	Zip Code: 28277
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO ☒
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: Town of Rotterdam - Building Permit			YES ☒
3. a. Total acreage of the site of the proposed action? _____ .56 acres b. Total acreage to be physically disturbed? _____ .02 acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ .56 acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. ☒ Urban ☐ Rural (non-agriculture) ☒ Industrial ☒ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify): ☐ Parkland			

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	☒	☐
b. Consistent with the adopted comprehensive plan?	☐	☒	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO ☐	YES ☒	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO ☒	YES ☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO ☒	YES ☐	
b. Are public transportation services available at or near the site of the proposed action?	☒	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☒	☐	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO ☐	YES ☒	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO ☒	YES ☐	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO ☒	YES ☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO ☒	YES ☐	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☒	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO ☒	YES ☐	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☒	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☒ Urban ☐ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	☒	☐
16. Is the project site located in the 100-year flood plan?	NO	YES
	☒	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	NO	YES
	☒	☐
	☐	☐
	☐	☐
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	☒	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	☒	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	☒	☐
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Shamaury Myrick - Tower Engineering</u> Date: <u>11/12/2019</u> Signature: <u><i>Shamaury Myrick</i></u> Title: <u>Program Manager</u>		

Project: Dominion Tower 919 Burdeck

Date: December 18, 2019

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☒	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☒	☐
3. Will the proposed action impair the character or quality of the existing community?	☒	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☒	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☒	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☒	☐
7. Will the proposed action impact existing:	☒	☐
a. public / private water supplies?	☒	☐
b. public / private wastewater treatment utilities?	☒	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☒	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☒	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☒	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☒	☐

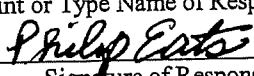
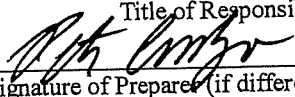
RECEIVED

DEC 23 2019

TOWN OF ROTTERDAM
POLICE WORKS

Short Environmental Assessment Form
Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
☒	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
Rotterdam Zoning Board of Appeals	December 18, 2019
_____ Name of Lead Agency	_____ Date
Philip Eats	Zoning Board of Appeals Chairman
_____ Print or Type Name of Responsible Officer in Lead Agency	_____ Title of Responsible Officer
 _____ Signature of Responsible Officer in Lead Agency	 _____ Signature of Preparer (if different from Responsible Officer)



**Town of Rotterdam
Waiver of Site Plan Review Application**

RECEIVED

JUL 27 2023

TOWN OF ROTTERDAM
PUBLIC WORKS

The following applicant requests a Waiver of Site Plan Review. The following documentation is required for Planning Commission review:

1. Copy of Deed and/or executed lease agreement or contract to purchase.
2. Copy of Site Plan that identifies:
 - All structures on site.
 - All parking areas on site (parking spaces 9' x 18').
 - Handicap parking and accessibility as required by New York State Building Code.
 - Interior floor plan of usable area by applicant.
 - Proposed site improvements including parking, structural additions, landscaping and other pertinent information as identified in Section 270-132 of Town Code.
3. On a separate sheet of paper provide a descriptive narrative of use and activity occurring on the site including but not limited to the number of employees, exact nature of business, hours of operation and expected customers to the site daily.
4. A completed Commercial or Residential Building Permit Application.
5. \$100.00 application fee (cash or check – payable to the Town of Rotterdam). Fee in lieu of parkland for residential developments: \$600 per dwelling unit.
6. Does any Town officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application? YES ☐ NO ☒. If yes, a statement disclosing the name, residence, nature and extent of this interest must be filed with this application.

PRESENT OWNER(S): Eastern Gas Transmission and Storage, Inc.

APPLICANT(S)/LESSEE: Greg Cunningham

MAILING ADDRESS: 37 Energy Drive

CITY: Jane Lew **STATE:** WV **ZIP:** 26378

DAYTIME TELEPHONE: 304-884-1167 **EMAIL ADDRESS** greg.cunningham@bhegts.com

PROJECT ADDRESS: 933 Burdeck Street - Rotterdam

APPLICANT IDENTIFIED AS: Owner ☒ Lessee ☐ Contract Vendee ☐

REQUEST: This project provides a 120 ft., self-support, zero-fall-radius tower and its foundation, along with the necessary, associated antenna, grounding, and cable bridge into the existing building, which will house the electronic equipment and office space for the users of it.

By signing the application, it is understood by the applicant that he/she must fully comply with the Town Code and obtain any required permits.

SIGNATURE OF APPLICANT Greg Cunningham **DATE** 7/26/23

* The Planning Commission meets on the first and third Tuesday of each month. All pertinent information and fee(s) must be submitted to the Planning Commission Office at least ten (10) days prior to the meeting.

** All businesses located in the Town of Rotterdam must receive Planning Commission approval and a Certificate of Compliance issued by Building Inspector prior to occupancy.

Narrative of the project and the reasoning behind it:

The BHEGTS Schenectady Office is an important facility, providing workspace and access to supporting company email, teleconferencing, telephone, and data networks for 3 people, as well as telemetering and control capabilities for the adjacent natural gas pipeline Measurement and Regulation Facility.

These telecommunications capabilities are provided by a company-owned microwave communications network connected via many towers, but beginning with the 80 ft. wooden pole located adjacent to the existing office building. This old, wooden pole has developed a bad split and is in need of replacement. Additionally, the need for greater speed, throughput, and reliability of each of these networks requires replacement of the microwave electronics in the office and the adjacent antenna supporting pole with a stronger and taller, 120 ft. steel tower that will allow the signal to clear the trees in the path to the next tower.

This project provides a 120 ft., self-support, zero-fall-radius tower and its foundation, along with the necessary, associated antenna, grounding, and cable bridge into the existing building, which will house the electronic equipment and office space for the users of it.

RECEIVED
JUL 27 2023
TOWN OF ROTTERDAM
PUBLIC WORKS

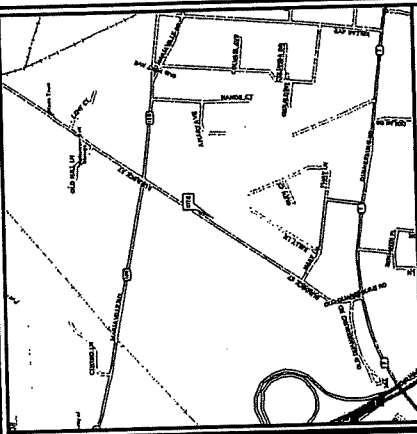
SITE NAME: SCHENECTADY
PROJECT DESCRIPTION: PROPOSED WIRELESS TELECOMMUNICATION FACILITY
TOWER TYPE: 120' SELF-SUPPORT (124' OVERALL)
SITE ADDRESS: 919 BURDECK STREET SCHENECTADY, NY 12306 (SCHENECTADY COUNTY)
JURISDICTION: SCHENECTADY COUNTY
DISTURBED AREA: 1,112 ± S.F. (0.03 AC)
CURRENT ZONING: UNKNOWN
SBL #: 04702000040270000000

PROJECT INFORMATION

LATITUDE N 42° 47' 32.25" (NAD '83)
LONGITUDE W 74° 00' 23.29" (NAD '83)
GROUND ELEV. (AMSL) = 352.4' ± (NAVD '88)

*INFORMATION PROVIDED BY GOOGLE EARTH

TOWER COORDINATES



LOCATION MAP

FROM ALBANY, NY: TAKE PREFERRED ROUTE TO I-191 N. MERGE ONTO I-191 W. TAKE EXIT 25A FOR I-191 TOWARDS SCHENECTADY. CONTINUE ON I-191 W. TAKE EXIT 25A FOR I-191 TOWARDS SCHENECTADY. TURN LEFT ONTO BEVERLY TURN LEFT ONTO NY-7 E. TURN LEFT ONTO NY-327 N. SITE WILL BE ON THE RIGHT.

DRIVING DIRECTIONS

PLANS PREPARED FOR:

EASTERN
GAS TRANSMISSION AND STORAGE
A BERKSHIRE HATHAWAY ENERGY COMPANY

EASTERN GAS TRANSMISSION AND STORAGE
925 WHITE OAKS BLVD
BRIDGEPORT, WV 26330

SITE NAME: SCHENECTADY
919 BURDECK STREET
SCHENECTADY, NY 12306
(SCHENECTADY COUNTY)

RECEIVED
JUL 27 2023
TOWN OF ROTTERDAM
PUBLIC WORKS

TOWER OWNER:
NAME: EASTERN GAS TRANSMISSION
ADDRESS: 925 WHITE OAKS BLVD
CITY, STATE, ZIP: BRIDGEPORT, WV 26330
CONTACT: LYN SHERMAN
PHONE: (804) 516-7800

SURVEYOR:
NAME: TOWER ENGINEERING
PROFESSIONALS, INC.
ADDRESS: 324 TRYON ROAD
CITY, STATE, ZIP: RALEIGH, NC 27603
CONTACT: TIMOTHY L. FISH, P.L.S.
PHONE: (919) 661-4351

CIVIL ENGINEER:
NAME: TOWER ENGINEERING
PROFESSIONALS, INC.
ADDRESS: 324 TRYON ROAD
CITY, STATE, ZIP: RALEIGH, NC 27603
CONTACT: ANDY T. HALDANE, P.E.
PHONE: (919) 661-4351

ELECTRICAL ENGINEER:
NAME: TOWER ENGINEERING
PROFESSIONALS, INC.
ADDRESS: 324 TRYON ROAD
CITY, STATE, ZIP: RALEIGH, NC 27603
CONTACT: ANDY T. HALDANE, P.E.
PHONE: (919) 661-4351

PROPERTY OWNER:
NAME: CONSOLIDATED GAS
ADDRESS: UNKNOWN
CITY, STATE, ZIP: UNKNOWN
CONTACT: UNKNOWN
PHONE: UNKNOWN

CONTACT INFORMATION

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AND STANDARDS: 1. BUILDING CODE OF NEW YORK 2. STATE (2018 EDITION) 3. CITY/COUNTY ORDINANCES 4. AMERICAN-322-G 5. FIRE CODE OF NEW YORK 6. STATE (2018 EDITION) 7. CITY/COUNTY ORDINANCES

CODE COMPLIANCE

Know what's below.
Call before you dig.
811

BEFORE YOU DIG IN NEW YORK...
CALL 811 OR 1-800-272-4480

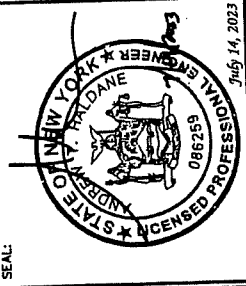
THE UTILITIES ENGINEER HAS REVIEWED THE CONTRACTORS CONFORMANCE ONLY. THE UTILITIES ENGINEER HAS NOT REVIEWED THE CONTRACTORS CONFORMANCE ONLY. THE UTILITIES ENGINEER HAS NOT REVIEWED THE CONTRACTORS CONFORMANCE ONLY. THE UTILITIES ENGINEER HAS NOT REVIEWED THE CONTRACTORS CONFORMANCE ONLY.

UTILITY STATEMENT

UTILITIES:
POWER COMPANY: DOMINION ENERGY
CONTACT: (866) 386-4357
METER # NEAR SITE: UNKNOWN
TELEPHONE COMPANY: VERIZON
CONTACT: (800) 922-9204
METER # NEAR SITE: UNKNOWN
PEDESTAL # NEAR SITE: UNKNOWN

INDEX OF SHEETS

SHEET	DESCRIPTION	REV
T-1	TITLE SHEET	2
N-1	PROJECT NOTES	2
C-1	SITE PLAN	2
C-2	TOWER ELEVATION	2
C-3	ICE BRIDGE DETAIL	2
C-4	GRADING DETAIL	2
C-5	FOUNDATION DETAIL	2
E-1	ELECTRICAL NOTES	2
E-2	GROUNDING PLAN	2
E-3	GROUNDING DETAILS	2



SEAL:

SHEET NUMBER: T-1
REVISION: 2
REF: 17457.455070

PLANS PREPARED BY:

TOWER ENGINEERING PROFESSIONALS
326 TRYON ROAD
RALEIGH, NC 27603-3530
OFFICE: (919) 661-4351
www.tepgroup.net

REV	DATE	ISSUED FOR:
2	07-14-23	CONSTRUCTION
1	09-09-19	CONSTRUCTION
0	06-20-19	PRELIMINARY
REV	DATE	ISSUED FOR:
DRAWN BY: GJB	CHECKED BY: JKW	

1. ALL REFERENCES MADE TO OWNER IN THESE DOCUMENTS SHALL BE CONSIDERED EASTERN GAS TRANSMISSION AND STORAGE, OR ITS DESIGNATED REPRESENTATIVE.

18. ALL BUILDINGS ON THIS SITE ARE INTENDED TO SHELTER EQUIPMENT WHICH WILL ONLY BE PERIODICALLY MAINTAINED AND ARE NOT INTENDED FOR HUMAN OCCUPANCY.
 19. TEMPORARY FACILITIES FOR PROTECTION OF TOOLS & EQUIPMENT SHALL CONFORM TO LOCAL REGULATIONS AND SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
 20. THE CONTRACTOR AND ITS SUBCONTRACTORS SHALL CARRY LIABILITY INSURANCE IN THE AMOUNTS AND TYPES SPECIFIED IN THE PROJECT SPECIFICATIONS. CERTIFICATES DEMONSTRATING PROOF OF COVERAGE SHALL BE PROVIDED TO THE OWNER PRIOR TO THE START OF THE WORK ON THE PROJECT.
 21. THE CONTRACTOR SHALL CONTACT ALL APPLICABLE UTILITY SERVICES TO VERIFY LOCATIONS OF EXISTING UTILITIES AND REQUIREMENTS FOR NEW UTILITY CONNECTIONS PRIOR TO EXCAVATING.
 22. THE CONTRACTOR SHALL MAINTAIN THE JOB CLEAR OF TRASH AND DEBRIS. ALL WASTE MATERIALS SHALL BE REMOVED AND SHALL FURNISH ONE 55 GALLON BARREL AND TRASH BAGS, AND SHALL REMOVE TRASH, DEBRIS, ETC., ON A DAILY BASIS.
 23. THE CONTRACTOR SHALL VISIT THE SITE AND BECOME FAMILIAR WITH ALL CONDITIONS PRIOR TO SUBMITTING THE PROPOSAL. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS SHOWN ON THESE DRAWINGS WITH THOSE AT THE SITE. ANY VARIATION WHICH REQUIRES PHYSICAL CHANGE SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER PROJECT ENGINEER FOR FACILITIES/CONSTRUCTION.
 24. THE CONTRACTOR SHALL GUARANTEE THE WORK PERFORMED ON THE PROJECT BY THE CONTRACTOR AND ANY OR ALL OF THE SUBCONTRACTORS WHO PERFORMED WORK FOR THE CONTRACTOR. THE CONTRACTOR AND THE GUARANTEE SHALL BE FOR A FULL YEAR. THE GUARANTEE SHALL BE FOR THE CORRECTION OF RETAINMENT OF THE CONTRACTOR'S WORK. THE GUARANTEE SHALL BE FOR A FULL YEAR. THE GUARANTEE SHALL BE FOR ONE YEAR FROM ACCEPTANCE DATE. ALL MATERIALS AND WORKMANSHIP SHALL BE GUARANTEED FOR ONE YEAR FROM ACCEPTANCE DATE.
- ## UTILITY NOTES
1. APPLY FOR THE UTILITY SERVICE (ELECTRIC) NO LATER THAN THE NEXT BUSINESS DAY FOLLOWING AWARD OF CONTRACT. COORDINATE WITH THE ELECTRIC UTILITY COMPANY FOR EXACT TRANSFORMER LOCATION, METERING REQUIREMENTS, AND THE UTILITY COMPANY TO COORDINATE WITH THE TELEPHONE UTILITY COMPANY FOR EXACT TELEPHONE REQUIREMENTS AND ROUTING OF SERVICE.
 2. ALL UTILITY RELATED WORK SHALL BE PERFORMED IN ACCORDANCE WITH APPLICABLE UTILITY REQUIREMENTS. FIELD VERIFY EXISTING UTILITY LOCATIONS PRIOR TO CONSTRUCTION.
 3. THE CONTRACTOR SHALL CONTACT UTILITIES AND LOCATOR SERVICE A MINIMUM OF 72 HOURS PRIOR TO THE START OF CONSTRUCTION. (NY ONE-CALL 1-800-962-7962).
 4. CONTRACTOR SHALL PROVIDE TRENCHING AND CONDUITS AS SHOWN OR AS REQUIRED BY LOCAL UTILITY. NO CONNECTIONS TO THE TOWER FOUNDATION OF ANY KIND.

1. APPLY FOR THE UTILITY SERVICE (ELECTRIC) NO LATER THAN THE NEXT BUSINESS DAY FOLLOWING AWARD OF CONTRACT. COORDINATE WITH THE ELECTRIC UTILITY COMPANY FOR EXACT TRANSFORMER LOCATION, METERING REQUIREMENTS, AND THE SERVICE ROUTING. COORDINATE WITH THE TELEPHONE UTILITY COMPANY FOR EXACT TELEPHONE REQUIREMENTS AND ROUTING OF SERVICE.

2. ALL UTILITY RELATED WORK SHALL BE PERFORMED IN ACCORDANCE WITH APPLICABLE UTILITY REQUIREMENTS. ALL UTILITY RELATED WORK SHALL BE COMPLETED PRIOR TO CONSTRUCTION.

2. ALL UTILITY RELATED WORK SHALL BE PERFORMED IN ACCORDANCE WITH APPLICABLE UTILITY REQUIREMENTS. FIELD VERIFY EXISTING UTILITY LOCATIONS PRIOR TO CONSTRUCTION.
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4. CONTRACTOR SHALL PROVIDE TRENCHING AND CONDUITS AS SHOWN OR AS REQUIRED BY LOCAL UTILITY. NO PENETRATIONS TO THE TOWER FOUNDATION OF ANY KIND.

July 14, 2023

REV	DATE	ISSUED FOR:
0	06-20-19	PRELIMINARY
1	09-09-19	CONSTRUCTION
2	07-14-23	CONSTRUCTION

DRAWN BY:	GIB	CHECKED BY:	JKW
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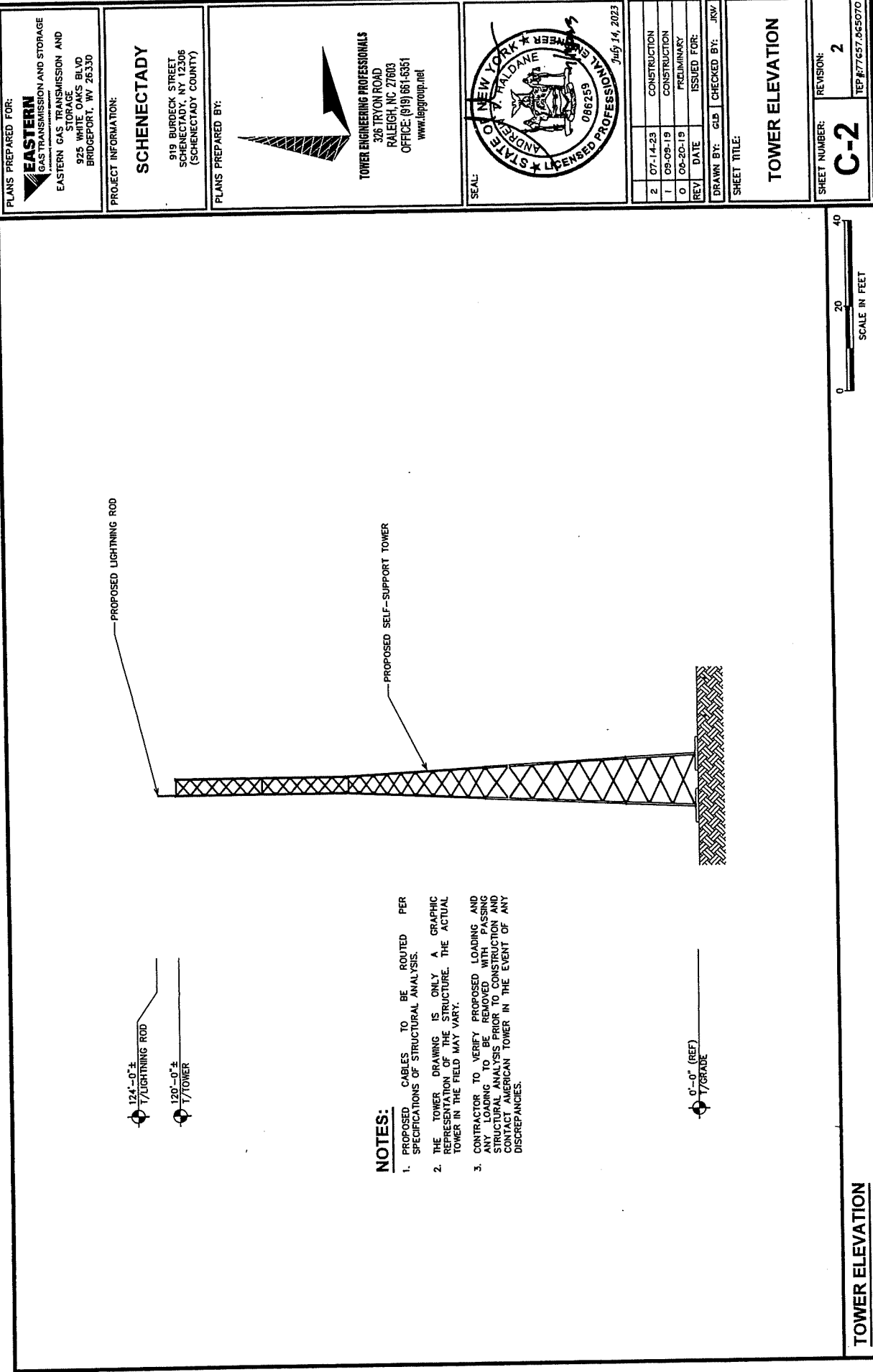
SHEET TITLE:

SHEET NUMBER.

REVISION:

五

TEB 11-77C 57 AC5070



124'-0"±
T/LIGHTNING ROD

120'-0"±
T/TOWER

NOTES:

1. PROPOSED CABLES TO BE ROUTED PER SPECIFICATIONS OF STRUCTURAL ANALYSIS.
2. THE TOWER DRAWING IS ONLY A GRAPHIC REPRESENTATION OF THE STRUCTURE. THE ACTUAL TOWER IN THE FIELD MAY VARY.
3. CONTRACTOR TO VERIFY PROPOSED LOADING AND DIMENSIONS INCLUDING TO BE REMOVED WITH PASSING STRUCTURAL ANALYSIS PRIOR TO CONSTRUCTION AND CONTACT AMERICAN TOWER IN THE EVENT OF ANY DISCREPANCIES.

0'-0" (REF)
T/GRADE

PLANS PREPARED FOR:

EASTERN
GAS TRANSMISSION AND STORAGE
EASTERN GAS TRANSMISSION AND STORAGE
925 WHITE OAKS BLVD
BRIDGEPORT, WV 26330

PROJECT INFORMATION:

SCHENECTADY
919 BURDECK STREET
SCHENECTADY, NY 12306
(SCHENECTADY COUNTY)

PLANS PREPARED BY:

TOWER ENGINEERING PROFESSIONALS
326 TRYON ROAD
RALEIGH, NC 27603
OFFICE: (919) 661-6351
www.tepgroup.net

SEAL:

NEW YORK STATE
ANDREW A. HADDAD
REGISTERED PROFESSIONAL ENGINEER
086259
July 14, 2023

2	07-14-23	CONSTRUCTION
1	08-09-19	CONSTRUCTION
0	06-20-19	PRELIMINARY
REV	DATE	ISSUED FOR:

DRAWN BY: GJB | CHECKED BY: JGW

SHEET TITLE:

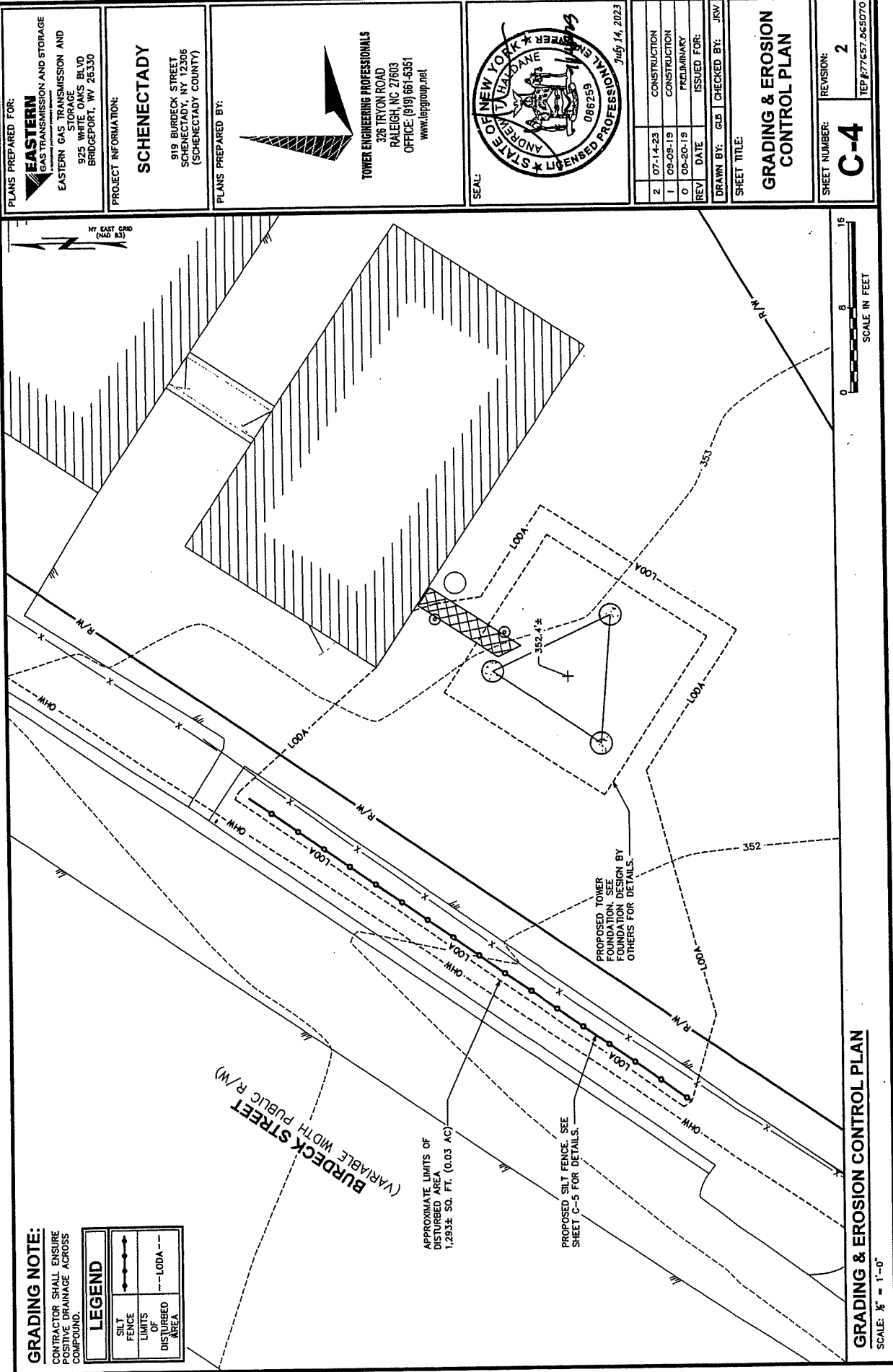
TOWER ELEVATION

SHEET NUMBER: **C-2**

REVISION: **2**

TEP #77657.06-5070

TOWER ELEVATION
SCALE: 1" = 20'



GRADING NOTE:

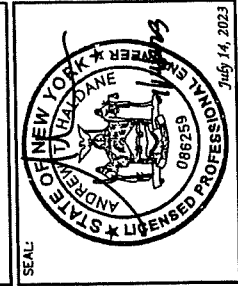
CONTRACTOR SHALL ENSURE POSITIVE DRAINAGE ACROSS COMPOUND.

LEGEND	
	SILT FENCE
	LIMITS OF DISTURBED AREA
	LODA

PLANS PREPARED FOR:
EASTERN
GAS TRANSMISSION AND STORAGE
EASTERN GAS TRANSMISSION AND STORAGE
925 WHITE OAKS BLVD
BRIDGEPORT, NY 26330

PROJECT INFORMATION:
SCHENECTADY
919 BURDECK STREET
SCHENECTADY, NY 12306
(SCHENECTADY COUNTY)

PLANS PREPARED BY:
TOWER ENGINEERING PROFESSIONALS
326 TRYON ROAD
RALEIGH, NC 27603
OFFICE: (919) 661-6351
www.tepgroup.net



REV	DATE	ISSUED FOR
2	07-14-23	CONSTRUCTION
1	09-09-19	CONSTRUCTION
0	09-20-19	PRELIMINARY
DRAWN BY:	GLB	CHECKED BY: JRW

SHEET TITLE:
GRADING & EROSION CONTROL PLAN

SHEET NUMBER:
C-4
REVISION: 2
TEP R77657.865070



GRADING & EROSION CONTROL PLAN
SCALE: 1/8" = 1'-0"

WAIVER OF SITE PLAN REVIEW

Date:

August 15, 2023

PC2023-W28

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: Schenectady ARC
ADDRESS: Attn: Kirk Lewis – Executive Director
214 State Street
Schenectady, NY 12305

PROJECT ADDRESS: 93 W. Campbell Road

APPLICANT IDENTIFIED AS: Owner ☐ ☒ Lessee ☐ Contractor

REQUEST: The applicant requests a Waiver of Site Plan review to host an outdoor fundraising event to benefit Schenectady ARC on October 7, 2023 in parking lot (Former Macy's side 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. 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.
3. Applicant to comply fully with Town Sign Code and obtain a building permit for any signage.
4. All Federal CDC Guidelines shall be followed. Please visit www.cdc.gov.
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 and vendors to comply with all applicable state and county permitting/licensing requirements relating to food service, food truck operation, alcohol sales.
7. This waiver of site plan authorizes operation of the fundraising event only between the hours of 12:00 pm and 4:00 pm on October 7, 2023. Any operations outside these hours will require Planning Commission approval.

The Commission action on the Waiver application took place at the Planning Commission meeting of August 15, 2023 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

Thomas P. Yuille, Chairman
Planning Commission



Town of Rotterdam
Waiver of Site Plan Review Application

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AUG 01 2023

TOWN OF ROTTERDAM
PUBLIC WORKS

The following applicant requests a Waiver of Site Plan Review. The following documentation is required for Planning Commission review:

1. Copy of Deed and/or executed lease agreement or contract to purchase.
2. Copy of Site Plan that identifies:
 - All structures on site.
 - All parking areas on site (parking spaces 9' x 18').
 - Handicap parking and accessibility as required by New York State Building Code.
 - Interior floor plan of usable area by applicant.
 - Proposed site improvements including parking, structural additions, landscaping and other pertinent information as identified in Section 270-132 of Town Code.
3. On a separate sheet of paper provide a descriptive narrative of use and activity occurring on the site including but not limited to the number of employees, exact nature of business, hours of operation and expected customers to the site daily.
4. A completed Commercial or Residential Building Permit Application.
5. \$100.00 application fee (cash or check – payable to the Town of Rotterdam). Fee in lieu of parkland for residential developments: \$600 per dwelling unit.
6. Does any Town officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application? YES _____ NO ☒. If yes, a statement disclosing the name, residence, nature and extent of this interest must be filed with this application.

PRESENT OWNER(S): Via Port LLC

APPLICANT(S)/LESSEE: Schenectady ARC

MAILING ADDRESS: 214 State Street

CITY: Schenectady STATE: NY ZIP: 12305

DAYTIME TELEPHONE: 518-372-1160 EMAIL ADDRESS: info@sarcny.org

PROJECT ADDRESS: Via Port Rotterdam Mall, 93 W. Campbell Road, Rotterdam, NY 12306

APPLICANT IDENTIFIED AS: Owner _____ Lessee _____ Contract Vendee ☒

REQUEST: Hosting a fundraising event to benefit Schenectady ARC on Saturday, October 7, 2023.

Event will be held outdoors in the Via Port parking lot. Requested documentation is attached.

By signing the application, it is understood by the applicant that he/she must fully comply with the Town Code and obtain any required permits.

SIGNATURE OF APPLICANT

DATE 7/31/2023

- * The Planning Commission meets on the first and third Tuesday of each month. All pertinent information and fee(s) must be submitted to the Planning Commission Office at least ten (10) days prior to the meeting.
- ** All businesses located in the Town of Rotterdam must receive Planning Commission approval and a Certificate of Compliance issued by Building Inspector prior to occupancy.

Schenectady ARC is hosting our 6th Annual Food Truck event from 12:00 noon to 4:00 pm on Saturday, October 7th at Via Port in Rotterdam, NY. *"Electric City Trucks, Taps, Corks and Forks"* will be Schenectady ARC's primary fundraising event for 2023, providing support for improvements to our residential houses located throughout Schenectady County, and other items to enhance our programs and services that benefit the more than 1,000 individuals with developmental disabilities we support at Schenectady ARC. We expect to raise \$35,000 in sponsorship support, and to raise close to \$50,000 with the total event proceeds. The event will be staffed by approximately 50 Schenectady ARC employees, board members and business partners. There will be Schenectady ARC nursing staff on-site at a first aid station.

We anticipate featuring approximately 20 vendors that will include food trucks, unique food vendors, craft brews and local wineries, and live music will be performed by Skeeter Creek. There will be a "People's Choice" competition among the vendors for attendees to vote on via our social media platforms. This is a family-friendly afternoon event that has been greatly enjoyed by those who attended this event in previous years. We hosted this event in 2021 and 2022 at Via Port and look forward to hosting it there again this year.



Schenectady ARC's "Electric City Trucks, Taps, Corks and Forks" Event

For more information about *"Electric City Trucks, Taps, Corks and Forks"* please contact Schenectady ARC's development office at (518) 688-8279 or giving@sarcny.org

Site Plan – Schenectady ARC Food Truck Event

Saturday, October 7, 2023

12:00 noon – 4:00 pm

Via Port Rotterdam (outdoor parking lot)

Site Plan attached identifying all structures on site. Structures will include food trucks, beverage vendors, specialty vendors and “kids zone” activities. Some vendors will be setting up booth-style setups with tables and covers. The band (Skeeter Creek) will be using a 20x20 stage covered by a tent. Vendor/entertainment locations are identified on the site plan.

There are 700 parking spaces allocated for the event, including handicap-accessible spaces. Access to the Via Port restrooms will be provided and they include handicap-accessible restrooms.

No additional site plan improvements are planned for this event.

Stage

Entry
to
Village

99 Restaurant

KID'S ZONE

KID'S ZONE

Food Trucks / Vendors

Food Trucks / Vendors

Beverage Vendors

WAIVER OF SITE PLAN REVIEW

Date Reviewed: August 15, 2023

PC2023-W29

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: Vistex Composites LLC
Attn: Casey Hoffman
ADDRESS: 582 Duanesburg Road
Schenectady, NY 12306

PROJECT LOCATION: 582 Duanesburg Road

APPLICANT IDENTIFIED AS: Owner ☐ X Lessee Contract Vendee

REQUEST: The applicant requests a Waiver of Site Plan review to operate a manufacturing, research, and development company in $\pm 2,250$ square feet of Rotterdam Youth Soccer $\pm 10,270$ square feet portion of existing building on a seven (7) 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. Approvals are contingent upon 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 for specifications.
5. All manufacturing, research, testing and development shall be conducted within enclosed building.
6. Outdoor storage of material is prohibited.

The Commission action on the Waiver application took place at the Planning Commission meeting of August 15, 2023 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

Thomas P. Yuille, Chairman
Planning Commission



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AUG 02 2023

Town of Rotterdam
Waiver of Site Plan Review Application

TOWN OF ROTTERDAM
PUBLIC WORKS

The following applicant requests a Waiver of Site Plan Review. The following documentation is required for Planning Commission review:

- ✓ 1. Copy of Deed and/or executed lease agreement or contract to purchase.
2. Copy of Site Plan that identifies:
 - All structures on site.
 - All parking areas on site (parking spaces 9' x 18').
 - Handicap parking and accessibility as required by New York State Building Code.
 - Interior floor plan of usable area by applicant.
 - Proposed site improvements including parking, structural additions, landscaping and other pertinent information as identified in Section 270-132 of Town Code.
- ✓ 3. On a separate sheet of paper provide a descriptive narrative of use and activity occurring on the site including but not limited to the number of employees, exact nature of business, hours of operation and expected customers to the site daily.
4. A completed Commercial or Residential Building Permit Application.
5. \$100.00 application fee (cash or check – payable to the Town of Rotterdam). Fee in lieu of parkland for residential developments: \$600 per dwelling unit.
6. Does any Town officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application? YES ☐ NO ☒. If yes, a statement disclosing the name, residence, nature and extent of this interest must be filed with this application.

PRESENT OWNER(S): THE ROMOLD PEDE & ROSE PEDE FAMILY IRREVOCABLE TRUST

APPLICANT(S)/LESSEE: VISTEX COMPOSITES LLC

MAILING ADDRESS: 582 DUANESBURG RD.

CITY: SCHENECTADY STATE: NY ZIP: 12306

DAYTIME TELEPHONE: 610-737-8571 EMAIL ADDRESS: CASEY@VISTEXCOMPOSITES.COM

PROJECT ADDRESS: same as above

APPLICANT IDENTIFIED AS: Owner ☐ Lessee ☒ Contract Vendee ☐

REQUEST: VISTEX MOVING OPERATIONS FROM 11 OPUS BLVD.

TO 582 DUANESBURG RD. LOCATION. SAME USE/ACTIVITY AS

VISTEX HAS PERFORMED AT PREVIOUS LOCATION SINCE 2016.
By signing the application, it is understood by the applicant that he/she must fully comply with the Town Code and obtain any required permits.

SIGNATURE OF APPLICANT Casey Hoff DATE 8/1/2023

* The Planning Commission meets on the first and third Tuesday of each month. All pertinent information and fee(s) must be submitted to the Planning Commission Office at least ten (10) days prior to the meeting.

** All businesses located in the Town of Rotterdam must receive Planning Commission approval and a Certificate of Compliance issued by Building Inspector prior to occupancy.

Vistex Composites – Descriptive Narrative of Use and Activity for 582 Duanesburg Rd. Lease

Vistex Composites LLC is a small 3-person technology company that is developing a new process for fabricating products made of composite materials. The founders are all residents of the Capital Region and are moving from our previous Rotterdam location at 11 Opus Blvd. where we operated since 2016, to this new location at 582 Duanesburg Rd.

Vistex's business focuses on research and development and light manufacturing. Currently, we have three employees. The facility at 582 Duanesburg Rd. will serve as Vistex's main location for ongoing research, testing and development (Permitted Uses, Sec. 270-72-I) where we will also do some simple machining work to fabricate our tooling/molds (Permitted Uses, Sec. 270-72-K) and light mechanical/scientific manufacturing, conducted entirely within the completely enclosed building (Permitted Uses, Sec. 270-72-L).

Customers maybe visit our site on a very limited basis (maybe 3 days per year) during our business hours to understand our R&D capabilities and negotiate contracts. Business hours will continue to be the same approximately 8am-6pm as at our previous location, with no current plans to expand to a second shift. Vistex receives small package deliveries from UPS/FedEx roughly 2-3x per week and typically takes our outgoing shipments directly to USPS.

As mentioned above, Vistex has been a member of the Rotterdam community since 2016 and we are excited for our new location around the corner at the Pede Bros. location!

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AUG 02 2023

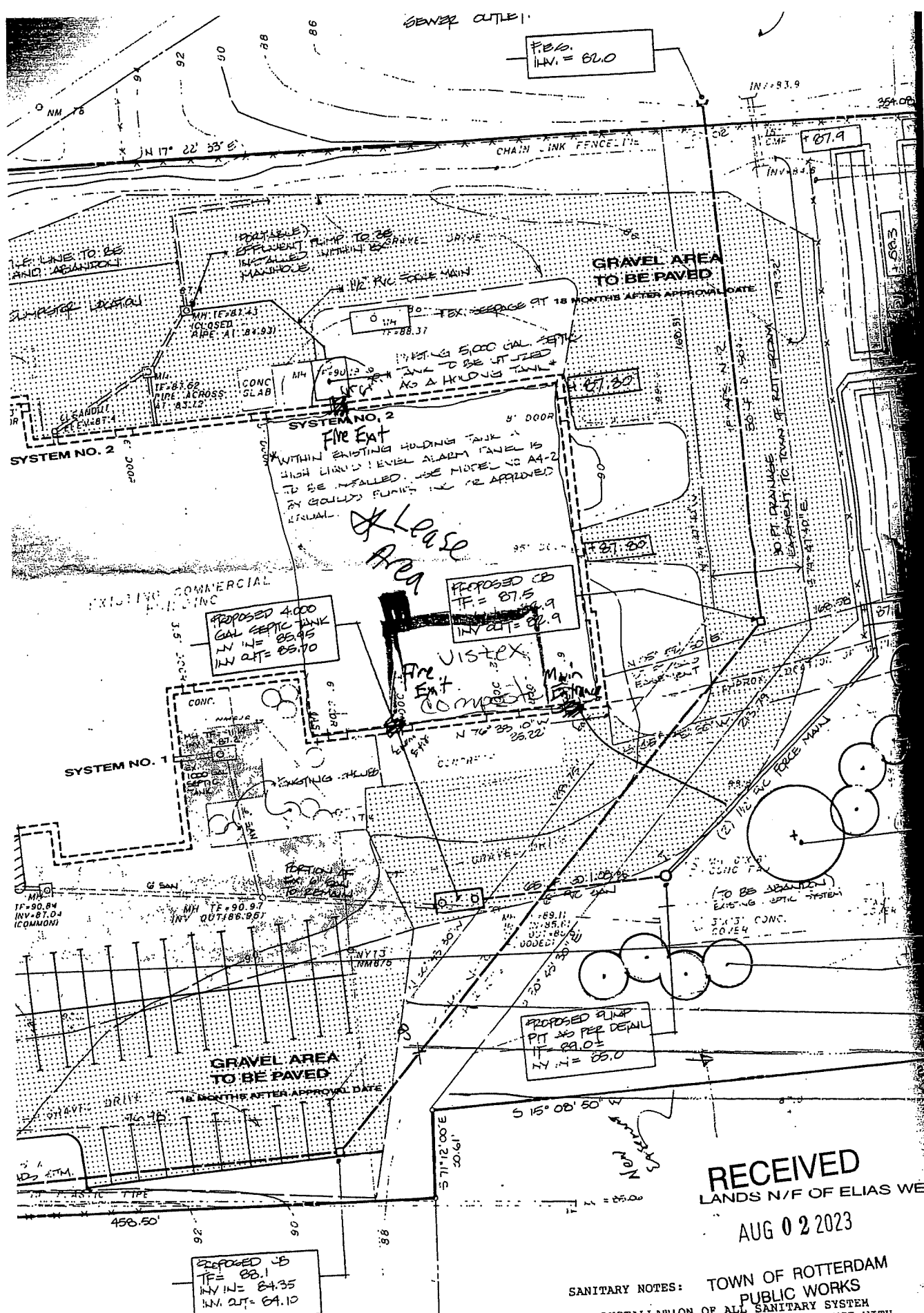
**TOWN OF ROTTERDAM
PUBLIC WORKS**

Vistex Composites – Site Plan Description for 582 Duanesburg Rd. Lease

Vistex Composites LLC is leasing 2,250 square feet. of the building located at 582 Duanesburg Rd.

More specifically, this is the square footage at the northeast corner of the building, located between the hallway that provides access to the athletic fields and the next solid wall. The space is made up of one room with two garage doors and one standard man door, as well as an adjacent hallway which contains a small bathroom (toilet and sink).

As Tenants, with only 3 employees, we intend to utilize the parking already on-site with no modifications needed to existing parking areas, structures, landscaping, etc.



- SANITARY NOTES: TOWN OF ROTTERDAM
PUBLIC WORKS
1. INSTALLATION OF ALL SANITARY SYSTEM COMPONENTS SHALL BE IN COMPLIANCE WITH NEW YORK STATE SANITARY CODE.
 2. FILL MATERIAL IN AREA OF ABSORPTION FIELD TO BE APPROVED BY THE TOWN PLUMBING INSPECTOR AND PROJECT ENGINEER PRIOR TO INSTALLATION.
 3. ALL SEEPAGE PITS, MANHOLES AND SEPTIC TANKS TO BE PRECAST CONCRETE BY FORT MILLER COMPANY APPROVED EQUAL.

Vistex Composites



Who we are

Vistex Composites is a manufacturing innovation company that has developed disruptive technology for the manufacture of advanced thermoset and thermoplastic composite products. Integrate our patented PFL™ process into your manufacturing plant, or work with Vistex's in-house manufacturing team to have high quality advanced composites made at lower cost than competitive processes. Compatible with carbon fiber, fiberglass, aramid or any other reinforcement, the PFL™ process can make a wide range of products to satisfy your needs.

The PFL™ process reduces energy consumption and CapEx/OpEx by at least an order of magnitude, provides improved throughput and performance at a competitive price. The PFL™ process reduces manufacturing waste while providing equivalent strength, dimensional tolerances and aesthetics when compared to the same autoclave cured products. Vistex utilizes digital modeling and proprietary optimization algorithms to drive the design of the patented fabrication process, and manufacture complex components without the need for extensive heat, vacuum, autoclaves, etc. In an industry that traditionally relies on brute force, Vistex provides an elegant, energy-efficient solution.

News



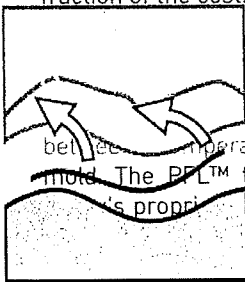
VISTEX

Composites manufacturing transformed:
autoclave quality
lightning fast
affordable

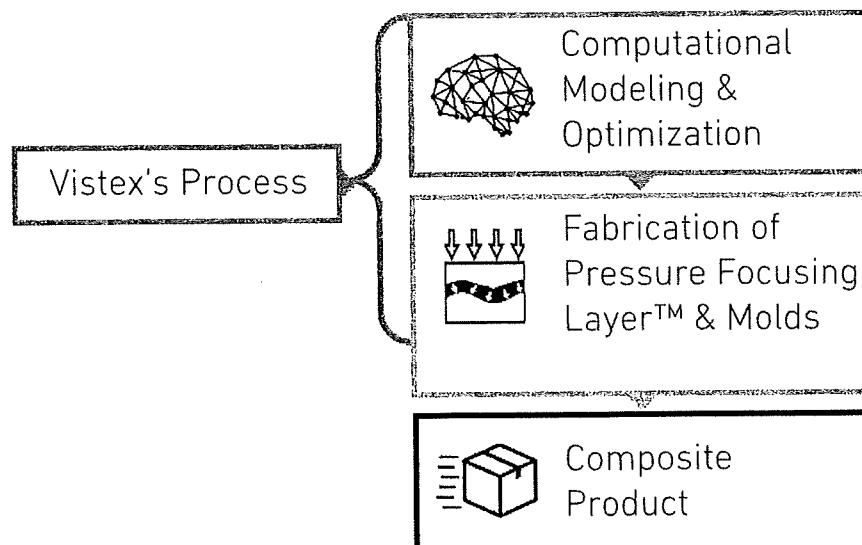


Overview

Designed to be efficient, green, and low cost, Vistex's Pressure Focusing Layer - PFL™ - technology can produce autoclave quality (or better) components in a fraction of the time and at a fraction of the cost.



Through the use of the customized Pressure Focusing Layer™ (PFL™) achieves uniform and uniform temperature required to make a composite by a much more as compared to autoclaving. A formed uncured composite is sandwiched between a temperature controlled rigid mold, the curing mold, the PFL™, and a rigid compression mold. The PFL™ thickness and geometry varies across the composite as determined using Vistex's proprietary modeling and optimization. This variation ensures that when the mold set is closed the composite undergoes uniform pressurization. The process is compatible with the most resin system on the market, or can process a range of thermoplastics.



WAIVER OF SUBDIVISION REVIEW

Date: August 15, 2023

PC2023-SW3

The Town Planning Commission Office has received the attached application and accompanying documents. The below-identified applicant requests a waiver of Section 249 as outlined in Section 249-27(D) entitled "Waiver for Lot Line Amendments."

APPLICANT(S): Michael Griesemer
3604 Guilderland Avenue
Schenectady, NY 12306

PROJECT ADDRESS: 3604 Guilderland Avenue & Guilderland Avenue

APPLICANT IDENTIFIED AS: X Owner(s) Lessee Contract Vendee

REQUEST: The applicant requests a Waiver of Subdivision review to combine 3604 Guilderland Avenue (Tax Map No. 70.-3-29 – ±30.65 acres) and Guilderland Avenue (Tax Map No. 70.-3-30 – ±1 acre) and subdivide for 3604 Guilderland Avenue to be a five (±5) acre parcel and Guilderland Avenue to be a ±26.65 acre parcel.

Action Taken by Commission:

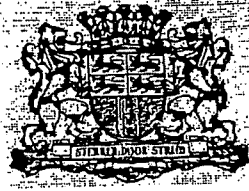
In accordance with Chapter 249 of the Town of Rotterdam Zoning Ordinance, entitled "Subdivision," Section 249-27(D) the Planning Commission waives the requirements set forth in Chapter 249, conditionally. Conditions imposed, if any, are as follows:

1. The final maps (with all necessary changes discussed at the Planning Commission) need to be submitted for signature and filing with Schenectady County.
2. The Planning Commission Chairman will sign up to two (2) Mylar's (One for Schenectady County and one for the applicant).
3. The signed Mylar's need to be filed with Schenectady County Clerk's office within ten (10) days.
4. After signature and filing with Schenectady County six (6) paper copies shall be returned to the Planning Commission office.
- 5.

The Commission action on the Waiver application took place at the Planning Commission meeting of August 15, 2023 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 Subdivision.

Peter J. Comenzo
Senior Planner

Thomas P. Yuille, Chairman
Planning Commission



TOWN OF ROTTERDAM
OFFICE OF THE PLANNING COMMISSION

Town of Rotterdam Boundary Line Adjustment Application

100.00 Application Fee

The purpose of this application is to allow the property owner to adjust the boundary lines of said parcels:

Tax Map Number(s) #1 70.00 - 3 - 29 #2 70.00 - 3 - 30
these numbers will refer to specific questions relating to each parcel

#1 Property Owner's Name: Michael Griesemer

Mailing Address: 3604 Quilderland Avenue

Phone Number(s) and e-mail _____

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TOWN OF ROTTERDAM
PUBLIC WORKS

#2 Property Owner's Name: same as above

Mailing Address: _____

Phone Number(s) and e-mail _____

Contractor's/Agent/Representative's Name (if Applicable) Mark C. Blackstone

Address: 1152 Fort Hunter Road

Phone Number(s) and e-mail 518 355 1791

q

Parcel Size(s) (acreage or sq. ft): #1: 5.00 acres #2: 26.65 acres

Location of Property(s) (911 address) #1: 3604 Quilderland Ave

#2: adjacent (vacant land)

Zone Classification & Lot Size: #1: A-1 #2 A-1

If parcel(s) is in multiple zones, indicate all zones.

Are the lots presently conforming lots? ☒ YES ☐ NO

IF NO, What lot(s) are not conforming: _____

Proposed lot size(s): #1: _____ #2: _____

Will the boundary line adjustment leave all proposed lots conforming? ☒ YES ☐ NO

IF NO, What lot(s) will not be conforming: _____

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TOWN OF ROTTERDAM
PUBLIC WORKS

Current use of property: (What is present on this parcel today) list all structures:

#1: House, Garage, Pool.

#2: vacant

Proposed use (what are you proposing to accomplish with this application): (i.e. merge/sell lot(s) build home etc.)

sell house with 5 acres

Are additional documents presented as part of this application? YES ☒ NO

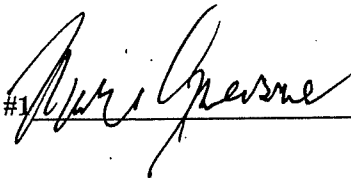
* if yes, then mark all additional documents as Exhibit A, Exhibit B, etc.

Additional data on proposed boundary line adjustment. _____

Notice is hereby given that in the event the Town of Rotterdam determines that technical assistance is needed to review the project, the reasonable and necessary expenses associated with such review shall be borne by the project applicant.

By signing the application, it is understood by the applicant that he/she must fully comply with the Town Code and obtain any required permits.

SIGNATURE OF PROPERTY OWNER PARCEL #1

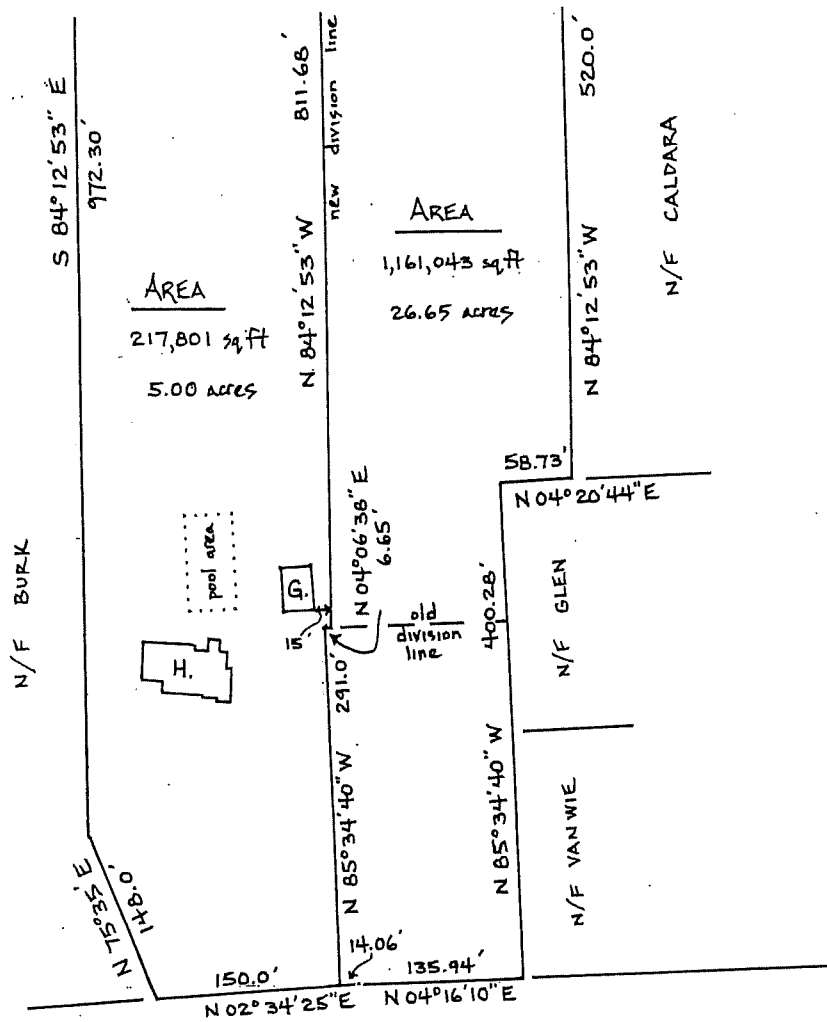


DATE 08.04.23

SIGNATURE OF PROPERTY OWNER PARCEL #2

same

DATE _____

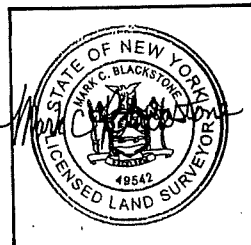


GUILDERLAND AVENUE

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AUG 04 2023

TOWN OF ROTTERDAM
PUBLIC WORKS



MAP SHOWING BOUNDARY LINE ADJUSTMENT SUBDIVISION

LANDS OF GRIESEMER

TOWN OF ROTTERDAM
SCHENECTADY COUNTY, N.Y.

SCALE 1" = 100'
AUGUST 4, 2023

BLACKSTONE LAND SURVEYORS
1152 FORT HUNTER RD. SCH'DY, NY 12303

WAIVER OF SITE PLAN REVIEW

Date Reviewed: August 15, 2023

PC2023-W31

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: Chris & Maureen Pivacek d/b/a Maureen's Yarn Boutique LLC
ADDRESS: 2976 Hamburg Street
Schenectady, NY 1306

PROJECT LOCATION: 2976 Hamburg Street

APPLICANT IDENTIFIED AS: Owner XX Lessee Contract Vendee

REQUEST: The applicant requests a Waiver of Site Plan review to operate Maureen's Yarn Boutique, formerly a Getty gas station, in existing ±1,440 square foot existing building on ±33,264 square foot 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. Approvals are contingent upon 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 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 #3 for specifications.
5. Property is located in Sewer District #7 and has connected to the system.

The Commission action on the Waiver application took place at the Planning Commission meeting of August 15, 2023 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

Thomas P. Yuille, Chairman
Planning Commission



Town of Rotterdam
Waiver of Site Plan Review Application

RECEIVED

AUG 10 2023

TOWN OF ROTTERDAM
PUBLIC WORKS

The following applicant requests a Waiver of Site Plan Review. The following documentation is required for Planning Commission review:

1. Copy of Deed and/or executed lease agreement or contract to purchase.
2. Copy of Site Plan that identifies:
 - All structures on site.
 - All parking areas on site (parking spaces 9' x 18').
 - Handicap parking and accessibility as required by New York State Building Code.
 - Interior floor plan of usable area by applicant.
 - Proposed site improvements including parking, structural additions, landscaping and other pertinent information as identified in Section 270-132 of Town Code.
3. On a separate sheet of paper provide a descriptive narrative of use and activity occurring on the site including but not limited to the number of employees, exact nature of business, hours of operation and expected customers to the site daily. →
4. A completed Commercial or Residential Building Permit Application.
5. \$100.00 application fee (cash or check – payable to the Town of Rotterdam). Fee in lieu of parkland for residential developments: \$600 per dwelling unit.
6. Does any Town officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application? YES ☐ NO ☒. If yes, a statement disclosing the name, residence, nature and extent of this interest must be filed with this application.

PRESENT OWNER(S): RU Hamburg LLC

APPLICANT(S)/LESSEE: Chris + Maureen Pivacek - OBA
maurens yarn Boutique LLC

MAILING ADDRESS: 2976 Hamburg Street, Schenectady NY 12303

CITY: Schenectady STATE: NY ZIP: 12303

DAYTIME TELEPHONE: (518) 344-6080 EMAIL ADDRESS: MYARNBOOUTIQUE@gmail.com

PROJECT ADDRESS: —

APPLICANT IDENTIFIED AS: Owner ☐ Lessee ☒ Contract Vendee ☐

REQUEST: Waiver of site plan inspection to obtain
permit to do business

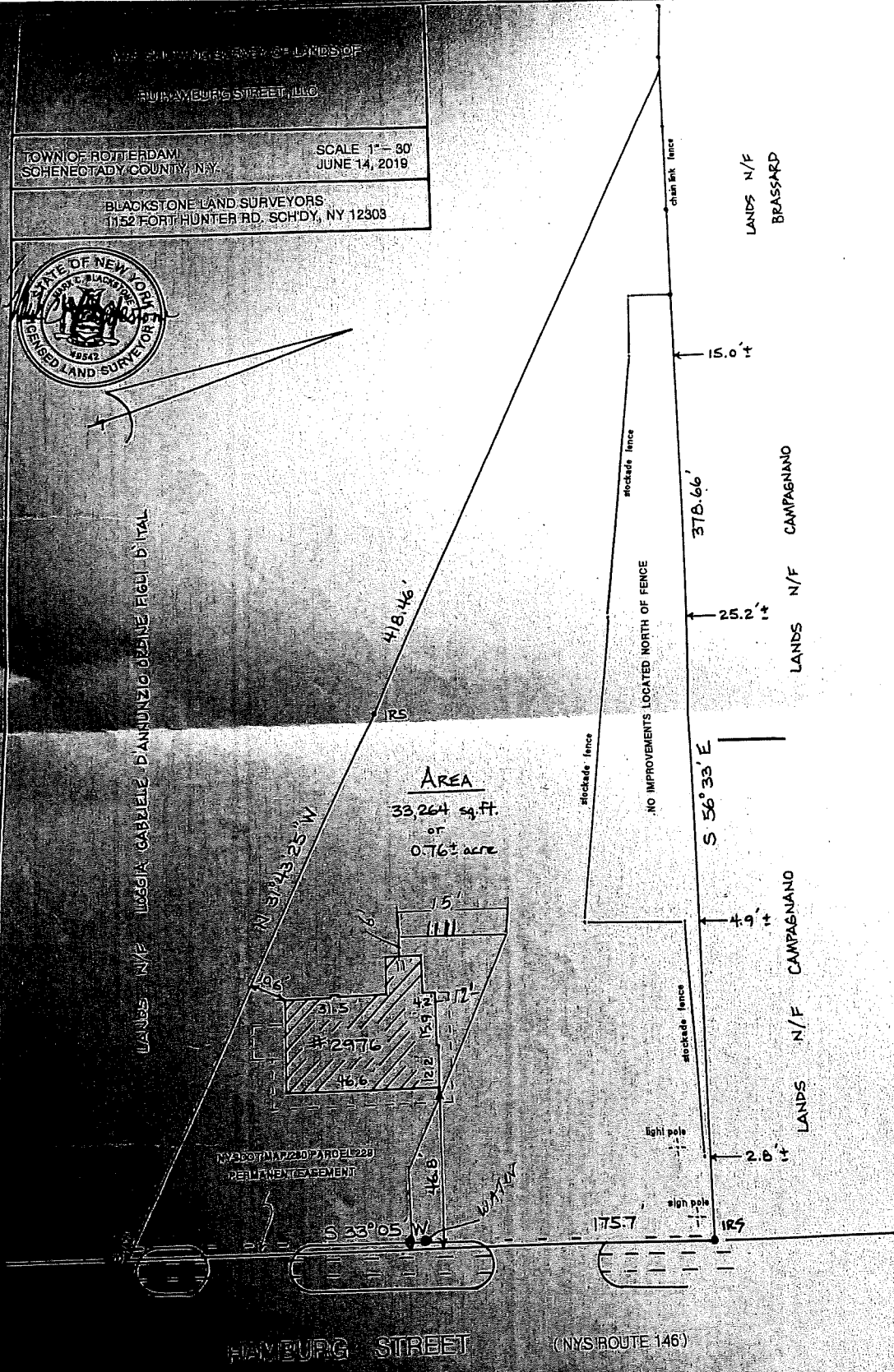
By signing the application, it is understood by the applicant that he/she must fully comply with the Town Code and obtain any required permits.

SIGNATURE OF APPLICANT: Maureen Pivacek - owner DATE: 8-6-23

* The Planning Commission meets on the first and third Tuesday of each month. All pertinent information and fee(s) must be submitted to the Planning Commission Office at least ten (10) days prior to the meeting.

** All businesses located in the Town of Rotterdam must receive Planning Commission approval and a Certificate of Compliance issued by Building Inspector prior to occupancy.

SURVEY OF LANDS OF
 RUMFORD STREET, LLC
 TOWN OF ROTTERDAM,
 SCHENECTADY COUNTY, N.Y.
 SCALE 1" = 30'
 JUNE 14, 2019
 BLACKSTONE LAND SURVEYORS
 1152 FORT HUNTER RD. SCH'DY, NY 12303



DPW Comments
August 15, 2023

Agenda (7:30pm):

1. **Kimberly & Larry Noyes – Parklawn Avenue.** Final Boundary Line Adjustment and Minor Two (2) Lot Subdivision Public Hearing: Lot 1 = ±17,013 square feet (new lot with proposed single-family residence), Lot 2 = ±17,758 square feet (new lot with proposed single-family residence), Lot #3 = ±16,388 square feet (existing lot with two-family residence) Lot #4 = ±11,020 square feet (existing lot with single-family residence) and Lot #5 = ±15,052 square feet (existing lot with two-family residence). Surveyor: Blackstone Land Surveyors.

1. Final Fees Due:	Application Fee	\$150.00
	Lot Fee (\$160 -2 new lots)	\$320.00
	Parkland Fees (\$1000 per lot – 2 new lots)	\$2000.00
	Advertising	\$39.04
	Less Paid	-\$225.00

2. Pin and cap all new lot corners prior to Chairman's Signature.
3. Prior to the Chairman's Signature, the applicant shall provide the proposed easement for sanitary sewer service for review and approval as to form.
4. Final approval is contingent upon the applicant receiving permits (site development and building) from the DPW Building Inspector.
5. Final approval is contingent upon Town DPW Water Department review and approval of the proposed water supply for the project and the issuance of permits to connect to municipal water.
6. Add note to plan: "Water and sanitary sewer lines shall not be installed underneath driveways on condominium units."
7. Add note to plan: "No stockpiling or burying of debris, slash, stumps, or construction material is permitted."

DPW Comments from March 21, 2023

1. See attached Planning Commission minutes from March 19, 2019.
2. Property line and Town ROW issues have been resolved.
3. Applicant/representative will need to submit new application/SEQR as current lot sizes do not match previous submission. Also, application and fees have changed since this concept was last presented 4 years ago.
4. Concept map contains insufficient detail to provide comments.
5. Property is in Sewer District #2.

DPW Comments March 19, 2019

1. Applicant and/or representative to address residence located at 1657 Helderberg Avenue being in the Town right-of-way.
2. Variances will be required on lot sizes and possible setbacks on new lots.
3. Currently parking for DeMarco Stone Funeral Home occurs on these parcels. How will this be addressed in future?
4. Proposed subdivision application contains insufficient detail to provide detailed comments.

Kimberly & Larry Noyes
DPW Comments
August 15, 2023
Page 2

SEQR Requirement: 6 NYCRR 617 Unlisted Action. Rotterdam Planning Commission declared lead agency on March 20, 2023. Applications and maps were circulated to involved/interested agencies on June 30, 2023. A Draft Negative Declaration has been prepared by the Town Planner and is attached for your consideration.

Involved/Interested Agencies

Schenectady County Economic Development and Planning
Schenectady County Department of Health
Rotterdam Highway Department
Rotterdam Police Department
Fire District #2
Mohonasen School District

PROPOSED SANITARY SEWER EASEMENT

PARKLAWN AVENUE

B-1	R-1
-----	-----

ZONING DISTRICT

RPTSA # 59.05 - 3 - 2, 3 & 4

ZONING COORDINATION REFERRAL

SCENECTADY COUNTY DEPT. OF ECONOMIC DEVELOPMENT & PLANNING

Recommendations shall be made within 30 days after receipt of a full statement of the proposed action.

For Use By SCDEDP

Received 7-5-23
Case No. B-9-23
Returned 7-11-23

FROM: ☐ Legislative Body
☐ Zoning Board of Appeals
☒ Planning Board

Municipality:
Town of Rotterdam

TO: Schenectady County Department of Economic Development and Planning
Schaffer Heights, 107 Nott Terrace, Suite 303
Schenectady, NY 12308

(tel.) 386-2225
(fax) 382-5539
Received
Schenectady County

ACTION: ☐ Zoning Code/Law Amendment
☐ Zoning Map Amendment
☒ Subdivision Review
☐ Site Plan Review

☐ Special Permit
☐ Use Variance
☐ Area Variance
☐ Other (specify) _____

JUL 05 2023

Economic Development
and Planning Dept.

PUBLIC HEARING OR MEETING DATE: July 18, 2023

SUBJECT: Kimberly & Larry Noyes – Parklawn Avenue. Five (5) Lot Boundary Line Adjustment Subdivision: Lot 1 = 17,013 square feet (new lot with proposed single-family residence), Lot 2 = 17,758 square feet (new lot with proposed single-family residence), Lot #3 = 16,388 square feet (existing lot with two-family residence) Lot #4 = 11,020 square feet (existing lot with single-family residence) and Lot #5 = 15,052 square feet (existing lot with two-family residence)

REQUIRED ENCLOSURES: 1. Public hearing notice & copy of the application.
2. Map of property affected. (Including Tax Map I.D. number if available)
3. Completed environmental assessment form and all other materials required by the referring body in order to make its determination of significance pursuant to the state environmental quality review act.

1. This zoning case is forwarded to your office for review in compliance with Sections 239-l, 239-m and 239-n of Article 12-B of the General Municipal Law, New York State.
2. This material is sent to you for review and recommendation because the property affected by the proposed action is located within 500 feet of the following:
 - ☐ the boundary of any city, village or town;
 - ☐ the boundary of any existing or proposed County or State park or other recreation area;
 - ☐ the right-of-way of any existing or proposed County or State parkway, thruway, expressway, road or highway;
 - ☐ the existing or proposed right-of-way of any stream or drainage channel owned by the County or for which the County has established channel lines;
 - ☐ the existing or proposed boundary of any County or State-owned land on which a public building or institution is situated;
 - ☐ the boundary of a farm operation located in an agricultural district, as defined by Article 25-AA of the agriculture and markets law. The referral requirement of this subparagraph shall not apply to the granting of area variances.

SUBMITTED BY:

Name: Peter Comenzo

Title: Sr. Planner

Address: 1100 Sunrise Boulevard Schenectady, NY 12306

E-mail: pcomenzo@rotterdamny.org

Phone: 518-355-7575 Ext 338


Signature

Date: 6 21 23

RECEIVED

JUL 13 2023

TOWN OF ROTTERDAM
PUBLIC WORKS



PLANNING & ZONING COORDINATION REFERRAL

Case No. R-09-23

Applicant Kim & Larry Noyes

Referring Officer Peter Comenzo

Municipality Rotterdam

Considerations: Regarding three single family parcels, requesting subdivision approval to create two additional residential lots where the size of one of the lots (11,020 SF) does not meet the minimum 15,000 SF and the frontage for one of the new lots (89') does not meet the 100' required. Area variances were granted. Located on the southwesterly corner of the Parklawn Ave. and Helderberg Ave. intersection. Municipal sewer and water is provided.

RECOMMENDATION

Receipt of zoning referral is acknowledged on July 5, 2023. Please be advised that the undersigned Commissioner of Economic Development and Planning of the County of Schenectady (having under the Schenectady County Charter the powers and duties of a County Planning Board) has reviewed the proposed action stated on the opposite side of this form and makes the following recommendations:

- ☒ ***Approve of the proposal.**
- ☐ **Defer to local consideration (No significant county-wide or inter-community impact)**
- ☐ **Modify/Conditionally Approve. Conditions:**

☐ **Advisory Note:**

☐ **Disapprove. Reason:**

*A recommendation of approval should not be interpreted that the County has reviewed all local concerns and/or endorses the project; rather the proposed action has met certain County considerations.

Section 239-m of the general Municipal Law requires that within 30 days after final action, the referring body shall file a report of the final action it has taken with the Schenectady County Department of Economic Development and Planning. A referring body which acts contrary to a recommendation of modification or disapproval of a proposed action shall set forth the reasons for the contrary action in such report.

7/10/23
Date

[Signature]
Ray Gillen, Commissioner
Economic Development and Planning

6NYCRR PART 617
State Environmental Quality Review
NEGATIVE DECLARATION
Notice of Determination of Non-Significance

Date: August 15, 2023

This notice has been prepared in accordance with Article 8 of the Environmental Conservation Law by the Town of Rotterdam Department of Public Works Department
(Reference: 6 NYCRR 617.5 Unlisted Action)

SEQRA Status:	Type I	()
	Type II	()
	Unlisted	(X)

Conditioned Negative Declaration:	Yes	()
	No	(X)

Owner: Kimberly and Larry Noyes
1657 Helderberg Ave.
Schenectady, NY 12306

Tax Map Number(s) & Location: Tax Map #59.05-3-2 (1657 Helderberg), #59.05-3-3 (1659 Helderberg), and #59.05-3-4 (1663 Helderberg)

Zoning: Retail Business (B-1) and Single Family Residential (R-1) Zoning Districts

Action: Two Lot Minor Subdivision to combine and subdivide the rear portions of three existing properties to create two new lots for single family residential development on Parklawn Avenue (Lot #1 = ±17,013 s.f. and Lot #2 = 17,758 s.f.).

Reasons Supporting This Determination:

(See 617.7(a)-(c) for requirements of this determination)

This project is an Unlisted Action and the Planning Commission conducted as a SEQR coordinated review. The applicant has supplied an Environmental Assessment Form and the Planning Commission has or has caused to complete Part 2 of this checklist. The Department of Public Works for the Town of Rotterdam transmitted the application information to all involved and interested agencies for review on June 30, 2023. All comments and concerns have been addressed.

This 2 Lot Minor Subdivision is to combine and subdivide the rear portions of three existing properties located along Helderberg Avenue to create two new lots for single family residential development on Parklawn Avenue (Lot #1 = ±17,013 s.f. and Lot #2 = 17,758 s.f.). A lot area variance was granted by the Rotterdam Zoning Board of Appeals for the lot size for Lot #4 on May 17, 2023. There will be no effect to the existing conditions of the property along Helderberg Avenue as it is currently developed. The subdivision will allow for the creation of two new lots on Parklawn Avenue for the potential construction of two new single-family residences.

All properties are located in Sewer District #2 and the applicant will be required and as a condition of approval, each new residence will be required to connect to municipal sewer. The project will have minimal effect to the existing neighborhood which consists of mainly single-family residential development. Lot sizes are consistent with the neighborhood and existing municipal services will be minimally affected.

After a review of the application materials, Environmental Assessment Form, and comments received on this proposal, the Town of Rotterdam Planning Commission has determined that this proposal will not have a significant adverse impact on the environment.

The Planning Commission has considered the following criteria to determine if this proposal has significant adverse impacts on the environment:

- (i) a substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels; a substantial increase in solid waste production; a substantial increase in potential for erosion, flooding, leaching or drainage problems;
- (ii) the removal or destruction of large quantities of vegetation or fauna; substantial interference with the movement of any resident or migratory fish or wildlife species; impacts on a significant habitat area; substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such a species; or other significant adverse impacts to natural resources;
- (iii) the impairment of the environmental characteristics of a Critical Environmental Area.
- (iv) the creation of a material conflict with a community's current plans or goals as officially approved or adopted;
- (v) the impairment of the character or quality of important historical, archaeological, architectural, or aesthetic resources or of existing community or neighborhood character;
- (vi) a major change in the use of either the quantity or type of energy;
- (vii) the creation of a hazard to human health;

- (viii) a substantial change in the use, or intensity of use, of land including agricultural, open space or recreational resources, or in its capacity to support existing uses;
- (ix) the encouraging or attracting of a large number of people to a place or places for more than a few days, compared to the number of people who would come to such place absent the action;
- (x) the creation of a material demand for other actions that would result in one of the above consequences;
- (xi) changes in two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment; or
- (xii) two or more related actions undertaken, funded or approved by an agency, none of which has or would have a significant impact on the environment, but when considered cumulatively would meet one or more of the criteria in this subdivision.

The Planning Commission has also considered the reasonably related long-term, short-term, direct, indirect and cumulative impacts, including other simultaneous or subsequent actions, which are:

- (i) included in any long-range plan of which the action under consideration is a part;
- (ii) likely to be undertaken as a result thereof; or
- (iii) dependent thereon.
- (3) The significance of a likely consequence (i.e., whether it is material, substantial, large or important) has been assessed in connection with:
 - (i) its setting (e.g., urban or rural);
 - (ii) its probability of occurrence;
 - (iii) its duration;
 - (iv) its irreversibility;
 - (v) its geographic scope;
 - (vi) its magnitude; and
 - (vii) the number of people affected

The environmental effects of the above-described action were discussed at regularly scheduled Planning Commission public hearing held on August 15, 2023. Adoption of this negative declaration was moved by XXXXXXXX, seconded by XXXXXXXX and approved by the Rotterdam Planning Commission.

Thomas P. Yuille
Planning Commission Chairman

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information

Name of Action or Project:

Noyes Subdivision

Project Location (describe, and attach a location map): at intersection of the
Westerly side of Helderberg Avenue & southerly side of Parklawn Avenue

Brief Description of Proposed Action:

Creation of two new building lots on the southerly side of Parklawn Avenue by decreasing depth of lots on the westerly side of Helderberg Avenue by 200 feet.

Name of Applicant or Sponsor:

Kimberly & Larry Noyes

Telephone: 518 355 5770

E-Mail:

Address:

1657 Helderberg Avenue

City/PO:

Schenectady

State:

NY

Zip Code:

12306

1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?

NO

YES

If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.

☒

☐

2. Does the proposed action require a permit, approval or funding from any other government Agency?

NO

YES

If Yes, list agency(s) name and permit or approval:

Town of Rotterdam Planning Commission - Subdivision review

☐

☒

3. a. Total acreage of the site of the proposed action?

1.77 acres

b. Total acreage to be physically disturbed?

0.5 acres

c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?

1.77 acres

4. Check all land uses that occur on, are adjoining or near the proposed action:

- ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☒ Residential (suburban)
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):
☐ Parkland

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☒	☐
b. Consistent with the adopted comprehensive plan?	☐	☒	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☒	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	☒	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☒	☐	
b. Are public transportation services available at or near the site of the proposed action?	☐	☒	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☒	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	☐	☒	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	☐	☒	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	☐	☒	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	☒	☐	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☒	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	☒	☐	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☒	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☒ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	☒	☐
16. Is the project site located in the 100-year flood plan?	NO	YES
	☒	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	☒	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	☒	☐
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	NO	YES
	☒	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
	☒	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
	☒	☐
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Mark C. Blackstone, PLS for applicant</u> Date: <u>06.30.23</u> Signature: <u>Mark C. Blackstone</u> Title: <u>Professional Land Surveyor</u>		

Project: Parklawn Noyes 2 Lot Subdivision

Date: August 15, 2023

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☒	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☒	☐
3. Will the proposed action impair the character or quality of the existing community?	☒	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☒	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☒	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☒	☐
7. Will the proposed action impact existing:	☒	☐
a. public / private water supplies?	☒	☐
b. public / private wastewater treatment utilities?	☒	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☒	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☒	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☒	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☒	☐

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
☒	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
Rotterdam Planning Commission	August 15, 2023
Name of Lead Agency	Date
Thomas P. Yuille	Planning Commission Chairman
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

DPW Comments
August 15, 2023

8. **Dodson and Associates, PLLC – 1667 Elizabeth Street.** The applicant requests a Waiver of Site Plan/Special Use Permit Public Hearing to convert an existing commercial building (formerly Capital Care Family Practice) into two (2) tenant spaces: Tenant Space 1 = ±3,006 square feet for an engineering office and Tenant Space #2 = ±1,162 square feet for lease on ±14,875 square foot parcel.

1. Final Fees Due	Application Fee	\$100.00
	Special Use Permit	\$500.00
	Advertising	\$44.53

2. Approvals are contingent upon compliance with all NYS Building and Fire Codes.
3. Applicant shall patch, sealcoat, stripe and reestablish handicap parking spaces no later than October 31, 2023.
4. Applicant must obtain a Fire Inspection and/or Building Permit and be issued a Certificate of Occupancy from Building Inspector/Code Enforcement Officer prior to operation.
5. Applicant to comply fully with Town Sign Code and obtain a building permit for any signage.
6. Owner/applicant shall install Knox box for emergency personnel. Please contact Fire District #2 for specifications.
7. Any potential tenant of Tenant Space No. 2 will need to be approved by the Planning Commission prior to the issuance of a building permit or a certificate of occupancy.

SEQR Requirement: 6 NYCRR 617 Listed Type II Action.

Involved/Interested Agencies

Schenectady County Economic Development and Planning

WAIVER OF SITE PLAN REVIEW

Date Reviewed: August 15, 2023

PC2023-W25

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: Dodson and Associates, PLLC

ADDRESS: 1667 Elizabeth Street
Schenectady, NY 12303

PROJECT LOCATION: 1667 Elizabeth Street

APPLICANT IDENTIFIED AS: ☒ Owner ☐ Lessee ☐ Contract Vendee

REQUEST: The applicant requests a Waiver of Site Plan/Special Use Permit Public Hearing to convert an existing commercial building (formerly Capital Care Family Practice) into two (2) tenant spaces: Tenant Space 1 = ±3,006 square feet for an engineering office and Tenant Space #2 = ±1,162 square feet for lease on ±14,875 square foot 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. Final Fees Due | Application Fee | \$100.00 |
| | Special Use Permit | \$500.00 |
| | Advertising | \$44.53 |
2. Approvals are contingent upon compliance with all NYS Building and Fire Codes.
 3. Applicant shall patch, sealcoat, stripe and reestablish handicap parking spaces no later than October 31, 2023.
 4. Applicant must obtain a Fire Inspection and/or Building Permit and be issued a Certificate of Occupancy from Building Inspector/Code Enforcement Officer prior to operation.
 5. Applicant to comply fully with Town Sign Code and obtain a building permit for any signage.
 6. Owner/applicant shall install Knox box for emergency personnel. Please contact Fire District #2 for specifications.
 7. Any potential tenant of Tenant Space No. 2 will need to be approved by the Planning Commission prior to the issuance of a building permit or a certificate of occupancy.

The Commission action on the Waiver application took place at the Planning Commission meeting of August 15, 2023 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

Thomas P. Yuille, Chairman
Planning Commission

RECEIVED

JUL 26 2023



Town of Rotterdam
Waiver of Site Plan Review Application

TOWN OF ROTTERDAM
PUBLIC WORKS

The following applicant requests a Waiver of Site Plan Review. The following documentation is required for Planning Commission review:

1. Copy of Deed and/or executed lease agreement or contract to purchase.
2. Copy of Site Plan that identifies:
 - All structures on site.
 - All parking areas on site (parking spaces 9' x 18').
 - Handicap parking and accessibility as required by New York State Building Code.
 - Interior floor plan of usable area by applicant.
 - Proposed site improvements including parking, structural additions, landscaping and other pertinent information as identified in Section 270-132 of Town Code.
3. On a separate sheet of paper provide a descriptive narrative of use and activity occurring on the site including but not limited to the number of employees, exact nature of business, hours of operation and expected customers to the site daily.
4. A completed Commercial or Residential Building Permit Application.
5. \$100.00 application fee (cash or check – payable to the Town of Rotterdam). Fee in lieu of parkland for residential developments: \$600 per dwelling unit.
6. Does any Town officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application? YES ☒ NO ☐. If yes, a statement disclosing the name, residence, nature and extent of this interest must be filed with this application.

PRESENT OWNER(S): Charles & Shelley Dodson

APPLICANT(S)/LESSEE: Charles J Dodson

MAILING ADDRESS: 1667 Elizabeth St

CITY: Schenectady STATE: NY ZIP: 12303

DAYTIME TELEPHONE: (518) 339-3420 EMAIL ADDRESS: Cj.dodsonpe@aol.com

PROJECT ADDRESS: 1667 Elizabeth St.

APPLICANT IDENTIFIED AS: Owner ☒ Lessee ☐ Contract Vendee ☐

REQUEST: Engineering Company - Was Dr office & 2nd tenant

By signing the application, it is understood by the applicant that he/she must fully comply with the Town Code and obtain any required permits.

SIGNATURE OF APPLICANT Charles J Dodson DATE 7/25/23

- * The Planning Commission meets on the first and third Tuesday of each month. All pertinent information and fee(s) must be submitted to the Planning Commission Office at least ten (10) days prior to the meeting.
- ** All businesses located in the Town of Rotterdam must receive Planning Commission approval and a Certificate of Compliance issued by Building Inspector prior to occupancy.

TOWN OF ROTTERDAM SIGN PERMIT APPLICATION

APPLICATION IS HEREBY MADE to the Building Department for the Issuance of a Building Permit pursuant to the new York State Building Construction Code for the construction of signage, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, and regulations, and also will allow all Inspectors to enter the premises for the required inspections. All Electrical work must be inspected and a Certificate of Approval granted from an approved Electrical Inspection Agency.

OFFICE USE ONLY

Application # _____

Approved: ☐ Disapproved: ☐

Cost of Permit: \$ _____

INITIALS _____

COST OF CONSTRUCTION:	\$\$\$ 2500.00
Property Address:	1667 Elizabeth St. Rotterdam, NY 12303
Property Owner:	Charles Dodson
Property Owner Address:	1145 Catalyn St. Schenectady, NY 12303
Tax Map Number:	59.09-2-24
Property Owner Phone Number:	(518) 339-3420
Email Address:	c.dodsonpe@dodsonandassociate.com
Applicant:	EC Stumpf
Applicant Address:	1706 Central Ave. Colonie, NY 12205
Applicant Phone Number:	(518) 459-7446
Email Address:	info@infamousgraphics.com
Contractor:	
Contractor Address:	
Contractor Phone Number:	
Email Address:	
Contractor Insurance	Liability ☒ Workers Compensation ☒ <i>ld</i> (Must be included with application)

TYPE OF LOT:	CORNER LOT ☒ INTERIOR LOT ☐	RECEIVED
FORMULAS:		JUL 24 2023
PYLON SIGN:		TOWN OF ROTTERDAM PUBLIC WORKS
SQUARE FOOTAGE OF LOT ÷ 1,000 = TOTAL ALLOWED SQUARE FOOTAGE		
_____ sq.ft. ÷ 1,000 = _____ sq.ft.		
FRONT BUILDING MOUNTED SIGN:		
LENGTH OF BUILDING FRONT X 2 = TOTAL ALLOWED SQUARE FOOTAGE		
98 x 2 = 196 sq.ft.		
THIS SECTION APPLIES TO CORNER LOTS ONLY		
SECONDARY FRONT BUILDING MOUNTED SIGN:		
LENGTH OF BUILDING SECONDARY FRONT X 1 = TOTAL ALLOWED SQUARE FOOTAGE		
_____ x 1 = _____ sq.ft.		

TYPE OF SIGN:

PYLON (If checked, please complete section below)	BUILDING MOUNTED (If checked, please complete section below)
PROPOSED SIGN SIZE: _____ x _____ = _____ sq.ft.	PROPOSED SIGN SIZE: _____ x _____ = _____ sq.ft.
_____ x _____ = _____ sq.ft.	_____ x _____ = _____ sq.ft.
DIRECTIONAL _____ x _____ = _____ sq.ft.	Note: Per the Code of the Town of Rotterdam, Chapter 270-151C(3), "...may not be greater than 10 feet in sign area."

**TOWN OF ROTTERDAM
SIGN PERMIT APPLICATION (Cont.)**

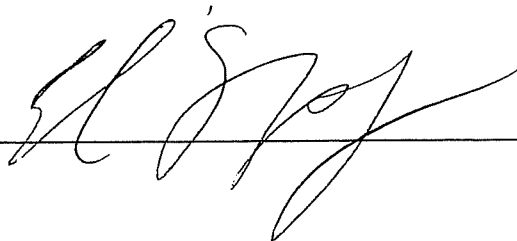
DESCRIPTION OF CONSTRUCTION FOR PYLON SIGN:

DESCRIPTION OF CONSTRUCTION FOR FRONT BUILDING MOUNTED SIGN:

Single faced internally illuminated box sign mounted to front of building

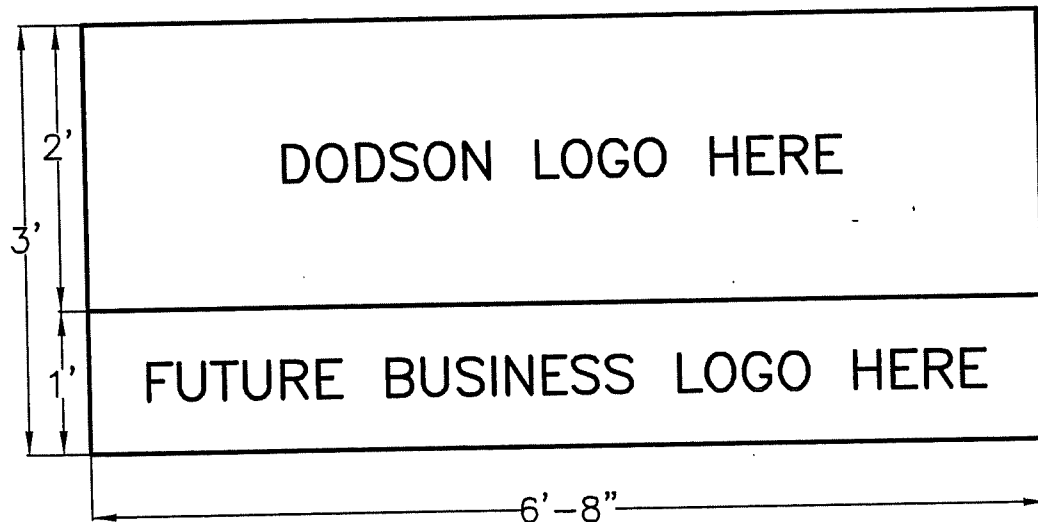
DESCRIPTION OF CONSTRUCTION FOR SECONDARY FRONT BUILDING MOUNTED SIGN:

APPLICANT'S SIGNATURE



DATE

7.19.23



NEW OFFICE SIGN
SCALE: $3/4" = 1'$

SURVEY NOTES:

1. BOUNDARY EVIDENCE AND PLANNING INFORMATION SHOWN HEREON WAS COMPILED FROM AN ACTUAL FIELD SURVEY CONDUCTED BY AID ENGINEERS LLP ON FEBRUARY 17, 2022 AND REFLECTS VISIBLE CONDITIONS EXISTING ON THAT OCCASION.
2. TAX MAP DESIGNATION: 59.09 - 2 - 24.
3. THE OFFSETS OR DIMENSIONS SHOWN HEREON FROM PROPERTY LINES TO ADJACENT FEATURES ARE FOR BUILDING REFERENCE AND LOCATION AND ARE NOT INTENDED TO ADJUST THE PROPERTY LINES OR TO GUIDE THE ERECTION OF FENCES, ADDITIONAL STRUCTURES, OR ANY OTHER IMPROVEMENT.
4. SUBJECT TO ALL RIGHTS, EASEMENTS, COVENANTS AND RESTRICTIONS OF RECORD.
5. CHICAGO TITLE INSURANCE COMPANY CERTIFICATE FOR TITLE INSURANCE NO. ST 22-0005, BEARING AN EFFECTIVE DATE OF FEBRUARY 14, 1997, WAS USED TO PROVIDE RECORD INFORMATION REGARDING TITLE FOR THE SUBJECT PREMISES.
6. NORTH ORIENTATION BASED ON MAP REFERENCE NO. 1.
7. UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON UTILITY EVIDENCE VISIBLE AT GROUND SURFACE AND ARE NOT BASED ON RECORD DRAWINGS AND ARE SUBJECT TO CHANGE WITHOUT NOTICE. UTILITIES SHOWN DO NOT CONSTITUTE OR REPRESENT ALL UTILITIES THAT MAY EXIST UPON OR ADJACENT TO THE SURVEYED PREMISES.

MAP REFERENCES:

1. MAP SHOWING SURVEY OF THE LANDS OF MARY C. KRANTZ, TOWN OF ROTTERDAM, SCHENECTADY COUNTY, N.Y., DATED FEBRUARY 14, 1997, AS PREPARED BY BLACKSTONE LAND SURVEYORS.
2. ALTA'S LAND TITLE SURVEY, MAP NO. 1, DATED FEBRUARY 14, 1997, AS PREPARED BY BLACKSTONE LAND SURVEYORS, TOWN OF ROTTERDAM, BLOCK 7, SECOND SECTION, TOWN OF ROTTERDAM, COUNTY OF SCHENECTADY, STATE OF NEW YORK, DATED AUGUST 5, 2022, AS PREPARED BY STONEFIELD ENGINEERING & DESIGN, THOMAS F. MILLER, P.L.S.
3. MAP OF LOTS BELONGING TO MARTIN HALL, HANS CORNELL, TOWN OF ROTTERDAM, SCHENECTADY COUNTY, N.Y., DATED FEBRUARY 14, 1997, AS PREPARED BY BLACKSTONE LAND SURVEYORS, TOWN OF ROTTERDAM, COUNTY OF SCHENECTADY, STATE OF NEW YORK, DATED AUGUST 5, 2022, AS PREPARED BY STONEFIELD ENGINEERING & DESIGN, THOMAS F. MILLER, P.L.S.

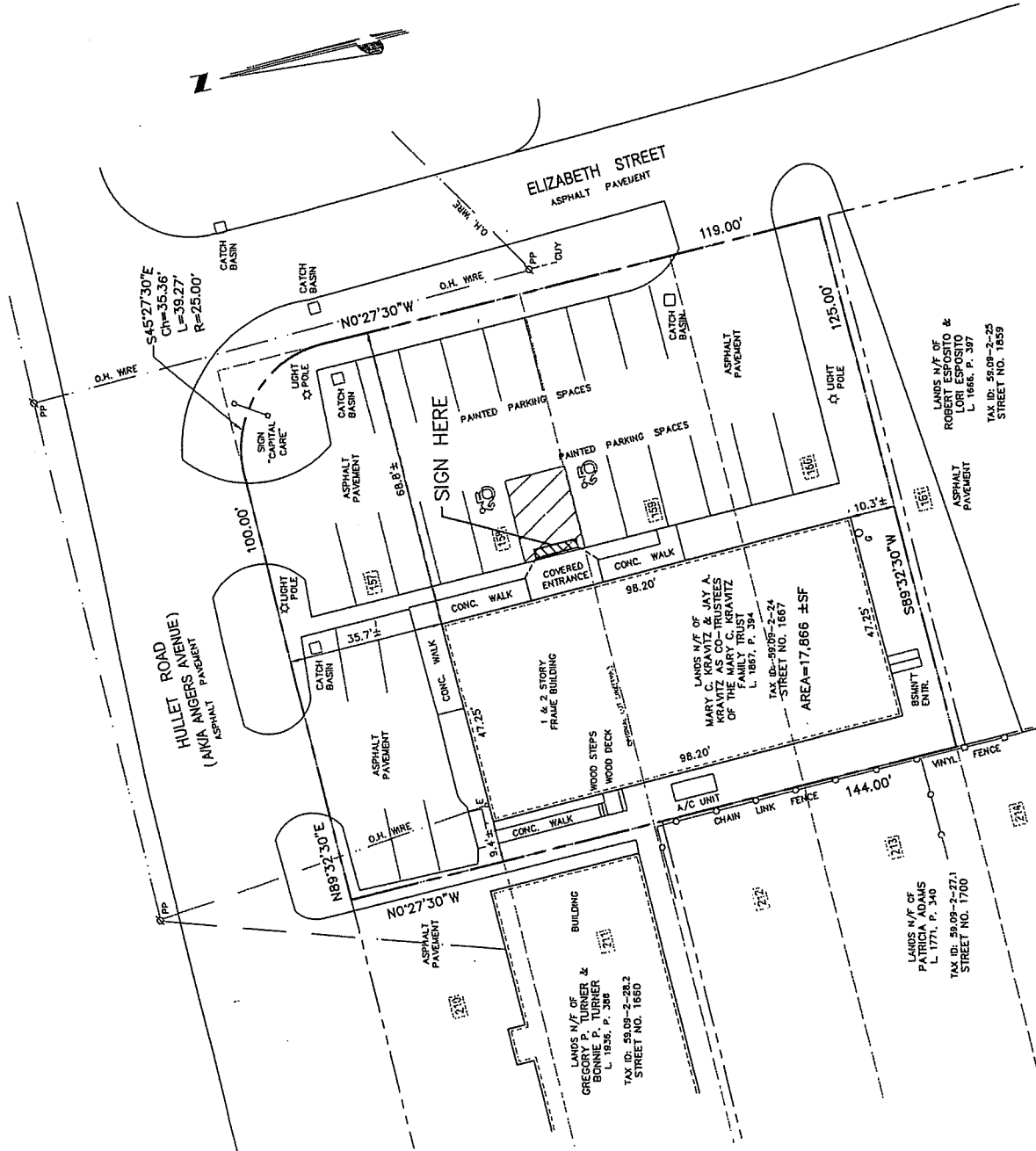
CERTIFICATIONS:

- THIS SURVEY, SUBJECT TO ALL NOTES CONTAINED HEREON, IS CERTIFIED TO BE A TRUE AND ACCURATE REPRESENTATION OF THE SURVEYED LANDS AND THE RESULTS OF A FIELD SURVEY AND CORRELATION OF FIELD EVIDENCE WITH MAPS AND DEEDS OF RECORD.
- J & S 1667 REALTY, LLC
 - KEY BANK N.A. ITS SUCCESSORS AND/OR ASSIGNS
 - CHICAGO TITLE INSURANCE COMPANY
- CERTIFICATION INCORPORATED HERETO THAT THIS SURVEY WAS PREPARED IN ACCORDANCE WITH THE EXISTING CODE OF PRACTICE FOR LAND SURVEYING AND THE STANDARDS AND ETHICS OF PROFESSIONAL LAND SURVEYORS, INC. SAID CERTIFICATIONS ARE NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH THEY WERE PREPARED AND ON THEIR BEHALF TO THE TITLE COMPANY, GOVERNMENTAL AGENCY OR ANY OTHER INSTITUTION. CERTIFICATIONS ARE NOT TRANSFERABLE TO ADJUDICATING INSTITUTIONS OR SUBSEQUENT PURCHASE.

SURVEY & MAP OF LANDS TO BE CONVEYED TO J & S 1667 REALTY, LLC STREET NO. 1667 ELIZABETH STREET

TOWN OF ROTTERDAM	COUNTY OF SCHENECTADY
STATE OF NEW YORK	
AID ENGINEERS, LLP 411 Union Street Schenectady, NY 12305 518-377-0315 Fax 518-377-0379 www.aideng.com	
DATE:	SCALE: 1"=40'
SHEET 1 OF 1	

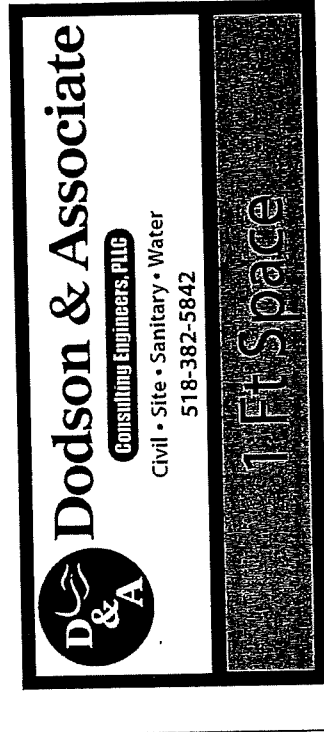
REVISION	BY	DATE



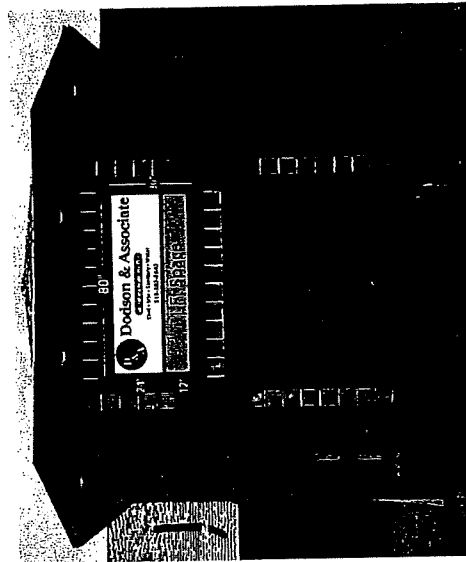
SINGLE SIDED WALL SIGN

- 1: internally illuminated sign cabinet single sided.
- 2: internal framing to be aluminum angle welded
- 3: exterior skin to .063 aluminum painted
- 4: sign to have white led illumination 12volt
- 5: primary power supply will be multi tap 120-277va
- 6: sign to be on time clock for controlled lighting times
- 7: sign face to be 3/16" thick white polycarb with translucent graphics
- 8: Sign to be mounted above entry way.

80"



36"



General Notes:

1. All work shall comply with the Building Code of New York State and all local codes, ordinances, rules and regulations.
2. All electrical work shall comply with the National Electrical Code. Provide inspection certificate from Commonwealth or other inspection agency acceptable to the authority having jurisdiction.
3. Provide all necessary safety precautions throughout the entire work period.
4. No work shall begin prior to the issuance of the required permits by the building code enforcement office.
5. All penetrations of building envelop systems shall be caulked, gasketed, weather stripped or otherwise sealed.
6. All materials and workmanship shall conform to generally accepted standards as they pertain to the depicted fabrication and installation.

INFAAM+US
SIGNS & GRAPHICS
WWW.INFAAM+US.COM
818-459-7440
DESIGN - MANUFACTURE - INSTALL



LOCATION:
1667 Elizabeth St.
Rochester, NY
14605

DATE:
FV-01

DATE:
07/20/2023

SCALE:
N.T.S.

FILE NUMBER:

Internally
Illuminated
Cabinet Sign
Front View

"A Nice Place to Live"

"A Nice Place to Do Business"



Town of Rotterdam
Office of the Planning Commission

Thomas P. Yuille, Chairman
Peter J. Comenzo, Senior Planner

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

6NYCRR PART 617
State Environmental Quality Review
LISTED ACTION(S)

Date: August 15, 2023

This notice has been prepared in accordance with Article 8 of the Environmental Conservation Law by the Town of Rotterdam Department of Public Works (Reference: 6 NYCRR 617.5 Unlisted Action).

Name of Applicant: Dodson and Associate, LLC
145 Catalyn Street
Schenectady, NY 12303

Project: Special Use Permit to convert an existing commercial building (formerly Capital Care Family Practice) into two (2) tenant spaces: Tenant Space 1 = $\pm 3,006$ square feet for an engineering office and Tenant Space #2 = $\pm 1,162$ square feet for lease on $\pm 14,875$ square foot parcel.

Location: 1667 Elizabeth Street
Schenectady, NY 12303

Status: A determination has been made by the Town of Rotterdam Senior Planner that this project is a SEQR Type II listed action under 6 NYCRR Part 617.5(c)(18). This action has been determined not to have a significant impact on the environment or is otherwise precluded from environmental review under Environmental Conservation Law, Article 8.

This Type II determination considers that this commercial structure, or of a structure containing mixed residential and commercial uses, where the residential or commercial use is a permitted use under the applicable zoning law or ordinance, including permitted by special use permit, and the action does not meet or exceeds any of the thresholds in section 617.4 of this Part.

For further information contact:

Peter J. Comenzo
Town of Rotterdam
John F. Kirvin Government Center
1100 Sunrise Boulevard
Rotterdam, New York 12306
(518) 355-7575 Extension 338
pcomenzo@rotterdamny.org


Peter Comenzo
Senior Planner

DPW Comments
August 15, 2023

9. **Lecce Senior Living Phase II – 2200 Helderberg Avenue/Helderberg Avenue.** Sketch Site Plan review for the construction of Phase II of Whispering Pines Senior Living consisting of 119 independent living units, 108 memory care units and 144 assisted living units on a 13.71-acre parcel. Engineer: Brett Steenburgh, PLLC.
1. Phase 2 was presented once to Planning Board during Caucus on April 20, 2021. No plans were received or distributed. Applicant has worked with CHA on technical engineering comments since that time.
 2. Town of Rotterdam is not taking over ownership and maintenance of sewer and water lines in Phase #2, however, easements need to be provided in case emergency access is needed.
 3. Add a north arrow to all maps in the plan set.
 4. Cover Page should be amended to add reference to the DEIS and approval dates. Phase #1 project should also be referenced.
 5. Typical parking formula 1.5 spaces per unit for multifamily dwellings which would call for 557 spaces. Per Senior Living District as written by the developer, the allowed parking was reduced and 305 spaces are required. Current proposal is for 263 spaces leaving a shortage of 42 spaces.
 6. The spaces proposed along the north side of the memory care and assisted living portion of the project are in the rear of the building. These 33 parallel parking spaces and not dimensioned but need to meet MTUCD standard. They are very inconvenient to access and use should be identified as these may further reduces meaningful parking.
 7. Applicant to provide estimated number of employees and shifts for employees. Large parking area is somewhat inconvenient with majority of parking several hundred feet from the entrance. Applicant should designate employee, visitor, and resident parking. Additional handicap parking should be discussed due to the nature of the facility and the age of the visitors.
 8. Building plans are not included, however, it appears that the sidewalks in several locations along the building may be in the dripline for the roof. Accumulation of ice especially on the north side of the 3-story building is a concern. This should be verified and site plan modified if necessary
 9. An additional covered loading area not blocking main entryway should be added in addition to the proposed one. These types of facilities generate a substantial amount of outside transportation and delivery vehicles. Groceries, moving, visitors, senior service vehicles, and residents should have an addition protected area to provide refuge in inclement weather.
 10. Doorways, access, and who has access needs to be identified on the site plan. Site circulation is difficult to decipher.

DPW Comments
Lecce Senior Living Phase II
August 15, 2023
Page 2

11. Project sequencing in narrative should be depicted and better-defined on the site plan. A separate plan sheet that shows access, roadways, and utilities during construction and temporary facilities should be clearly shown.
12. Sanitary Sewer will be required to have a muffin monster with cleanouts. Final type and design will need to be reviewed and approved by the Town. These types of facilities typically have issues with non-flushable health related products in the waste stream.
13. Emergency BU generator? If so, these location(s) should be shown on plan. Landscaping may need to be required in vicinity of the equipment based on location.
14. Parking lot adjacent to eastern portion of the independent living units does not meet standards. Accessway is only 22' feet and needs to be widened as 24' is minimum standard. Additionally, a light pole is located directly behind the parking spaces in conflict with backing maneuvers and is unprotected.
15. Sidewalks along Helderberg Avenue need to be installed during first phase. Should be maintained by facility with potential agreement with Town and/or Schenectady County.
16. Show snow storage areas.
17. Piazza area is very difficult to plow, is heavily shaded in the winter, and is proposed to be the central hub of activity. The stamped concrete area should be heated to keep clear at all times and eliminate snow/ice.
18. Access and wayfinding signage is very important. A separate signage plan and details need to be provided as the existing proposed signage on the site plan is incomplete and difficult to decipher.
19. Bollards in the piazza appear to be a critical element to the outdoor space. They should be shown on the separate detail sheet (on signage sheet?). Applicant may want to vary style at different locations, but given their location they will need reflective material and/or lighting. Spacing distances of bollards should be added to plan.
20. Add no parking/standing signs (MUTCD standard) along roadways and add to detail sheet. There is a concern that residents/visitors in the independent living units will park along the roadway leading to Phase #1 and possibly on other access roadways in the facility.
21. Identify height of walkway bridge. Warning signage and protection is important especially if a box truck cannot fit underneath. If a vehicle is over height, how are they able to be turned around?

22. Landscaping plan should be updated to identify trees and species in the “to be preserved” area and identify protection method in this area during construction. Trees and vegetation also need to be identified in the required buffers and clearly delineated and shown on landscaping plan.
23. Identify all proposed ground cover on landscaping plan.
24. Renderings show more robust landscaping adjacent to the buildings especially in the area around the entrance/courtyard area. Planning Commission may want to consider requiring additional planting.
25. Rear of independent living building with associated decks are in very close proximity to the main roadway entrance to Whispering Pines Phase #1. Additional landscaping should be utilized to break-up the rear expanse of the building and potentially add some privacy to these units. If HVAC units are proposed at the rear of these buildings, landscaping around these elements should be used.
26. Applicant has supplied a draft emergency response plan for review.
27. Town to facilitate meeting with Fire District #2 to discuss site plan and draft emergency response plan. Need to finalize proposed hydrant layout and emergency vehicle access.

SEQR Requirement: 6 NYCRR 617 Type 1 Action. EIS process completed in 2020.

All requested information shall be provided and must be filled out in ink or typed
for photocopying purposes

RECEIVED

PART III

JUL 26 2023

SPECIAL USE PERMIT/SITE PLAN APPLICATION
General Information

TOWN OF ROTTERDAM
PUBLIC WORKS

Legal Owner's Name: Lecce Senior Living LLC
Mailing Address: 1209 Troy Schenectady Rd.
City: Latham State: NY Zip: 12110
Daytime Phone: (518) 782-1929 E-mail: llecce@leccelaw.com

If applicant is not the owner, include the written owner authorization form below (See Part IV) designating the contact to serve as representative.

Owner's Designated Contact: Brett L. Steenburgh PE
Mailing Address: 2832 Rosendak Rd.
City: Nisayuna State: NY Zip: 12309
Daytime Phone: (518) 365-0675 E-mail: b.steenburgh.pe@gmail.com

Project/Proposal Site Area (Acres or sq. ft.): 17.0 Acres
Assessor Tax Parcel No.(s) of Proposal Site: 71.5-1-5.13, 5.112 & 3.1

Adjacent Area Owned or Controlled (Acres or sq. ft.): 86 Acres
Assessor Tax Parcel No.(s) of Adjacent Land Owned or Controlled: 71.5-5-5.3, 71.5-1-3.6
71.9-2-21.21

Street Address of Proposed Site (if any): 2200 Helderberg Avenue

Describe Existing Use(s) on Proposed Site (Such as buildings, well, sewer drainfield and others):
Former golf course driving range

Existing Zoning Classification: PDD

School District: Mohawasen

Fire District: Pine Grove

Water Supply: Rotterdam

LEGAL INFORMATION

Location of Proposal Site (General description by which direction and how far from roads and intersections and other community features):

Site is located in the area of the former Whispering Pines driving range

Name of public road (s) providing access: Helderberg Avenue

Width of property fronting on public road: 475'

Attach deed or legal description.

Attach a lease agreement of the proposed site (if applicable).

Purpose for the requested site plan approval (and special use permit if applicable):

Construct 119 ILU units, 108 memory care units and 144 Assisted living units

Is the proposed use to be temporary or permanent? If temporary, please explain:

Permanent

Does any City officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application? YES _____ NO X. If yes, a statement disclosing the name, residence, nature and extent of this interest must be filed with this application.

PART IV

LEGAL OWNER SIGNATURE
(Signature of legal owner(s))

I, the undersigned, swear or affirm under penalty of perjury that the above responses are made truthfully and to the best of my knowledge.

I further swear or affirm that I (we) (am)(are) the owner(s) of record of the area proposed for the previously identified land use action

Name: Law Lecce

Date: 7.21.2023

Address: 1209 Troy Schdy Rd
Latham, NY 12110

Phone: (518) 782-1929

Zip: _____

*#1 Signature of Owner #1

Date

Notary
(For Signature #1 Above)

STATE OF NEW YORK) ss:
COUNTY OF SCHENECTADY)

SUBSCRIBED AND SWORN to me this 21st day of July, 2023

NOTARY SEAL

KIM ANN WIRENSKI
Notary Public, State of New York
Registration No. 4678373
Qualified in Schenectady County
Commission Expires 9/30/25

Notary Signature

Notary Public in and for the State of New York
My appointment expires: _____

Name: _____

Date: _____

Address: _____

Phone: _____

Zip: _____

*#2 Signature of Owner #2

Date

Notary
(For Signature #2 Above)

STATE OF NEW YORK) ss:
COUNTY OF SCHENECTADY)

SUBSCRIBED AND SWORN to me this _____ day of _____, 20____.

NOTARY SEAL

Notary Signature

Notary Public in and for the State of New York
My appointment expires: _____

TOWN OF ROTTERDAM



John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org

LETTER FROM PROPERTY OWNER GRANTING AUTHORIZATION TO ACT

A COPY OF THIS LETTER MUST BE SUBMITTED FOR EACH PROPERTY OWNER
INVOLVED

I, Law Lecca, being duly sworn declare that I am the
(PROPERTY OWNER)

owner of the property involved in a proposed Whispering Pines Senior Housing application request
before the Town of Rotterdam for property known as parcel number (s):

Tax Parcel Number(s): 71.5-1-5.13, 5.112, 7.1

I hereby grant _____ and/or their agent(s) to act on my behalf.

I further declare that all statements, answers, and information herein submitted is in all respects
true and correct to the best of my knowledge and belief.

Signature (Authorized Representative): _____

Date: 7/21/2023

NOTARY

STATE OF NEW YORK) ss:

COUNTY OF Schenectady)

SUBSCRIBED AND SWORN to before me this 21 day of July, 2023

NOTARY SEAL

K. Mann Wirenski
Notary Signature

Notary Public in and for the State of New York

Residing at: _____

My appointment expires: _____

K. MANN WIRENSKI
Notary Public, State of New York
Registration No. 4878373
Qualified in Schenectady County
Commission Expires 9/30/25

RECEIVED

JUL 26 2023

TOWN OF ROTTERDAM
PUBLIC WORKS

Part II

TOWN OF ROTTERDAM

PLANNING COMMISSION SITE PLAN CHECKLIST

The following is a list of Site Plan Requirements as outlined in § 270-132 of the Town of Rotterdam Zoning Code. All required information should be contained in the application unless specifically waived by the Planning Commission. Failure to submit will cause delay.

Section A *Preliminary plans. Application for preliminary site plan approval shall be accompanied by the following information located on the site plan. Failure to complete this information will result in a determination of "incomplete" and the application will be held in abeyance pending receipt of all required information.*

1. ☒ A map of the applicant's entire lot, plot or parcel of land at the scale of one inch equals 40 feet, unless the Planning Board determines a different scale more appropriate, showing all properties, subdivisions, streets, watercourses and easements which pass through the property or are known to abut the applicant's property.
2. ☒ The name and address of the applicant, contract vendee or owner and title of drawing.
3. ☒ The North symbol, date and scale.
4. ☒ The name, address, title and license number of the person or firm responsible for the preparation of the map.
5. ☒ Structures and circulation: twelve (12) sets of preliminary plans, electronic copy, elevations and sections of proposed structures and roads, showing the proposed location, use and design of all buildings and structures, dimensions, square footage, including any proposed division of buildings into units of separate occupancy and location of driveways thereto, and showing the proposed location of all roads, pedestrian walkways and fire lanes.
6. ☒ Landscaping: Show location, dimension, type, and condition of existing landscaping, and location, dimension and type of proposed landscaping.
7. ☒ Cut and fill: extent and amount of cut and fill for all disturbed areas, including before and after profiles of typical development areas, parking lots and roads.
8. ☒ Stormwater retention: provisions for on-site stormwater retention basins during and after construction, designed to handle any increased rate of runoff.
9. ☒ Wells: location and test yields in gallons per minute of all proposed on-site wells.
10. ☒ Drainage fields or dry wells: location and percolation test results of all proposed drainage fields or dry wells.
11. ☒ Water supply and sewage disposal: description of method of water supply and sewage disposal and location of such facilities.
12. ☒ Location of existing wetlands and floodplains.
13. ☒ Lighting, power and communication facilities: location and design of lighting, power, fiber optic, and communication facilities.
14. ☒ Signs: location, design and size of all signs.
15. ☒ Site improvements: location of all existing and proposed drains, culverts, retaining walls and fences.
16. ☒ Outdoor storage: location of any outdoor storage and other accessory uses.
17. ☒ Uses: detailed breakdowns of all proposed floor space by type of use.
18. ☒ Other industrial uses: In an industrial district, specific uses proposed, number of employees for which buildings are designed, type of power to be used for any manufacturing process and the proposed method of disposal of such wastes or by-products shall also be shown.
19. ☒ State Environmental Quality Review (SEQR): No application shall be deemed complete without compliance with SEQR www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf

Done

Section B The Planning Commission often requests these additional information items during the preliminary meeting. The applicant is typically requested to modify the site plan or explain this information in more detail at the meeting. This usually involves the expenditure of additional time and expense to the applicant.

If these additional information items are included with the initial submittal, it may be possible to skip over the initial sketch plan review meeting and proceed directly to preliminary plan review. Answering these information items now may reduce the review time by a minimum of two (2) to four (4) weeks. The decision to allow the applicant to waive the sketch meeting shall reside with the Planning Commission Chairman after consultation with the Town of Rotterdam Department of Public Works.

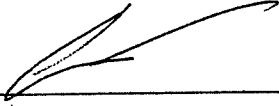
1. ☒ Show location of snow storage area or indicate if it will be removed off site. In addition, provide a note on the site plan that reads "Snowfall accumulations in excess of four (4) inches shall be removed from all parking areas/walkways within 48 hours."
2. ☒ Provide a signature space for the Planning Commission Chairman with the following wording below the signature line "Chairman, Rotterdam Planning Commission:
Date: _____".
3. ☒ Show location and dimension of all entrances and exits to all building(s), specify which are handicap accessible, and indicate the primary exit(s) and emergency exits.
4. ☒ Show location and dimension of all entrances and exits to the site, and indicate the primary entrance/exit.
5. ☒ Show handicap parking space(s) and striping from the space(s) to the handicap entrance(s).
6. ☒ Show location, dimension, type, and condition of all existing and proposed paved areas, parking areas with striping, and sidewalks. Indicate which exist and which are proposed.
7. ☒ Show location, dimension, type, and condition of refuse/dumpster area and any existing/proposed screening.
8. ☒ Show location of all external vents, propane tanks, HVAC units, and other accessory external structural features.
9. ☒ Show location of drive-thru window and corresponding traffic circulation pattern(s) if applicable.
10. ☒ Provide documentation from the Town of Rotterdam Water Department that a consultation has occurred and provide water meter with current reading.
11. ☒ Show location of all outdoor lighting fixtures and provide a note on the face of the plan that states: "All lighting shall be shielded and/or placed in such a manner as to prevent off-site illumination"
12. ☒ Show location, type, and size of existing and proposed fencing and buffer screening.
13. ☒ Add note on the face of the site plan that reads "Development must meet all NYS Building and Fire Codes."
14. ☒ Add note on the face of the site plan that identifies the zoning of the subject property.

☒ I have completed all of the above requested items which apply to this site plan **under Section A** and request that this application be placed on the next available Planning Commission meeting for sketch plan review.

☒ I have completed all of the above requested items which apply to this site plan **under Section A and Section B** and request that this application be placed on the next available Planning Commission meeting for preliminary review.

Lou Lecce
Print Name

7.21.2023
Date


Signature

PROJECT NARRATIVE

LOCATION

Whispering Pines Phase 2
Helderberg Avenue
Town of Rotterdam
State of New York

RECEIVED

JUL 26 2023

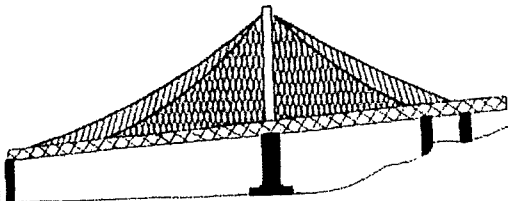
TOWN OF ROTTERDAM
PUBLIC WORKS

PREPARED FOR

Lecce Senior Living LLC
1209 Troy Schenectady Road
Latham, NY 12110

Date Prepared

July 26, 2023



Brett L. Steenburgh, P.E. PLLC

2832 Rosendale Road

Niskayuna, NY 12309

(518) 365-0675

Civil ♦ environmental ♦ structural Engineering

1.0 PROJECT STATUS

Lecce Senior Living LLC is currently under application for Site Plan application and approval for Phase 2 of Whispering Pines Project (the "Project") and has been since 2021. Phase 1 is currently under construction. The Town Designated Engineer (TDE) has reviewed the site plan package several times during this time period. Over the course of The Project we have met with the TDE multiple times, most recently in late June of 2023. During that meeting we discussed moving the project forward through planning commission review since the limited number of remaining comments were technical in nature and could be conditioned as part of a final approval for the project. As of the date of this report all of the remaining comments have been addressed and returned to the TDE for a final review. A complete list of the site plan drawing package can be found in Appendix D of this document.

2.0 PROJECT DESCRIPTION

The proposed development is located at 2200 Helderberg Avenue in the Town of Rotterdam, Schenectady County, New York. The site is the former Whispering Pines Golf Course and is part of the Whispering Pines Senior Living District. An Environmental Impact Statement and SEQRA Statement of Findings was adopted for the rezoning by the Town of Rotterdam Town Board and SEQRA lead agency and subsequently the Town Planning Commission adopted its SEQRA findings statement and approved previous phases of the Whispering Pines Project which are under construction.

Phase 2 of the Project involves the development of two large senior housing structures. The southerly structure will be developed into 119 independent living units (ILU) while the northerly structure will be a mixture of 144 assisted living units (ALU) and 108 memory care units (MCU). Both structures will operate as a single campus with connectivity between the buildings and shared parking.

Access to the project is off of the development road developed for the Whispering Pines Project Phase 1 and Helderberg Avenue. The road will loop through the site between the two proposed structures. A total of 371 parking spaces will be developed around the proposed buildings. The parking will be for residents, visitors and employees of the facility.

Water service to the parcel will be accessed off of new private road and looped through the site.

Sanitary effluent from the proposed buildings will be routed to pump station to be pumped to the existing gravity sewer in within the private road.

No USACOE Wetlands are located within phase 2 of the Project.

The proposed development will be constructed in accordance with Town of Rotterdam Local

Law 4-2020 and Article XXXI of the Town of Rotterdam Zoning Code. Compliance with the bulk standards of this Article can be found in the table in Appendix A of this document.

As is demonstrated in the table the proposed project meets all the required standards outlined in Article XXXI with the exception of the parking requirement. However as noted in Section 270-251 (D) the Town of Rotterdam Planning Commission may waive up to 25% of the parking required. We are requesting that the Planning Commission waive 13.6% of the required parking as previously discussed with the planner, chairman and TDE in March. We believe that the size of the project warrants this reduction and the 263 parking spaces proposed exceeds the quantity ultimately required for the project. It has been our experience that on projects of this magnitude ILU requirements are approximately 1.25 spaces per unit while ALU and Memory Care are limited to employees and visitors which equates to about 0.25 spaces per unit. This reduces the parking demand to approximately 212 spaces. Additionally, as identified in Section 270-251 (B) of the Town Code states that shared parking may be utilized to meet the overall parking demands. The project involves three distinct uses, ILU ALU and MCU each of which have differing parking demands. The proposed parking facilities are shared between all three uses reducing the overall parking demand on the site.

3.0 PROJECT DESIGN

The Whispering Pines Senior Community has been designed with an overall goal to be functional and aesthetic and help promote socialization and quality of life. The proposed facility will include gourmet dining and additional amenities such as a pool, spa, hair salon, fitness studio and assembly spaces.

1. The design reflects a village character with an expression that recalls an Italian hill town in terms of:
 - a. A central piazza;
 - b. Pedestrian emphasis for outdoor 'rooms' as defined by buildings;
 - c. Varied volumes with residential scale;
 - d. Common palette for roofs, exterior cladding, fenestration;
 - e. Sympathetic, not monolithic, color palette;
2. We're conceptually translating/adapting the above in some of the following ways:
 - a. Central piazza with pedestrian emphasis along Main Street;
 - i. Flanking entries for various uses to promote pedestrian activity;
 - ii. Flanking common uses like dining, coffee shop, to foster village center aspects;
 - b. clapboard and board and batten as a common siding palette;
 - c. terra cotta colored shingled roofing throughout;
 - d. board and batten/stone base to enhance entry locations on a limited basis;
 - e. two over two window pattern (Italianate);

- f. use of sympathetic colors overall for siding; we'll look at various color options;
 - g. strategic application of the above in a cost appropriate manner;
3. The planning concepts reflect what are appropriate operationally for a senior community of this sort, in particular for memory care and assisted living;
- a. Independent and assisted living uses are arranged along the piazza and main street;
 - b. Memory care entries are located more discreetly on the north side;
 - c. Memory care outdoor activity areas are shaped and enclosed by the buildings, likewise keeping them discreet;
 - d. Parking more evenly distributed as a result of neighborhood entry approach for A.L., M.C. units; offloads parking from Main Street to promote pedestrian use;
 - e. Service vehicles kept to edge of development;
 - f. Second level bridge creates enclosed year around linkage for community, as well as services;

Appendix B of this document contains the architectural renderings for the project. The buildings progress from 1 to 2 to 3 stories to remain sympathetic to the neighborhood and create a design focus on the central piazza. Views as follows:

- #1 shows view from the southeast, as you approach from the main road; Independent Living on the left, Phase 2 Assisted Living/Memory Care on right;
- #2 shows view of the village 'piazza';
- #3 shows view of north entry approach from Helderberg Road; Independent Living on the right, Phase 2 Assisted Living/Memory Care on left;
- #4 shows view along main road as you approach Independent Living;
- #5 shows aerial view of the village from the southwest, including both Phases 1& 2;

Appendix C of this document contains the schematic floor plans for the proposed structures.

4.0 PROJECT SEQUENCE

It is proposed to sequence the construction of the senior housing campus as follows:

- Subphase 1 - The ILU and the two central pods of the ALU and MCU will be the first to be constructed. This will involve construction of the following:

- The entire main road and promenade through the facility.
 - The fire access road and all utilities within.
 - The two central pods of the ALU and MLU facility
 - The connector bridge between the two facilities
 - All off street parking facilities
 - The Sanitary Sewer Pump Station
 - All Stormwater facilities except yard drains and piping associated with the courtyards of not constructed ALU and MLU pods.
 - Landscaping around the constructed buildings.
 - The area of the future ALU and MLU pods will be brought near to finished grade, topsoiled and seeded.
- Subphase 2 – Once 50% of the beds in the ALU and MLU have been occupied, the westerly most pod will be constructed. This will include the following:
 - Construction of building
 - Construction of the necessary storm sewer infrastructure
 - Subphase 3 – Once 50% of the beds in the ALU and MLU in subphase 2 have been occupied, the easterly most pod will be constructed. This will include the following:
 - Construction of building
 - Construction of the necessary storm sewer infrastructure



August 9, 2023

RECEIVED

AUG 09 2023

Mr. Peter Comenzo, Senior Planner
Town of Rotterdam
John F. Kirvin Government Center
1100 Sunrise Boulevard
Rotterdam, New York 12306

**TOWN OF ROTTERDAM
PUBLIC WORKS**

**RE: Whispering Pines Senior Housing – Phase 2
Site Plan and SWPPP Review
Helderberg Avenue, Town of Rotterdam, NY 12303
CHA File: 12669**

Dear Mr. Comenzo:

The project applicant, Lecce Senior Living, is proposing to construct a three story 119-unit Independent Living building and an Assisted Living and Memory Care Building with 144 units and 108 units respectively. CHA issued a third review letter on a submission for the project on June 26, 2023. In response to the review comments issued at that time CHA has received the following documents prepared by Brett L. Steenburgh, PE PLLC dated 7/10/23:

- A Response to Comments Letter
- Twelve Site Plan Drawings Titled "Whispering Pines Senior Housing"
- A Stormwater Pollution Prevention Plan

Previous review comments that have been adequately addressed have been removed from the letter. Comments that still require action remain, with additional notes for clarification where necessary.

1) General Site Plan Comments.

- a) Provide a landscaping plan for the project on a separate sheet. The drawing should identify the recent existing landscaping installed as part of Phase 1B as well as existing vegetation. **Comment Remains.**

2) Comments on sheet GP-1 Grading Plan.

- a) See additional comments on the attached pdf.

3) Comments on Sheet GP-2 Grading Enlargement:

- b) See additional comments on the attached pdf.

4) Comments on sheet UP-1 Utility Plan.

- a) The sanitary pump station for this project phase needs to be reviewed by Chazen Engineering and approved by DPW. **Comment remains.**
- b) Existing and proposed hydrant layout should be reviewed with the fire district. **Comment remains.**
- c) The need for and location of a fire department connection should be reviewed with the Town Building Department and the Fire District for each building. **Comment remains.**

5) Comments on sheet D-2 Details.

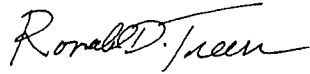
- a) The minimum height to the bottom of the sign for accessible parking is 60". **Comment Remains. 60" should be the dimension to the lowest sign.**

Mr. Peter Comenzo, Senior Planner
Town of Rotterdam

August 9, 2023
Page 2

Should you have any questions or need anything further, please do not hesitate to contact me at (518) 453-4787 or rtreers@chacompanies.com

Sincerely,



Ronald D. Treers RLA, LEED AP BD+C

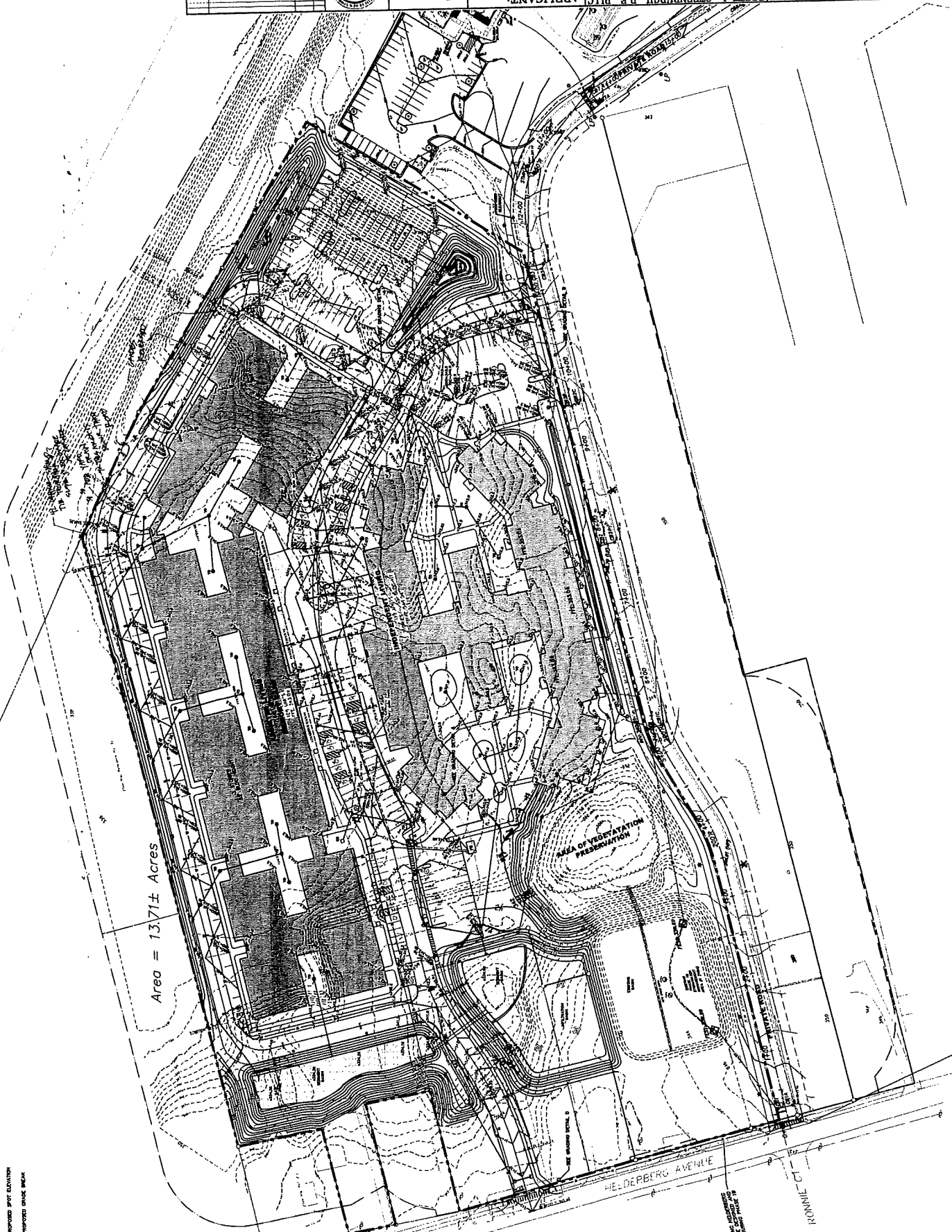
cc: Thomas Yuille
Mary Barrie
Lou Lecce
Brett Steenburgh

Attach: (2) 34x44 plans

\\cha-llp.com\proj\Projects\ANY\CivData\12669\2022-08-01_Whispering_Pines_Ph2_response\2023-07-10_from_Brett\WHISPERING PINES PHASE
2\WP_Phase_2_review_2023-08.doc



SHEET GP-1 SCALE 1" = 40' COUNTY OF MONTECALM STATE OF NEW YORK TOWN OF MONTICELLO MAPS AND DEVELOPMENT GRADING PLAN		BRETT L. STEENBURGH, P.E., P.L.C. APPLICANT: ENGINEERING THAT TRANSFORMS IMAGINATION INTO REALITY 1222 Saunders Road Suite 200 Monticello, NY 12520 Tel: 518-537-1111 Fax: 518-537-1112 Email: brett@engthattransforms.com	
Call 811 Before You Dig 1-800-487-3872			



Area = 13.71± Acres

AREA OF VEGETATION PRESERVATION

HEIDERBERG AVENUE

RONNIE C

- LEGEND**
- PROPERTY LINE
 - PROPOSED CONTOUR
 - EXISTING CONTOUR
 - PROPOSED SPOT ELEVATION
 - PROPOSED GRADE MARK

PROPOSED GRADE MARK

LEGEND

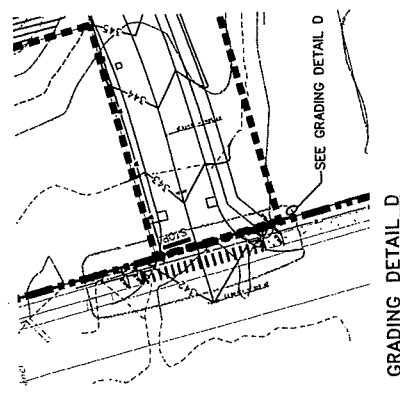
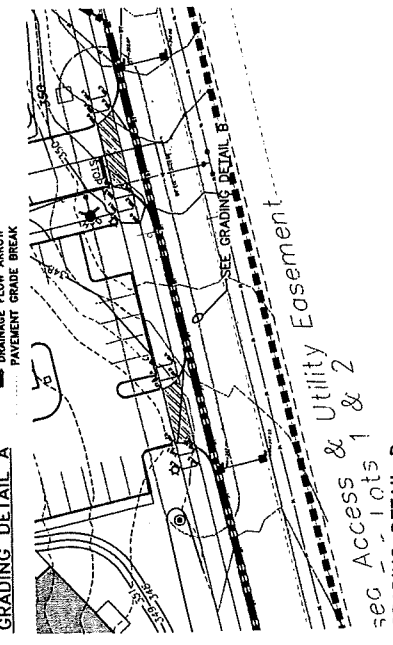
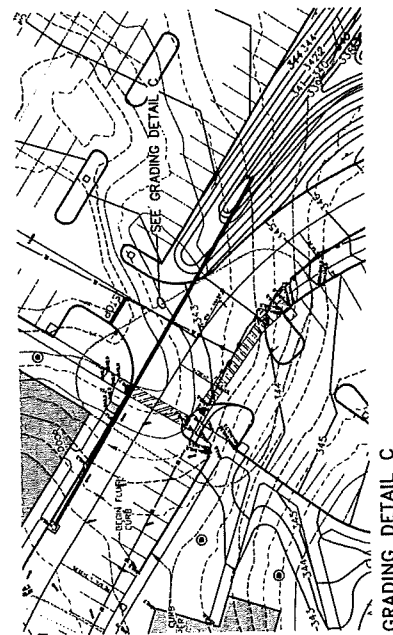
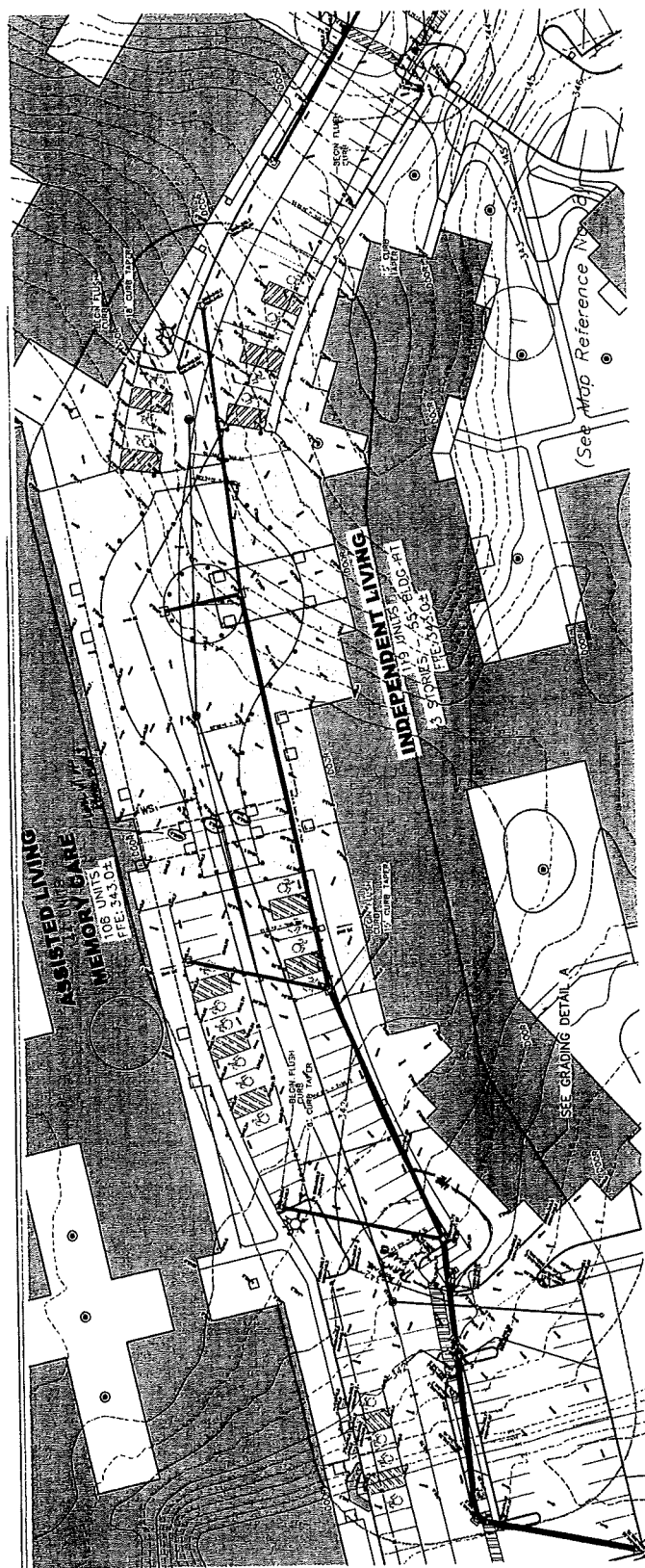
PROPOSED LOT

PROPOSED CENTER

EXISTING CENTER

PROPOSED STREET ELEVATION

PROPOSED GRADE INDEX



BRITT L. STERNBURGH, P.E. P.L.C.

APPLICANT:

ENGINEERING THAT TRANSFORMS

IMAGINATION INTO REALITY

1100 N. 10TH ST. SUITE 200

ARLINGTON, VA 22201

(703) 475-1100

info@bsterne.com

Call 811

Before You Dig

STATE OF NEW YORK

DEPARTMENT OF ENVIRONMENTAL CONSERVATION

GRADING PLAN

LECCO LAND DEVELOPMENT

WHISPERING PINES

SCALE: 1" = 20'

SHEET GP-2

DATE: 10/15/2013

Memorandum

RECEIVED

AUG 07 2023

TOWN OF ROTTERDAM
PUBLIC WORKS

To: Peter Comenzo
Senior Planner
Town of Rotterdam, NY

CC: Lou Lecce

From: Stephen Mackenzie, Principal, Mackenzie Architects

Date: 7/27/2023

Re: Whispering Pines Phase 2 – Emergency Response; Smoke Compartments

Peter – attached to this memo is a draft Emergency and Disaster Plan which will give you an overview of the strategies typical for a project like this. Also, with regard to the term 'Defend in Place' as referenced on page 9 of the Plan, the 2020 New York State Building Code has specific requirements for an assisted living community, in our case classified as a Group I-1, Condition 2 Occupancy. As we discussed on the phone, the code requires stories to be subdivided into at least two smoke compartments. The residents can then move through a corridor doorway to one side or the other. This provides an extra and more convenient layer of fire safety before needing to exit the building, depending on circumstances.

Excerpt code specifics are as follows;

1. **308.2 Institutional Group I-1** occupancy shall include buildings, structures or portions thereof for more than 16 persons, excluding staff, who reside on a 24 hour basis in a supervised environment and receive custodial care. Buildings of Group I-1 shall be classified as one of the occupancy conditions specified in section 308.2.1 or 308.2.2. This group shall include, but not be limited to, the following:
 - a. **308.2.1 Condition 1** - This occupancy condition shall include buildings in which all persons receiving custodial care who, without any assistance, are capable of responding to an emergency situation to complete building evacuation.
 - b. **308.2.2 Condition 2** - This occupancy condition shall include buildings in which there are any persons receiving custodial care who require limited verbal or physical assistance while responding to an emergency situation to complete building evacuation.
2. **420.6 Smoke Barriers in Group I-1, Condition 2** - Smoke barriers shall be provided in Group I-1, Condition 2 to subdivide every story used by persons receiving care, treatment or sleeping and to provide other stories with an occupant load of 50 or more persons, into not fewer than two smoke compartments. Such stories shall be divided into smoke compartments with an area of not more than 22,500 square feet (2092 m2)

Page 1 of 2

and the distance of travel from any point in a smoke compartment to a smoke barrier door shall not exceed 200 feet (60 960 mm). The smoke barrier shall be in accordance with Section 709.

3. **408.6.1 Smoke Compartments** - The number of residents in any smoke compartment shall be not more than 200. The distance of travel to a door in a smoke barrier from any room door required as exit access shall be not greater than 150 feet (45 720 mm). The distance of travel to a door in a smoke barrier from any point in a room shall be not greater than 200 feet (60 960 mm)
4. **408.6.3 Independent Egress** - A means of egress shall be provided from each smoke compartment created by smoke barriers without having to return through the smoke compartment from which means of egress originates.
5. **420.6.1 Refuge Area** - Refuge areas shall be provided within each smoke compartment. The size of the refuge area shall accommodate the occupants and care recipients from the adjoining smoke compartment. Where a smoke compartment is adjoined by two or more smoke compartments, the minimum area of the refuge area shall accommodate the largest occupant load of the adjoining compartments. The size of the refuge area shall provide the following:
 - a. Not less than 15 net square feet (1.4 m²) for each care recipient.
 - b. Not less than 6 net square feet (0.56 m²) for other occupants.
 - c. Areas or spaces permitted to be included in the calculation of the refuge area are corridors, lounge or dining areas and other low-hazard areas.

A complete project code analysis will be included with the construction documents when submitted for the building permit, but this offers a preview of the typical strategy for fire safety. Let me know if any questions; thanks – Steve.

RECEIVED

AUG 07 2023

**TOWN OF ROTTERDAM
PUBLIC WORKS**

Whispering Pines

Emergency and Disaster Plan

DRAFT

July, 2023

Emergency and Disaster Plan

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DRAFT

EMERGENCY PLAN

A. INTRODUCTION

The purpose of the Whispering Pines Assisted Living's Emergency and Disaster Plan is to:

- Respond effectively during an internal or external disaster/emergency.
- Reduce human vulnerability to adverse effects of the disaster or emergency.
- Reduce environmental and structural vulnerability to adverse effects of the disaster/emergency.
- Provide care and services to residents of the Community during an internal emergency.
- Provide care and services to residents who may be evacuated to the Community as result of an external emergency.
- Identify staff responsibility during an emergency.
- Provide timely and effect communication.
- Provide for recovery in the aftermath of an emergency.
- Provide location information during an emergency.

B. POLICIES

The Whispering Pines Assisted Living policies are designed to guide and direct all emergency response and disaster activity. The following policies are applicable to all staff and will guide emergency procedures and responses.

1. First, resident safety and health are always the highest priority in any and all planning and emergency response. Therefore, Whispering Pines Assisted Living operations are oriented first to supporting that policy, protecting the safety of residents, staff and visitors, and then, the facility.
2. Whispering Pines Assisted Living's policy of emergency response includes specific planning and preparation to meet natural and man-made emergencies and disasters identified as a threat to Whispering Pines Assisted Living or its residents. This Emergency and Disaster Plan is organized and structured to meet those risks through the application of specific program direction, emergency response procedures and information that is readily available to responders.
3. Whispering Pines Assisted Living emergency planning will be supported by an active training program that includes: orientation for all new employees to potential emergencies and to this plan; periodic in-service training for employees regarding emergency planning; and drills and tests of this plan.

C. GENERAL PROGRAM ELEMENTS

This plan provides a single source for direction, policies, and procedures to respond to most emergencies. In some cases, the procedures are very similar for a specific emergency response, some

differ, and in some cases (Exposure Control or Hazardous Materials) one set of procedures are provided since one staff person has primary responsibility.

1. Situation Control and Chain of Command

- a. Generally, Whispering Pines Assisted Living uses a top-down chain of command to direct emergency response efforts with specific responses made by the person most appropriate to the situation. The Whispering Pines Assisted Living's plan depends on senior managers initiating responses and assembling further resources as necessary to the situation.
- b. Whispering Pines Assisted Living's Emergency and Disaster Response Chain of Command and their associated emergency response duties is noted below. Since we may at times have limited staffing, especially at night and on weekends, this chain of command depends upon staff availability.
- c. In all cases where police, fire or other community emergency responders have arrived at the facility in response to an emergency, those officials will direct emergency response activities and Whispering Pines Assisted Living staff will assist as requested.
- d. Department managers and staff have emergency response responsibilities as noted below in the Emergency Situation Responsibilities Chart.

Chain of Command

1. Executive Director/ALA (ALA)
2. Health Services Director
3. Facilities Manager
4. Business Office Manager
5. Dining Services Director
6. Admissions Director
7. Resident Services Director
8. All other staff including:
 - LPNs
 - Health Services Assistants
 - Housekeepers
 - Resident Services Assistants

Emergency Situation Responsibilities (POSTS) Chart

Post #1 (Executive Director/ALA/ALA)	Overall direction of the Emergency and Disaster Plan. Directs emergency response activity. Meets emergency responders.
Post #2 (Health Services Director)	Responsible for managing all medical needs and medical information. Directs Health Services Staff.
Post #3 (Facilities Manager)	Responds to location of facility emergencies. Determines requirements for emergency vendor assistance.

Post #4 (Business Office Manager)	Directs evacuation of the 1 st floor, if ordered. Directs internal emergency communications.
Post #5 (Dining Services Director)	Provides emergency meal services if required Provides potable water in emergency Directs dining and kitchen staff
Post #6 (Admissions Director)	Directs evacuation of 2 nd floor, if ordered. Coordinates communications with resident families, if required.
Post #7 (Resident Services Director)	Directs evacuation of 2 nd floor, if ordered Assists Admissions director with family communications as needed
Post #8 (All Staff)	Health Services Assistants- assist with assigned residents. All Other Staff should report to their individual department manager to assist where necessary.

Depending on who is present at the time of the Emergency, whoever is the highest ranking on the Chain of Command takes the first POST, and then down the list.

Some POSTS may not get covered, depending on staffing. Care Staff should ALWAYS stay with their assigned Residents.

2. Command Center(s)

a. Primary Command Center

The first floor living room will serve as the prime command center in organizing for and responding to emergencies.

b. Alternate Command Center

If the primary command center cannot be used, the Executive Director/ALA's Office will be established as a back-up command center.

c. Equipment

The primary command center will always have:

- i. A cellular telephone (kept in TBD)
- ii. 2-way radios (kept at TBD)
- iii. Flashlights (kept in TBD)

In addition to the regular telephones and laptop computers.

If the alternate command center is activated, the emergency equipment will be taken to the back-up location.

d. Notification

If the alternate command center is activated, emergency responders will be notified of the new location and the reason.

3. Communications

Whispering Pines Assisted Living employs a combination of communications capabilities for use in emergencies. These include emergency pull cords, emergency pendants, smoke detectors in resident rooms and smoke and fire detectors in common areas, and fire alarms in common areas, an administrative telephone system and cordless telephones.

4. Resident Status Information

While not strictly a management element of emergency response, accurate information regarding Whispering Pines Assisted Living residents will be crucial in emergency response situations. Specifically, the following is essential information:

a. In/Out Log

The first-floor care station will maintain an up-to-date log of resident's departures if they are overnight. That log is kept at the first-floor care station and will be available to emergency responders.

b. Visitors Sign In/Out Log Book

All visitors are required to sign in and out of the building, including private healthcare providers and independent contractors. This log will be moved to the command center during an emergency and will be available to emergency responders.

c. Daily Accountability

Daily accountability of all Residents will be maintained by a combination of methods including: meal check off, in/out log and daily census report.

d. Resident Status

The Health Services Director or designee will maintain a current list of residents who have conditions, which may impair their ability to respond to an emergency.

Such impairments could include hearing, sight, ambulatory capability or cognitive capabilities. These lists will be maintained in the Evacuation Section of this manual to be available for emergency responders. These lists will be updated monthly or as changes occur.

5. Training

Training is the fundamental building block in preparing employees to recognize threats to health and safety, and in preparing employees to respond to emergencies. Wherever possible training will be coordinated by a single person.

Training will include:

a. Orientation Training

Provided to all new employees at the beginning of employment. This training will include general safety guidance, fire prevention and protection, emergency response assignments, hazard recognition and protection, infection responses. The orientation training will be

conducted by the department head and appropriate other managers. A record of the training will be noted in the employee's personnel file.

b. Drills and Exercises

Employees will participate in regular fire drills and exercises to practice elements of this plan.

DRAFT

FIRE

A. GENERAL

The threat of fire to the facility is the basis for an integrated group of preventative measures, equipment and planned emergency responses that are designed to avoid and prevent fires, limit the damage caused by fire if they occur and protect the safety of residents, employees and visitors to the facility if a fire should occur. Fire creates a range of hazards including fire, smoke and debris, all of which can injure or kill. Any fire must be considered very dangerous because of the size and complexity of the building, and because of the special needs of the residents.

The building construction, sprinkler system and fire doors separating sections of each corridor provide protection from most fires. Based on that protection, we use “**DEFEND IN PLACE**” as a principle means of protecting residents in case of fire. Defend in place includes an expectation that in case of fire, residents who may be threatened immediately by the fire will be moved at least past a fire door away from a fire.

In addition to the preventive measures provided by design and construction, such as sprinklers, fire doors and alarms, this section provides emergency response activities for the facility. The section details reactions in different scenarios including small and larger fires, fires in the food service area, and fires that occur during different periods of the day or week.

The Fire Department will always be called (911) if a fire alarm sounds. Critical actions in all emergency response to fires include:

RACE

- Rescue -** The first priority is always to protect the safety of people – residents, employees and visitors.
- Alarm -** Pull the nearest fire alarm in any case of fire. Do not attempt to decide if the fire department is needed. It is far better to have the fire department respond and not be needed than not to respond as soon as possible when needed.
- Contain -** Close all doors and windows to contain the fire and limit its expansion as much as possible. Use fire doors to help protect residents, staff and visitors.
- Extinguish -** Extinguish small fires if possible but not at the risk to your safety or the safety of others.

All residents in the area of a fire should be moved horizontally away from a fire at least past one set of fire doors, and residents in apartments on floors

above the location of the fire will be evacuated past a set of fire doors from their apartment.

Do not attempt to extinguish a fire unless it is small and confined such as in a trash can. In addition, never allow a fire (or other hazard) to be between you and an exit – don't get trapped!

B. FIRE EXTINGUISHERS

The facility has portable fire extinguishers located throughout the building. All extinguishers are multi-purpose "ABC" variety appropriate for all types of fires.

Fire extinguishers should only be used under the following conditions:

1. All notification measures have been made.
2. Necessary immediate evacuations have been accomplished.
3. The fire is small and confined to a small area and is not spreading quickly.
4. The person using the fire extinguisher has an unobstructed escape route from which he/she will not be blocked if the fire grows, and
5. The person is trained in the use of the extinguisher.

Use of fire extinguishers follows the PASS system:

Pull the pin, unlocking the control lever.

Aim low, point the nozzle or hose at base of the fire.

Squeeze the level which starts discharge.

Sweep from side to side, continuing this motion until flames disappear.

If efforts to extinguish with a fire extinguisher are unsuccessful, leave the area and report further on the status of the fire.

C. FIRE DRILLS

The Executive Director/ALA/ALA manages and directs the fire drill program, determining when to hold drills. Drills will be conducted on a random, unannounced basis for each shift as least once a quarter. The drills required for each shift in a quarter shall not be conducted in the same month. Drills may include resident participation or their involvement may be simulated at the direction of the Executive Director/ALA/ALA.

Drills will be used to determine if staff reacts in accordance with the procedures of this plan and in a safe manner. Results of fire drills will be recorded on the Fire Drill Report by the Executive Director/ALA. Records of fire drills will be maintained for at least two years from the date of the drill. The results of fire drills will be the basis for further training and changes to procedures.

Fire alarms will also be tested annually. Tests will be conducted by the contractor responsible for the fire alarm system with reports of each test given to the Executive Director/ALA.

D. RESPONSIBILITIES

Staff should follow the POSTS Chart and Chain of Command listed on pages 4 and 5 of this manual when responding to a Fire Emergency.

E. PROCEDURES IN RESPONSE TO DISCOVERING A FIRE

The following procedures and steps will be followed in response to discovering a fire.

1. Immediately pull the nearest fire alarm.
2. Remove anyone from immediate danger from the fire. Remove residents in vicinity of fire at least beyond first fire door. Do not use elevators. Residents should use stairways if they must evacuate a floor.
3. Contact the Business Office Manager or Lead Health Services Assistant
 - a. Confirm a fire has started.
 - b. Where the fire is located.
 - c. What is burning.
 - d. How large it appears.
 - e. Is anyone in immediate danger.
4. If the fire can be contained, smother the fire or pour running water on it. If the fire is in a trash can or other container, Do Not pick the container up and run with it. This will only fan the fire and cause it to burn more rapidly.
5. If necessary, get the nearest fire extinguisher for use.
6. Be sure that the fire is extinguished
7. Assure residents or personnel who have smelled the smoke that everything is under control and the fire has been extinguished.
8. Report the incident to the Executive Director/ALA. Tell what happened and that the fire has been extinguished.

9. Return to the fire area to assure the fire has been extinguished. (NOTE: The room or area in which the fire was discovered must also be inspected to assure it is safe to enter.)
10. Close all doors in the fire area.
11. After leaving a room where a fire has occurred, place a wet blanket under the room entrance door to prevent smoke from entering the rest of the building.

F. PROCEDURES IF A GENERAL FIRE ALARM IS ACTIVATED

The following actions will be taken in response to a fire alarm signal.

1. Business Office Manager or Lead Health Services Assistant checks the fire annunciator panel in the Lobby to ascertain where the alarm was triggered, (or records from person who discovered the fire) note location and any other information available.
2. Business Office Manager or Lead Health Services Assistant calls Fire Department (911) to inform of fire.
 - a. Confirm fire alarm
 - b. Location of fire-panel indicator in Sector
 - c. Address of facility
 - d. Note that facility is home to elderly residents
3. Business Office Manager notifies Facilities Manager to notify of fire location.
4. Business Office Manager notifies Executive Director/ALA, and all managers of fire alarm and location.
5. The Management team reports to the Lobby first and communicates with the Business Office Manager where they are headed, then to assigned Posts, taking 2-way radios with them.
6. Facilities Manager and Executive Director/ALA will check fire location and status.
 - a. Always use stairways to respond to fire
 - b. Determine if fire is small and can be contained and reports to Business Office Manager.
 - c. Determine safety of anyone in area, moving anyone in area at least past a fire door.
 - d. Only move residents who are in immediate danger and only if they can be moved without danger from fire or smoke.
 - e. If fire can be contained **safely** attempt to contain and extinguish fire using fire extinguishers if necessary.
7. Executive Director/ALA meets and briefs fire department on status. Provides list of residents with impairments and location of oxygen.
8. Fire Department determines if evacuation is necessary.

G. NIGHT/WEEKEND FIRE RESPONSE

A fire or report of a fire at night or on the weekend puts a premium on immediate action to request emergency response. The most important part of any employee's action is to request that emergency response. The following actions will be taken in response to a fire alarm in the evening or on weekends:

1. Lead Health Services Assistant calls 911 to confirm alarm or report smoke alarm at the facility.
 - a. Identify address, inform them about number of elderly residents
 - b. Location of fire-Sector or apartment
 - c. Any injuries
2. Lead Health Services Assistant calls:
 - a. MOD to notify of alarm
 - b. Other care staff in the building to notify of alarm
 - c. Executive Director/ALA
3. Lead Health Services Assistant stays in the Lobby and wait for the First Responders from the Fire Department and give them the information they have about the fire.

EVACUATION

A. BACKGROUND

Several emergencies may lead to an evacuation of the building.

There are two kinds of evacuations – first when there is a warning and time to prepare.

The second is an emergency evacuation that must happen immediately.

Evacuations are the most complicated emergency event the facility will face. Age and capability of residents, presence of privately hired nurses, residents of second floor units, accountability for residents and the stress associated with the emergency conspire to make an evacuation extremely risky.

In all evacuations, Local Emergency Services will be notified as soon as possible, asked to respond and upon arrival will oversee the evacuation. Employees will assist as requested.

1. Accurate available information regarding resident capabilities which may affect their ability to evacuate.
2. Where time permits, residents will be encouraged to use family and friends as a location to which they will be evacuated.
3. Local Emergency Services will assist in evacuations.
4. Staff have pre-designated responsibilities in evacuation and will assist residents.
5. The preferred evacuation routes are (if possible):
 - a. To the common areas and dining rooms on ground floors.
 - b. Then, from the ground floor common areas and dining rooms exits to the exterior lawn outside either exit.
 - c. If necessary, any available exit, relocating to the Assisted Living a parking lot.
 - d. Relocation to predetermined sites (see listing at the end of this section)
6. Stairways will be used in most emergency evacuations, and always used in case of fire. Unless blocked or it is unsafe to do so, residents will be evacuated using stairways on each corridor.

Staff should follow the Responsibility Listing in the POSTS Chart and Chain of Command found on pages 4 and 5 of this Emergency and Disaster Plan.

B. PROCEDURES FOR A PLANNED INTERNAL EVACUATION TO THE COMMON AREAS AND DINING ROOM

1. Executive Director/ALA or designee orders preparation for evacuation.
2. Facilities Manager does a communications check and distributes flashlights (if needed)
3. Business Office Manager controls away log and visitor sign in/out log.
4. Business Office Manager calls:
 - a. All Department Managers
 - b. Management Company Representative
 - c. President of ELI Board
 - d. Local Emergency Services (911) to warn of pending evacuation of residents to living areas and dining room.
5. Dining Services Director shuts off all kitchen equipment.
6. Staff go to assigned corridors (with keys) to begin evacuating residents to stairways.
 - a. Assure that each apartment is cleared, and door closed.
 - b. Mark each door with "C" or tape as apartment is cleared.
 - c. Check common and laundry rooms in assigned corridor to assure all are evacuated.
7. Staff contact Business Office Manager when corridor is cleared.
 - a. Manager is last person to leave corridor and move to living commons and dining room or "safe area".
8. Dining services, Housekeeping and Administrative staff assist in calming residents upon arrival in living commons and dining room or "safe area".
9. Resident Services staff conduct head count of residents upon arrival in living areas and dining room.
10. Executive Director/ALA will notify local Emergency Services of relocation and status of emergency.

C. PROCEDURES FOR PLANNED EVACUATION TO OFF-SITE LOCATION

1. Executive Director/ALA or designee orders preparation for evacuation – almost always only under the direction of the Local Emergency Services.
2. Facilities Manager does a communication check and provides managers with 2-way Radios and flashlights (if needed).
3. Business Office Manager calls:
 - a. Local Emergency Services/Fire Department (911) to warn of evacuation to off-site location (if they are not already on site),
 - b. All Department Managers,
 - c. Management Company Representative
 - d. Property Management Company Representative

4. Executive Director/ALA or designee will call potential receiving facility(ies) to coordinate the transfers.
5. Health Services Director/Care Manager will:
 - a. Assemble medical records for relocation.
 - b. Care Manager(s) assign staff to assist residents.
 - c. Assemble necessary medications to go with residents.
6. Dining Services Director turns off all kitchen equipment.
7. Housekeeping staff turns off all equipment and clears cleaning equipment from hallways.
8. All available staff will report to the Command Center for instructions.
9. Facilities Manager will check all evacuation exits and stairwells to assure access and report to Business Office Manager.
10. Business Office Manager collects emergency preparedness plan, resident emergency medical information binders, resident away log and visitor sign-in/out log.
11. Managers go to assigned corridors to begin evacuating residents via planned exit routes to assembly areas.
 - a. Assures that each apartment is cleared and door closed.
 - b. Mark each door with "C" or tape as apartment is cleared.
 - c. Check common and laundry rooms in assigned corridor.
 - d. As an area is cleared Director and staff go to next area to assist as necessary.
12. Managers contact Business Office Manager when area is cleared.
 - a. Manager is last person to exit assigned area.
13. Business Office Manager informs Executive Director/ALA when all Managers have reported in from clearing floors.
14. Resident Services Director conducts head count of residents and staff upon arrival at off-site location.
15. Upon arrival at off-site location, Admissions Director, Health Services Director and Resident Services Director begin to contact families and friends to notify of evacuation and request pickup if appropriate for the resident.
16. Executive Director/ALA contacts Local Emergency Services (if not already on site) to inform of evacuation and status of emergency.
17. Business Office Manager establishes telephone contact at off-site location.
18. If required, Business Office Manager contacts nearby hotels as identified in the emergency telephone list.

D. EMERGENCY EVACUATION WITHOUT WARNING

(Where no warning is possible) in addition to the procedures noted below, it is expected that Local Emergency Services will respond and upon arrival will take charge of the evacuation.

1. Business Office Manager contacts all Department Managers to inform of evacuation and report to assigned corridor.
2. Executive Director/ALA or designee calls Local Emergency Services to inform of evacuation of residents to off-site location and reason.

3. Dining Services shuts off all kitchen equipment and reports to assigned areas to assist in evacuation.
4. Resident Services Assistants turn off all laundry equipment.
5. Health Services Director/Care Manager assembles resident records and medications if possible to evacuate with residents.
6. All Dining services and Resident Services Assistants assist with resident evacuation.
7. Facilities Manager checks all exits and stairways to assure access. Report to Executive Director/ALA/MOD on status.
8. Managers begin to evacuate residents via designated exits to off-site locations.
 - a. As an apartment is cleared, Managers check to assure everyone is out and marks door with a "C" or tape. All evacuated apartment doors are closed.
 - b. Each common room and laundry room in hallway is checked and marked when cleared.
 - c. Managers call Executive Director/ALA on 2-way Radio as a hallway is completely evacuated.
9. Resident Services staff goes to new location to begin accountability of residents.

E. NIGHT/WEEKEND PROCEDURES FOR EMERGENCY EVACUATION

In case of an emergency evacuation the principal task for employees are to call for assistance, notify managers and assist in the evacuation. When an emergency occurs that requires immediate evacuation, the following actions will be taken:

1. Lead Health Services Assistant notifies local Emergency Services of emergency and evacuation. Inform them of location and facility with frail, older residents, type of emergency, expected evacuation.
2. Nursing Supervisor or Lead Health Services Assistant calls each area leader to inform of requirement to evacuate and requests all available staff to assist.
3. Lead Health Services Assistant notifies health services staff and resident services staff, if available.
4. Dining Services turns off all kitchen equipment and calms residents in dining room or evacuates to directed area.

5. Lead Health Services Assistant notifies Executive Director/ALA and Manager on Duty. If possible, avoid evacuation until emergency responders arrive. If necessary to evacuate, staff evacuates residents.

Resident Carry Methods

If there are not enough staff and emergency responders or if time is too short to wait for more help a number of methods can be used to carry or assist residents who are otherwise incapable of evacuating at all or quickly enough. These methods should be practiced and trained for and used in extreme emergency only.

A. UNIVERSAL BLANKET CARRY

This method can be used when time is short, the resident is not ambulatory, and wheelchairs are not immediately available. The following steps are used:

1. Spread a blanket at the edge of the bed with 1/3 of its length underneath the bed.
2. Move the resident's legs over the edge of the bed until the bend at the knee.
3. Pull the resident to an upright position.
4. Hold the resident from the rear under the armpits and lock your hands together in front of him/her.
5. Slide the resident to the floor onto the blanket protecting the resident's head.
6. Lower the resident to the blanket and wrap the blanket around him/her.
7. At the resident's head, grip the blanket and raise the resident's head above the floor.
8. Gently slide the blanket and resident on the floor to a safe location.

B. SWING CARRY

Two persons can carry a resident safely using the swing carry using the following steps.

1. Move the resident to a sitting position.
2. Each person sits on one side of the resident,
3. Each person puts the resident's arm on your shoulder and your arm under theirs, around their back.

4. Link arms with the other staff person.
5. Put your arms under the resident's legs at the back of the knee.
6. Lift the resident and carry him/her to a safe place.

POTENTIAL EVACUATION SITES

Facility Name:	Address & Contact Person:	Phone #:
TO BE DETERMINED BEFORE OPENING		

POTENTIAL BACKUP TRANSPORTATION PROVIDERS

Company/Agency:	Type of Transportation & Contact Information:
Need to determine 4-5 providers and confirm. Typical providers are schools, city and town senior transportation and other retirement communities.	

SEVERE WEATHER

A. BACKGROUND

Severe weather, especially snow and ice storms are generally anticipated events for which preparations can be made. However, such storms create risks to health and safety of residents and operations of the facility. There are several preparatory activities that can be taken to avoid or mitigate the consequences of weather emergencies-especially those that assure uninterrupted Dining Services, staff availability and notifying residents of the current situation.

B. PREPARATORY ACTIVITIES

If severe weather is possible the following will be taken:

1. Lead Health Services Assistant will have a radio tuned to weather reports.
2. Executive Director/ALA or designee will prepare for severe weather.
 - a. Dining Services Director coordinate to plan and prepare for weather.
 - b. Dining Services Director assures that sufficient food is available for emergency.
 - c. Dining Services Director contacts, either directly or by telephone, food service personnel to prepare for emergency service. This may require Dining Services staff/resident services assistants remaining overnight or returning early.
 - d. Dining Services contacts suppliers if necessary to warn of possible restocking requirements.
3. If high winds are possible, Facilities Manager checks outside area for loose objects that could be blown and become dangerous.
4. Facilities Manager determines if supplies of ice/snow melting materials are adequate.
5. If a severe ice or snow storm strikes:
 - a. Post the notice found at the end of this Appendix at the exit doors.
 - b. Lead Health Services Assistant warns all staff and residents of severe conditions and risks of walking if sidewalks are dangerous.
 - c. Facilities Manager begins clearing driveway and walks and putting salt/snow melting chemicals down.

C. NIGHTTIME/WEEKEND SEVERE WEATHER RESPONSE

The following actions and activities will be taken by weekend/night staff in preparation for, or response to severe weather:

1. Lead Health Services Assistant/MOD has a radio tuned to weather reports.
2. Lead Health Services Assistant/MOD calls Executive Director/ALA and on call director to warn of potential severe weather that could affect the facility.

3. If severe winter weather has struck with ice, snow or high winds, post the notice at exit doors, and warn residents/staff who may be leaving of severe weather.
4. If severe weather storm strikes, contact on call Facilities Manager staff for snow/ice removal.

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TORNADOES

A. BACKGROUND

Tornadoes are rare but represent a significant risk because of their destructive power and unpredictability. Tornado warnings provide a minimum degree of preparation; however, tornadoes remain the most capricious natural disaster threatening a building.

B. EMERGENCY TORNADO PROCEDURES

1. Facilities Manager monitors weather for warnings and calls Business Office Manager/Lead Health Services Assistant.
2. Business Office Manager/Lead Health Services Assistant calls Executive Director/ALA to advise of the warning.
3. Business Office Manager/Lead Health Services Assistant notifies:
 - a. All Department Managers
4. If Tornado appears imminent:
 - a. Business Office Manager/Lead Health Services Assistant notifies Executive Director/ALA and all Managers.
 - b. Facilities Manager distributes flashlights and 2-way Radios to available staff.
 - c. Dining Services shuts off all equipment and assists residents in dining area to move to hallway away from windows.
 - d. Resident Services Assistants shuts off all housekeeping equipment.
 - e. Facilities Manager shuts off all non-essential equipment and checks generator.
 - f. Facilities Manager checks outside for items that could be windblown.
 - g. Health Services staff move residents to hallways away from windows and makes them comfortable.
 - h. Staff report to assigned floor as noted to warn residents and assist in moving to hallway.
 - i. Health Services Director/Care Manager prepares to provide triage care.
 - j. Executive Director/ALA decides when it is safe to declare emergency over and return residents to rooms.
5. If Tornado strikes:
 - a. Business Office Manager/Lead Health Services Assistant calls the Fire Department (911) and reports tornado strike at facility and will follow up with damage assessment as soon as possible.
 - b. Executive Director/ALA uses first floor care station as command center.
 - c. Business Office Manager/Lead Health Services Assistant contacts all managers to request report of status.
 - d. Dining Services Director will make assessment of severe damage to dining/kitchen facility that threatens immediate health or safety.
 - e. Facilities Manager check mechanical systems to determine status.

- f. Facilities Manager makes immediate check of facility to determine if there is an imminent threat to health or safety of residents.
- g. Reports of damage are made to the Business Office Manager/Lead Health Services Assistant who notifies Executive Director/ALA.
- h. Injuries are brought to or reported to Health Services Director/Care Manager, if possible.
- i. Health Services Director/Care Manager establishes triage and begins to assess injuries.
- j. Do not turn on any equipment until told to do so by the Facilities Manager.

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NOTICE OF SEVERE WEATHER

**An Ice and Snow Storm
Has Made Walking and Driving
Very Dangerous**

**If You Must Go Out:
Only Use The Front Door & Be Very Careful**

If Necessary, Please Ask For Assistance

BOMB THREAT

A. BACKGROUND

A bomb explosion is the most immediately devastating risk to the facility. Any bomb threat must be taken seriously and acted on as if it were real. The primary focus is to get as much information from the bomb threat, report it as quickly and accurately as possible to the Police. Finally, it is equally important that no one take any action that could trigger a bomb.

- B. The principle responsibility is to gather information on the bomb threat and call for assistance. If a bomb threat is received these procedures will be followed:
1. Should a bomb threat be received by telephone, the person taking the call should:
 - a. Remain calm. Do not panic.
 - b. Keep the caller on the line as long as possible.
 - c. Record, as accurately as possible, every word spoken by the person calling.
(See "Record of Bomb Threats" report located at end of this Appendix)
 - d. If the caller does not give the location of the bomb, or when it is set to detonate, ask the caller to give you this information.
 - e. Tell the caller that the building is occupied by frail, elderly persons and serious injury or death could result if this information is not obtained.
 - f. Listen for any strange or unusual background noises such as music playing, motors running, traffic sounds, etc., which might be helpful in providing clues to determine from where the call was made.
 - g. Determine whether the voice is male or female, familiar or unfamiliar and listen for any accents, speech impairments, or nervousness.
 - h. Record as much information as you possibly can. You may not be able to get everything but get all you can.
 2. Immediately after the caller hangs up, contact the Police and relay as much information as possible from your memory and the "Record of Bomb Threats" report form.
 3. Whenever a Bomb Threat is received by means other than telephone communication, the person receiving the information shall immediately contact the Police and relay to them as much information as possible.
 4. Once the Police have been notified, contact the Executive Director/ALA to relay all information.
 5. Business Office Manager calls:
 - a. Executive Director/ALA to warn of bomb threat.
 - b. Department Managers to inform of threat.
 - c. Facilities Manager to notify of threat and to shut off appropriate equipment.
 6. Executive Director/ALA will determine whether to evacuate only in consultation with Police.
 7. If an evacuation is ordered, all exits and exit routes are checked first by Maintenance Staff.

8. If an evacuation is ordered refer to the section of this manual regarding evacuations.
9. Do not search for bomb, attempt in any way to touch or move suspicious packages, boxes or anything that could contain a bomb.
10. If a suspicious item is identified:
 - a. Business Office Manager/Lead Health Services Assistant notifies Police Department (911) to inform of location.
 - b. Contact Executive Director/ALA to inform of suspicious item.
 - c. Executive Director/ALA tells managers to discretely but firmly urge residents to evacuate that area immediately, using nearest exit routes to leave building and evacuate.
11. Police officials will oversee all aspects of response as soon as they arrive.
12. Only the Executive Director/ALA will respond to any external calls regarding a bomb threat, except calls from Police. All calls will be referred to the Executive Director/ALA.
13. Only the Executive Director/ALA will speak to the press on behalf of Abrams Assisted Living regarding the bomb threat.

Do not use Walkie Talkies, as radio transmitters may activate a bomb

C. NIGHT/WEEKEND PROCEDURES

1. All threats shall be treated as real.
2. Should a bomb threat be received by telephone, the person taking the call should:
 - a. Remain calm. Do not panic.
 - b. Keep the caller on the line as long as possible.
 - c. Record, as accurately as possible, every word spoken by the person calling.
(See "Record of Bomb Threats" report located at end of this Appendix)
 - d. If the caller does not give the location of the bomb or when it is set to detonate, ask the caller to give you this information.
 - e. Tell the caller the building is occupied by frail, elderly persons and serious injury or death could result if this information is not obtained.
 - f. Listen for any strange or unusual background noises such as music playing, motors running, traffic sounds, etc., which might be helpful in providing clues to determine from where the call was made.
 - g. Determine whether the voice is male or female, familiar or unfamiliar and listen for any accents, speech impairments, or nervousness.
 - h. Record as much information as you possibly can. You may not be able to get everything but get all you can.
3. Immediately after the caller hangs up, contact the Police and relay as much information as possible from your memory and the "Record of Bomb Threats" report form.

4. Whenever a Bomb Threat is received by means other than telephone communication, the person receiving the information shall immediately contact the Police and relay to them as much information as possible.
5. Call the Manager on Duty and Executive Director/ALA to warn of the bomb threat.
6. Manager on Duty calls:
 - a. Facilities Manager, Dining Services and housekeeping (if available). Inform them to turn off all equipment.
7. Manager on Duty makes decision to evacuate until Police or Fire Department arrive, after which they make decision to evacuate or not.
8. Manager on Duty meets emergency responders at door and assists.

BOMB THREAT RECORD

When a Bomb Threat is received, immediately record the following information. You may not be able to get it all, but record what you can.

Time of threat: _____ ☐ Telephone call ☐ Other: _____

Record the exact words of the threat as well as you can remember them: _____

If possible, ask the caller the following:

When will the bomb explode? _____

Where is the bomb? _____

Is there more than one bomb? _____

Where are they? _____

What does the bomb look like? _____

What kind of bomb is it? _____

Why did you put a bomb in the facility? _____

Record your impression of the voice:

☐ Male ☐ Female Age? _____ Accent? _____

☐ Angry Voice ☐ Calm ☐ Slurred ☐ Muffled

Describe background noises you heard:

☐ Traffic ☐ Talking (other voices) ☐ Music (Type) _____

Describe caller:

☐ Familiar voice? ☐ Familiar with the facility? ☐ Familiar with staff?

Other information:

Signature of Person Receiving Threat

Date

CIVIL DISTURBANCE/ ACTIVE SHOOTER

A. BACKGROUND

Civil disturbance and violence can be as a result of individual acts or those of groups. Violence can be planned against an individual, against the facility or as random acts. In all cases, all emergency response activities are designed to assure the safety of residents, staff and the facility.

B. RESPONSE TO CIVIL DISTURBANCE

The principal responsibility is to contact Whispering Pines Assisted Living, the local Police for assistance and to make the facility secure to the highest degree possible. Anyone who identifies a threat of violence or disturbance should take the following actions immediately:

1. Contact the Business Office Manager to indicate the threat of violence. Indicate as much about the situation as possible.
2. Business Office Manager contacts the Executive Director/ALA (or designee) to warn of threat.
3. Business Office Manager calls the local Police (911) providing as much information as possible.
4. Business Office Manager calls all Managers to inform of the threat.
5. Executive Director/ALA uses discretion in deciding whether to investigate incident prior to police arriving.
6. Facilities Manager locks exterior doors.
7. If personally threatened, avoid resistance if risk appears high.
8. Do not give out master key, if possible.
9. If possible, urge all residents to remain in their rooms.

C. NIGHT/WEEKEND RESPONSE TO CIVIL DISTURBANCE

The primary responsibility for staff during weekend and evening periods is to ensure first the safety and security of residents, staff and visitors. Anyone who becomes aware of a threat should take the actions noted below. That awareness may be as a result of a door alarm, suspicious person, or verbal/physical threat.

1. Contact Lead Health Services Assistant and describe the threat in as much detail as possible.
2. Lead Health Services Assistant notifies Facilities Manager to investigate if appropriate.

3. Facilities Manager reports back to Lead Health Services Assistant.
4. Lead Health Services Assistant calls Manager on Duty who determines if Police should be called.
5. Lead Health Services Assistant calls kitchen (if staffed), and resident services staff (if available) to inform of potential threat.
6. Lead Health Services Assistant tells Facilities Manager to lock exterior doors and kitchen to lock kitchen exits.
7. If personally threatened, avoid resistance if risk appears high.
8. Do not give out master key if possible.
9. If possible, urge all residents to remain in their rooms.

D. ACTIVE SHOOTER/ ARMED INTRUDER

“Active shooter” as defined by the US Department of Homeland Security “...is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. An Active Shooter, as defined, does not have a selected, specific victim and is looking to create the greatest number of casualties as possible.

An armed intruder may not set out to create mass casualties. Instead, he or she may have a specific target victim and an agenda to inflict violence on that victim. Once that target is engaged by the armed intruder and the agenda is realized, the violence may stop.

Emergency response by staff should treat an active shooter and armed intruder event as ‘one in the same’ because an armed intruder event can transform into an active shooter event rapidly and without warning.

1. Early and immediate recognition of an active shooter/armed intruder event is imperative to increase the survivability chances of staff and residents.
2. Begin **Resident Safety Protocol** or **Personal Safety Protocol** depending on the location and actions of the active shooter/armed intruder.
3. **RESIDENT SAFETY**-If the active shooter is distant from your location, apply the **FOUR OUTS**:
 - a. **GET OUT**: If opportunity allows you to safely direct and move residents. The order of evacuation is:
 - Ambulatory residents
 - Residents with assistive devices
 - Residents in wheelchairs
 - Bedridden residents

- b. **HIDE OUT:** If unable to evacuate residents because of the active shooter/armed intruder's location, hide them.
 - c. **KEEP OUT:** If you can hide the residents, barricade their position utilizing door locks, furniture, etc. to prevent the active shooter/armed intruder from reaching them.
 - d. **TAKE OUT:** As a **LAST** resort, defend the resident by utilizing weapons of opportunity, surprise, diversion and committed actions to fight the shooter.
4. If providing Resident Safety Protocols and the active shooter/armed intruder approaches, transition to Personal Safety Protocols.
5. **PERSONAL SAFETY**-If the active shooter/armed intruder is close to your location, apply the **FOUR OUTS:**
 - a. **GET OUT:** Evacuate, if opportunity allows you to safely leave the facility.
 - b. **HIDE OUT:** If unable to evacuate because of the active shooter/armed intruder's position, hide.
 - c. **KEEP OUT:** If you are hiding, barricade your position by utilizing door locks, furniture, etc. to prevent the active shooter from breaching your position.
 - d. **TAKE OUT:** As a **LAST** resort, prepare to fight the active shooter by utilizing weapons of opportunity, surprise, diversion and committed actions.
6. Contact 911: Anyone at any time can call 911 when it is safe to do so. Provide the 911 dispatcher with as much relevant information as possible:
 - a. Community name and location
 - b. Your name
 - c. Nature of the event
 - d. Description of the shooter/intruder (if known)
 - e. Type of weapon(s)
 - f. Persons injured: number and extent
7. When Law Enforcement arrives, follow the officer's directives. In addition:
 - a. Empty your hands
 - b. Keep hands up and fingers spread
 - c. Do not scream or yell at arriving officers
 - d. Do not run directly at officers and/or grab onto them; avoid quick movements
 - e. Follow Law Enforcement instructions
 - f. Provide information to officers
8. The event will be deemed 'All Clear' after law enforcement authorities have concluded emergency operations and declared the situation 'safe'.

9. If hiding/barricaded, wait for Law Enforcement to provide an 'All Clear' before leaving your position.
10. Account for all staff and residents.

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POWER OUTAGE

A. BACKGROUND

Loss of electrical power may have a limited impact on full operations. Whispering Pines Assisted Living has a supplemental generator which supports core operations with emergency lighting, outlets for life support, some heating and cooling systems, some kitchen services, the telephone system, alarms and some exterior lights. Loss of power creates a limited emergency and depending on the length of the outage and the weather conditions, may affect Dining Services and the ability of residents to remain in their rooms.

B. PROCEDURE IN CASE POWER IS LOST

1. Facilities Manager notifies the Executive Director/ALA and Business Office Manager of loss of power.
2. Business Office Manager notifies Department Managers to inform of loss of power.
3. Each department notifies employees of the loss.
4. Dining Services Director directs kitchen staff to shut off all equipment not operating on emergency power.
5. Facilities Manager directs all housekeeping and laundry equipment to be turned off.
6. Facilities Manager turns off all powered equipment not on emergency power circuits.
7. Facilities Manager determines if the problem is internal or external and reports to Executive Director/ALA with estimate of length of outage, if possible.
8. If external, Executive Director/ALA contacts local electric supplier to inform of loss and request status of recovery.
9. If outage lasts more than 15 minutes:
 - a. Business Office Manager notifies local fire department of outage and possible emergency.
 - b. Facilities Manager checks hallways for non-operating emergency lights. Non-operating emergency lights are replaced if possible.
 - c. Staff go to assigned floors to notify residents on a door to door basis of power outage and its estimated length. Residents are told that they will be notified when the problem is fixed.
10. If outage is internal, Facilities Manager, determines if electrical contactor support is required. If so, informs Executive Director/ALA.
11. If outage occurs during meals, Dining Services staff urge residents to remain in dining room and remain calm.

12. Dining Services Director determines meal requirements.

13. When power is restored:

- a. Facilities Manager checks mechanical systems and reports to Executive Director/ALA.
- b. Dining Services Director assures equipment is turned off and checks status of food, especially in refrigerators/freezers.
- c. Facilities Manager directs that housekeeping equipment be turned off.
- d. Facilities Manager checks corridor lights.
- e. Business Office Manager notifies fire department of restored power.
- f. Assigned staff go to each apartment to notify residents of power restoration.

C. EMERGENCY PROCEDURES FOR LOST POWER AT NIGHT OR ON WEEKENDS

If power is lost during the night or on weekends, the principle responsibility of staff is to assure the immediate safety of the residents and to call for assistance. The following procedures apply to nighttime/weekend power outages:

1. Lead Health Services Assistant contacts the Facilities Manager if in building or on-call Maintenance staff.
2. Lead Health Services Assistant informs all staff of loss of power and emergency status.
3. Facilities Manager or Manager on Duty determines if outage is external or internal.
4. Facilities Manager or Manager on Duty check emergency lighting.
5. As appropriate, Dining Services staff turns off all equipment.
6. If outage occurs while meals are being served, staff urges residents to remain in dining room and remain calm.
7. Lead Health Services Assistant or Manager on Duty notifies:
 - a. Local fire department to warn of possible emergency due to loss of power.
8. Lead Health Services Assistant/Manager on Duty directs available staff to walk through corridors to reassure residents and be alert for resident emergencies.

LOSS OR CONTAMINATION OF WATER

A. BACKGROUND

Loss of potable water either by loss of service or by contamination creates an immediate health hazard for residents. If water service is lost, the two immediate concerns are drinking water and water for toilets. Long term loss of service requires consideration of an evacuation.

B. EMERGENCY PROCEDURES AND ACTIVITIES IF WATER SERVICE IS LOST

1. Facilities Manager notifies Executive Director/ALA and Business Office Manager of loss.
2. Executive Director/ALA directs Business Office Manager to inform the following of the loss or contamination of water:
 - a. All Department Managers
 - b. Management Company
3. Dining Services staff turn off all water faucets.
4. If loss persists beyond one (1) hour, Dining Services Director prepares to provide potable water.
5. If loss will persist beyond fifteen to thirty (15-30) minutes, assigned staff informs residents in each apartment of water loss. Residents should be told to turn off faucets, don't flush the toilet and that drinking water will be available from Dining Services.

C. CONTAMINATED WATER

When contaminated water is reported, Facilities Manager, the Executive Director/ALA and Business Office Manager should be informed immediately.

1. Business Office Manager calls the following to report the possibility of contaminated water and directs them as noted:
 - a. All staff to discontinue use of water for any drinking or bathing purposes.
 - b. Dining Services Director or kitchen staff turns off all faucets and discontinues any use of water until further notice.
 - c. Local water supply board of reports contamination, location, that facility is a resident care facility with elderly residents. Water supply board should be asked if there is a contamination problem and for an immediate investigation.
2. On approval of the Executive Director/ALA, assigned staff informs residents of water contamination. Residents should be told: not to drink water, it is ok to flush toilets; bottled drinking water will be available in the dining room. (A prepared notice is available at the end of this section for reproduction and distribution).
3. If Executive Director/ALA is convinced the water contamination is real, he/she will direct Dining Services to prepare for distribution of bottle water to dining rooms.

D. EMERGENCY PROCEDURES IN CASE OF LOSS OR CONTAMINATION OF WATER AT NIGHT OR DURING THE WEEKEND

1. When loss of water service is noticed, Lead Health Services Assistant is notified.
2. Lead Health Services Assistant will call the following to inform of loss of water:
 - a. Executive Director/ALA
 - b. Manager on Duty (MOD)
 - c. On-call Facilities Manager
 - d. Local fire department to inform of water loss
 - e. Dining Services (if available) to shut off all faucets in kitchen
 - f. All health services staff to inform of contamination and direct they stop using water for any purpose except flushing toilets.
3. If the Maintenance staff are not available, **and only at the direction of the Executive Director/ALA**, contact plumbing contractor (see end of this manual) to request emergency service to repair loss of water.

WATER CONTAMINATION NOTICE

**We Have Received a Report that the Water Supply
May be Contaminated**

**Until that Report is Verified,
Tap Water Should**

**Only Be Used To Flush Toilets and Should Not Be Used For
Drinking, Food Preparation or Brushing Teeth**

**Bottled Drinking Water is Available for Residents and Staff
in the Dining Rooms**

**We Will Inform Residents of Changes to this Situation
Immediately**

**For Further Information Contact Health Services Assistant
Station**

FLOODING

A. BACKGROUND

Flooding generally will be as a result of a plumbing problem.

B. PROCEDURES

1. Anyone noticing flooding should immediately call the Business Office Manager to report flooding, telling them where it is and the severity.
2. Business Office Manager calls the following to notify of the flood, telling them of the nature, location and severity of the reported flood:
 - a. Executive Director/ALA
 - b. Facilities Manager, who will investigate flood and decide on repair measures.
3. If flooding is from an appliance, fixture or faucet, Facilities Manager will attempt to shut off water supply at the fixture (faucet, toilet or washing machine as appropriate). If the water cannot be stopped or if the source of flooding cannot be determined, Facilities Manager calls the Executive Director/ALA.
4. Facilities Manager decides to contact plumbing contractor if additional help is required.
5. Facilities Manager determines if it is necessary to shut off water service and informs the Executive Director/ALA.
6. If water is shut off, use procedures for loss of water.

C. NIGHT/WEEKEND ACTIVITIES IN RESPONSE TO FLOODING

If flooding occurs on weekend or at night during periods when Facilities Manager is not available, the primary focus of the staff is to call for assistance, limit the damage to the extent possible and turn off the water if appropriate. If flooding is noted or reported, the procedures are as follows:

1. Manager on Duty will notify on-call Facilities Manager to verify that flooding is occurring and to determine its cause. Facilities Manager will investigate immediately and report.
2. Manager on Duty notifies the following:
 - a. Dining Services (if available)
 - b. All other available staff
3. If flooding is from an appliance, fixture or faucet, Facilities Manager will attempt to shut off water supply at the fixture (faucet, toilet or washing machine as appropriate).

4. If Facilities Manager is unavailable, Manager on Duty may be instructed to call plumbing contractor to request they respond to an emergency.
5. If necessary, place wet floor signs or place chairs around wet area to warn of risk of slips or falls.
6. If substantial cleanup is required, contact resident services assistant or housekeeper to request assistance.

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MISSING RESIDENT

A. BACKGROUND

There is a real risk of a resident becoming missing or appearing to be missing given the nature of Abrams Assisted Living and its residents.

B. PROCEDURES

The following procedures will be following to respond to the possibility of a missing resident.

1. If a resident is reported as missing, the Lead Health Services Assistant will go to the room and check all rooms on the immediate floor, first.
2. If the resident is not found, contact the Executive Director/ALA and Business Office Manager.
3. Business Office Manager notifies Health Services Director and all department heads.
4. If resident cannot be located on immediate floor, Executive Director/ALA will direct Facilities Manager to check immediate outside areas and resident services to search all floors including common areas. Health Services Director oversees search and informs Executive Director/ALA of the results of the search.
5. Facilities Manager checks the outside area and parking lot and notifies Executive Director/ALA of results.
6. If resident cannot be found after 20 minutes, the Executive Director/ALA (Health Services Director in their absence) makes the decision to report missing resident to local police.
7. Health Services Director makes copies of resident picture from Point Click Care.
8. Upon direction of the Executive Director/ALA, Health Services Director will contact the person listed as "Responsible Party" for the missing resident to inform of status.
9. Only the Executive Director/ALA will respond to press inquiries regarding a missing resident.

C. NIGHT/WEEKEND PROCEDURES IF RESIDENT IS MISSING

If a resident is determined to be missing during weekend/night hours, the primary responsibility of staff is to make a rapid search with available personnel and request help. Specific procedures if a resident is missing are as follows:

1. Contact Manager on Duty to notify of possible missing resident.

2. Staff checks room of missing person and common areas.
3. If resident is not located after a check of building, MOD contacts Executive Director/ALA.
4. Executive Director/ALA will make decision when to contact Local Police and family.
 - a. Police will be given a description of resident and possible clothing and a copy of picture of the resident from Point Click Care.
5. Upon direction of the Executive Director/ALA, Health Services Director will contact the person listed as “Responsible Party” for the missing resident to inform of status.
6. Only the Executive Director/ALA will respond to press inquiries regarding a missing resident.

Appendix A - VENDOR LISTING

Type of Service	Vendor Name	Contact Name	Telephone #
Carpet and Floors			
Commercial Laundry Equipment			
Computer Network			
Electrical			
Electronic Medical Records			
Elevator			
Emergency Call System			
Fire Panel			
Fire Sprinklers			
HVAC (Heat & A/C)			
Insurance			
Kitchen Equipment			
Kitchen Refrigeration			
Pharmacy			
Plumbing – Drains			
Plumbing – Other			
Residential Laundry Equipment			
Snowplowing			
Telephone Equipment			
Trash/Recycling			

Appendix B - EMERGENCY SERVICES TELEPHONE NUMBERS

Ambulance: 911

Fire / Police Emergency: 911

Police / Fire Non-Emergency:

American Red Cross:

Electric (enter company name):

Fire Panel Monitoring (enter company name):

Fire Sprinklers (enter company name):

xxx Hospital:

Hazardous Materials Hotline:

Telephone Service Company

Poison Control:

Emergency Management:

Health Department:

State Police:

Water (enter company name):

Appendix C - EMERGENCY PHONE NUMBERS FOR MANAGERS

Executive Director/ALA	TBD
Health Services Director/RN	TBD
Admissions Director	TBD
Resident Services Director	TBD
Dining Services Director	TBD
Facilities Manager	TBD
Business Office Manager	TBD
Management Company	TBD
Property Management Company	TBD

Appendix D - SITUATION CONTROL AND CHAIN OF COMMAND

- a. Generally, Whispering Pines Assisted Living uses a top-down chain of command to direct emergency response efforts with specific responses made by the person most appropriate to the situation. Whispering Pines Assisted Living's plan depends on senior managers initiating responses and assembling further resources as necessary to the situation.
- b. Whispering Pines Assisted Living's Emergency and Disaster Response Chain of Command and their associated emergency response duties is noted below. Since we may at times have limited staffing, especially at night and on weekends, this chain of command depends upon staff availability.
- c. In all cases where police, fire or other community emergency responders have arrived at the facility in response to an emergency, those officials will direct emergency response activities and Whispering Pines Assisted Living staff will assist as requested.
- d. Department managers and staff have emergency response responsibilities as noted below in the Emergency Situation Responsibilities Chart.

Chain of Command

9. Executive Director/ALA
10. Health Services Director
11. Facilities Manager
12. Business Office Manager
13. Dining Services Director
14. Admissions Director
15. Resident Services Director
16. All other staff including:
 - Care Managers
 - Health Services Assistants
 - Housekeepers
 - Resident Services Assistants

Emergency Situation Responsibilities (POSTS) Chart

Post #1 (Executive Director/ALA/ALA)	Overall direction of the Emergency and Disaster Plan. Directs emergency response activity. Meets emergency responders.
Post #2 (Health Services Director)	Responsible for managing all medical needs and medical information. Directs Health Services Staff.
Post #3 (Facilities Manager)	Responds to location of facility emergencies. Determines requirements for emergency vendor assistance.

Post #4 (Business Office Manager)	Directs evacuation of the 1 st floor, if ordered. Directs internal emergency communications.
Post #5 (Dining Services Director)	Provides emergency meal services if required Provides potable water in emergency Directs dining and kitchen staff
Post #6 (Admissions Director)	Directs evacuation of 2 nd floor, if ordered. Coordinates communications with resident families, if required.
Post #7 (Resident Services Director)	Directs evacuation of 2 nd floor, if ordered Assists Admissions director with family communications as needed
Post #8 (All Staff)	Health Services Assistants- assist with assigned residents. All Other Staff should report to their individual department manager to assist where necessary.

Depending on who is present at the time of the Emergency, whoever is the highest ranking on the Chain of Command takes the first POST, and then down the list.

Some POSTS may not get covered, depending on staffing. Care Staff should ALWAYS stay with their assigned Residents.

Appendix E - POTENTIAL EVACUATION SITES

Facility Name:

Address & Contact Person:

Phone #:

TBD BEFORE OPENING

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Appendix F – POTENTIAL BACKUP TRANSPORTATION

Need to determine 4-5 providers and confirm. Typical providers are schools, city and town senior transportation and other retirement communities.

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NOTICE OF SEVERE WEATHER

**An Ice and Snow Storm
Has Made Walking and Driving
Very Dangerous**

**If You Must Go Out:
Only Use The Front Door & Be Very Careful**

If Necessary, Please Ask For Assistance

Appendix H – WATER CONTAMINATION

WATER CONTAMINATION NOTICE

**We Have Received a Report that the Water Supply
May be Contaminated**

**Until that Report is Verified,
Tap Water Should
Only Be Used To Flush Toilets and Should Not Be Used For
Drinking, Food Preparation or Brushing Teeth**

**Bottled Drinking Water is Available for Residents and Staff
in the Dining Rooms**

**We Will Inform Residents of Changes to this Situation
Immediately**

**For Further Information Contact Health Services
Assistants at Care Station**

Appendix I - BOMB THREAT RECORD

When a Bomb Threat is received, immediately record the following information. You may not be able to get it all, but record what you can.

Time of threat: _____ ☐ Telephone call ☐ Other: _____

Record the exact words of the threat as well as you can remember them: _____

If possible, ask the caller the following:

When will the bomb explode? _____

Where is the bomb? _____

Is there more than one bomb? _____

Where are they? _____

What does the bomb look like? _____

What kind of bomb is it? _____

Why did you put a bomb in the facility? _____

Record your impression of the voice:

☐ Male ☐ Female Age? _____ Accent? _____

☐ Angry Voice ☐ Calm ☐ Slurred ☐ Muffled

Describe background noises you heard:

☐ Traffic ☐ Talking (other voices) ☐ Music (Type) _____

Describe caller:

☐ Familiar voice? ☐ Familiar with the facility? ☐ Familiar with staff?

Other information:

Signature of Person Receiving Threat

Date