**Village of Baldwinsville Planning Board**

**Tuesday, April 25, 2023 @ 7:01 P.M.**

*Carried 4:0*

**PRESENT:**

Terrie King-Chairwoman

Mark Jenkins

Chris Greer

Kevin Hamilton

Johanna Bock

Andrew Knowlden- alternate

**ALSO PRESENT:**

Timothy Ganey-Code Enforcement Officer

Jamie Sutphen, Village Attorney

Mary Augustus, Board Secretary

Mr. John Tonello and Ms. Donna Freyleue were unable to attend this evening’s meeting.

Ms. King introduced our new alternate to the Planning Board, Andrew Knowlden. Mr. Knowlden has been a resident of the Village for the past 11 years. Ms. King also introduced the new Code Enforcement Officer for the Village, Mr. Timothy Ganey.

*Pledge of Allegiance*

***Motion*** by Mr. Greer to approve the Planning Board Minutes dated February 28, 2023, with the corrected spelling of “Jenkins” second by Mr. Jenkins

 *Carried 6:0*

**308 Meadow Street-commercial pole barn review/site plan**

Mr. Fred Kline, owner of Kline Heating & Cooling and Mr. Dave Sawyer, owner of S Scapes Company a Landscaping business, were here to address the Board tonight. Mr. Kline & Mr. Sawyer own the property at 308 Meadow Street, currently zoned Commercial. This property has a structure on it which houses equipment for their businesses. A portion of the existing building will be removed in order to build a new pole barn. Mr. Kline & Mr. Sawyer have run their businesses out of this location for the past 20 years. They have wanted to replace this building for the last few years but decided now that the cost of material has doubled, they would like to do it now!

Mr. Sawyer explained they need a large building due to the increase in business and the part of the building they want to replace is very old. He knows the parking lot is in terrible shape and they will have that area done after the construction is completed on site. This building is only used for storage of equipment and materials pertaining to their business.

Ms. King stated she has reviewed the Short Environmental Assessment Form that was submitted with their application and there were a couple of questions not answered. One question related to flood plain, and your property is in a flood zone. Ms. King explained since this property is in a flood plain it would need additional drawing detail per Village Code. Reading the Code, Ms. King explained the basement or cellar floor must be elevated to or above 2 feet above the base flood elevation. Ms. King continued; they would need a site plan done for this proposed construction. A licensed engineer or architect shall develop and or review structural design concerning requirements for the flood plain. Mr. Ganey explained what would have to be done to meet Village Code. He continued; to explain any project over $20,001.00 requires an architect drawn site plan, the flood plain is just another matter to be incorporated in the plans.

Ms. King continued to review the Environmental Assessment Form and would like to change question 14; (Identify the typical habitat types that occur on or are likely to be found on the project site) from urban to suburban.

Ms. King asked if the proposed action is a permitted use under the zoning regulations? Ms. Sutphen stated this is a pre-existing non-conforming use. If someone new wanted to develop this area it would not be an allowed use in the Commercial Zone. Ms. Sutphen continued, but it was existing for a long period of time, such as this, it can remain as a use providing the structure is not expanded. After reviewing the application, it was determined this replacement structure is an in-kind size and so the current use is permitted. Mr. Sawyer explained they wanted to keep the proposed building the same size but wanted the doors to be 12-feet in order to get both trucks in the building.

It was determined that the fence that is in need of repair is not on the property owned by Mr. Kline & Mr. Sawyer. Mr. Kline informed the Board that they have had 2 surveys done over the past couple of years and the newest version is dated 2021.

After a discussion between Ms. Sutphen, the Board members, and the applicants

it was decided a site plan would be present at the next Planning Board meeting held on June 27, 2023, in which the following would be addressed.

Requirements for the site plan at 380 Meadow Street are as follows:

* Provisions for the new structure to be compliant with the Village of Baldwinsville Code section **189-19; Flood Damage Prevention**. These standards apply to new and improved commercial, industrial and nonresidential structures located in areas of special flood hazards, the basement or cellar floor be elevated to or above 2 feet above the base flood elevation. If the structure is to be floodproofed, a licensed professional engineer or architect shall develop and/or review structural design.
* Parking, 1 handicap space must be determined, sign must be 7-foot high.
* Location of dumpsters on property
* Location of “green space”
* Location of outside storage of materials
* Driveway locations
* Lighting locations and type (optional)
* Current survey from Stephen Sehnert, Land Surveyor
* Description of the parking lot improvement
* Samples of building material such as the metal

***Motion*** by Mr. Hamilton to adjourn the meeting at 7:45p.m. second by Ms. Bock

 *Carried 6:0*

Respectfully Submitted,

Mary E. Augustus

Mary Augustus, Planning Board Secretary