

**PLANNING BOARD  
TOWN AND VILLAGE OF ARCADE  
17 Church Street, Arcade, New York 14009  
Village Office      585 492-1111  
Town Office        585 492-4685**

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At a meeting of the Planning Board of the Town and Village of Arcade held on Wednesday, August 13, 2014 at 7:00 P.M. in the Village Boardroom, 17 Church Street, Arcade, New York:

**MEMBERS PRESENT:** Rich Kosmerl, Don Suttell, Andy Schnitzler, Aaron Felber, Paul Bijhouwer

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Ryne Wight, Clark Patterson Lee; Ben Heckathorn, Contractor; Russ Miller, Pioneer Christian Fellowship Church; and Doug Ronan.

The meeting was called to order at 7:00 P.M. by Chairman Bijhouwer.

**APPROVAL OF MINUTES:**

**MOTION** by Rich Kosmerl, seconded by Aaron Felber and carried four yes votes to one abstention, to accept the minutes of the meeting of July 9, 2014. Paul Bijhouwer abstained as he was not present at that meeting

**SITE PLAN REVIEW, SBL NO.182.-1-30.1, SUBMITTED BY PIONEER CHRISTIAN FELLOWSHIP CHURCH, REQUESTING A 3000 SQ. FT. ADDITION TO EXISTING BUILDING LOCATED AT 303 ROUTE 39 WEST:**

The applicant stated:

1. This will be a 40' x 70', two-story addition to an existing building.
2. A sprinkling system will be added to both the existing building and addition.
3. A letter was presented from the church attorney stating that a .9 acre parcel running through the existing parking lot is being purchased from Cold Spring.
  - a. Cold Springs never actually used it as a right-of-way to their property behind the church. They have been using an entrance off of Hurdville Road.
  - b. Church presently owns to the left and right of what is essentially an easement.
  - c. The Church bought the property on Hurdville Road and will exchange that property with the .9 acre with Cold Spring.
  - d. The applicant realizes that Site Plan approval will be contingent upon the final purchase of the .9 acres. Rich Kosmerl asked if the ownership of the additional

property made any difference and the Board decided that it did as setbacks and parking area may come into play.

In the Board's review of the plans:

1. The Board was concerned with the six spaces designated as visitor parking having enough room to maneuver. The applicant stated that it is wide enough for two-lane traffic.
2. When asked if there was designated entering and exiting, the applicant stated that entrance was through the east drive and exiting through the west drive. The drop off loop will be one-way traffic only.
3. West parking lot has 41 spaces and also has egress is out to a private road that goes back to the mobile home park. That private road is not in the Town of Arcade.
4. A retaining wall will be constructed due to the elevation change.
5. The Board recommended that the two parking lots be connected where the entrance to the six visitor parking spaces will be. This will prevent vehicles from having to go back out onto Route 39 if necessary to find a parking spot and using drop off loop to go from the east to the west parking lot. The applicant agreed to this change and stated a few trees will have to be removed to accomplish it.
6. A total of .77 acres was projected to be disturbed. With the change in the drive between parking lots it will still remain under one acre.
7. Parking lots will be gravel with black top approaches. The entire area drains very well.
8. A new four inch water line will be added for the sprinkler system. The applicant will work with Supt. of Public Works, Larry Kilburn.
9. The addition will be ten feet wider on each side of the existing building with matching materials.
10. Entrances to building are at landing elevation allowing access either up or down.
11. Storm water management grading will be to green spaces. Downspouts on east side percolating into gravel.
12. The valley line along center of roof on the west will drain to center and slope to the north. The area will be gravel and graded. The existing swale cut has never held water. The site is so porous that there has never been storm water problems. There is no run off flowing onto other properties.
13. The applicant will submit new drawings showing the change in the cross drive and a map that shows exiting property lines and new proposed property lines. Also to be shown is the water line that will go beneath Route 39 to the main.
14. The applicant was told that a calculation may be requested by the County Health Dept. to ensure the septic system has the necessary capacity.

The Board completed the Site Plan Checklist (see Attachment A) and reviewed SEQR.

**MOTION** by Paul Bijhouwer, seconded by Rich Kosmerl and unanimously approved, that Site Plan Application, SBL No.182.-1-30.1, submitted by Pioneer Christian Fellowship Church, is an

Unlisted Action under SEQR Sections 617.4 and 617.5 as none of the listed actions were applicable.

**MOTION** by Rich Kosmerl, seconded by Andy Schnitzler and unanimously carried, that Site Plan Application, SBL No.182.-1-30.1, submitted by Pioneer Christian Fellowship Church, be considered complete contingent upon receipt of proof of transfer of land located in the interior of property and submittal of updated drawings for the items discussed above. Further, the Secretary was directed to forward the application to the Wyoming County Planning Board for recommendation and comment.

**UPDATE ON PROPERTY OWNED BY JEREMY LONS LOCATED AT THE CORNER OF ROUTE 98N AND GENESEE ROAD:**

The Board reviewed the letter and plans that the Town Board received from Mr. Lons as well as the Arcade Herald article of the last Town Board meeting.

The Secretary was directed to send a letter to Mr. Lons indicating the following:

1. A portion of the property is within the Flood Plain and is also bounded by the A & A Railroad which is listed on the National Register of Historic Places. Both of these things require special handling;
2. His plans constitute a major project that requires him to come before this Board for a Site Plan Review and being that he plans a retail business located on a state highway, this Board must refer it to the Wyoming County Planning Board;
3. The Site Plan requires a NY State SEQR be completed.
4. Copies of any building or zoning permits that he has received should be included with the application.
5. On his plot diagram, please indicate the setbacks for the fence that has recently been installed and setbacks for the existing building.
6. Any improvements to the property prior to Site Plan approval are at his own risk.

**WORK SESSION – REVIEW FIRST DRAFT OF TOWN OF ARCADE ROAD USE LAW:**

In review of the first draft of the Town of Arcade Road Use Law:

1. Definitions are needed for the terms Over Weight, High Frequency, Major Project and Commercial Project.
2. What will be our enforcement instrument? Observation, State Police, County Sheriff?
3. A project could be in an adjacent town that could cause through traffic. This needs to be addressed.
4. The Board will recommend that the Village also adopt the policy when complete.

Rich Kosmerl volunteered to make changes to the electronic copy and present it at the next meeting. He asked for any comments to be sent to him.

**ADJOURNMENT:**

There being no further business brought before the Board, the meeting adjourned at 9:05 P.M. upon **motion** by Don Suttell, seconded by Rich Kosmerl and unanimously carried. The next regular meeting of the Planning Board of the Town and Village of Arcade is scheduled for Wednesday, September 10, 2014 at 7:00 P.M. in the Village Boardroom, 17 Church Street, Arcade, New York.

Respectfully submitted,

Holly L. Almeter  
Secretary

ATTACHMENT A – Planning Board, August 13, 2014

Applicant's Name Pioneer Christian Fellowship

Permit No. N/A

Date August 13, 2014

SBL No. 182.-1-30.1

ARCADE PLANNING BOARD

WYOMING COUNTY PLANNING BOARD

SITE PLAN AND SPECIAL USE PERMIT APPROVAL CHECKLIST

The Planning Board of the Town and Village of Arcade and the Wyoming County Dept. of Planning and Development has identified the following as important elements which must be included if applicable when submitting site plans.

Failure to submit the requested documentation and information, if applicable, may cause either Board to consider the application incomplete and consequently table the proposed project until complete materials are submitted. For questions or assistance, please contact the TOWN Zoning Enforcement Officer at 716 496-7448 or the VILLAGE ZEO at 585-492-1111.

- 1. All application fees paid; completed, signed and submitted Certificate of Zoning Compliance; Site Plan Application and/or Special Use Application.
- 2. Tax map. If applicable: Agricultural Data Statement, Flood Hazard Permit. **Owners names listed instead of tax numbers.**
- 3. Property Survey prepared by a registered NY State surveyor.
- 4. Title of drawing, including name and address of applicant and person responsible for preparation of drawing; stamped by a registered NY State engineer or architect.
- 5. North arrow, scale and date.
- 6. Boundaries of the property plotted to scale; location and dimensions of setbacks; exact size and location of all existing buildings/structures on property; elevation views; location of proposed building on lot drawn to scale with all dimensions.
- N/A 7. Existing watercourse and bodies of water. **None**
- 8. Grading and drainage plan showing existing and proposed contours and location of any proposed storm sewer drains, culverts, retaining walls or fences; erosion and sediment control. **All shown on plans. Silt fencing will be used during construction and applicant was asked to show it on updated plans.**
- 9. Type of construction materials; exterior dimensions of all buildings; architectural design

features.

10. Location of any outdoor storage and/or dumpster with type of screening to be used.  
**Existing, behind building.**
11. Truck loading areas showing points of entry and exit from the site.
12. Parking facilities including size, arrangement and number of parking areas and surface treatment. **Driveway connecting parking lots will be relocated and shown on updated plans.**
13. Description of the method of sewage disposal & location of sewage disposal facilities.  
**No additional bathrooms. Present bathrooms will be reconfigured. Existing septic system has sufficient capacity.**
14. Pedestrian access if any; public and private pedestrian walkways. **Public sidewalks are on opposite side of Route 39.**
15. Identification and description of the method, location, design and source of securing public or private potable water. **Existing public water. A new service will be added for the addition of sprinkler system.**
16. Location, size and design of any and all proposed signs. (A separate sign permit is required in the Town and Village of Arcade available through the Zoning Officer.)  
**Existing.**
17. Location and proposed development of all open space and buffer areas, including existing vegetation cover.
18. Location and design of any and all outdoor lighting facilities. (Please refer to the Lighting Regulations in Zoning Law.) **Four new wall packs will be added as shown and will comply with lighting regulations.**
19. General landscaping and/or screening plan with planting schedule. **Shown on 8 ½ by 11 sheet.**
20. Snow storage areas.
21. Location of fire lanes and hydrants. **They are located on opposite side of Route 39.**
22. Identification of the location and amount of building area proposed for retail sales or similar commercial activity.
23. Location and design of all energy distribution facilities, including electrical, gas and

solar energy; any easement and deed restrictions. Relocation of electric line shown. Will be changed from overhead to underground.

24. An estimated project construction schedule. Will change schedule to begin in the spring.

25. Record of application for, and approval status, of all necessary permits from State or County agencies or officials. Wyo. Co. Building permit, DOT, Arcade Electric Dept., Wyo. Co. Health Dept.

26. Map or aerial view identifying adjacent parcels and land usages.

27. Appropriate State Environmental Quality Review form (SEQR) completed. (Short or Long Form, whichever is applicable. Unlisted Action under SEQR 617.4 and 616.5