

The Planning Board of the Town of Cicero held a meeting on **Monday, July 8, 2013 at 7:00 p.m.**, in the Cicero Town Hall at 8236 Brewerton Road, Cicero, New York, 13039.

Agenda:

- Pledge of Allegiance
- Approval of the Minutes from the June 24, 2013 Meeting (**approved with corrections**)
- Site Plan, Julia's Childcare, 5711 South Bay Road, Proposed Childcare Facility (**approved**)
- Site Plan/Sketch Review, East Taft Distribution (Hoffman Sausage), 585 Stewart Drive West, Proposed Office Building & Warehouse Expansion (**to return**)

Board Members Present: Bob Smith (Chairman) Chuck Abbey, Pat Honors and Mark Marzullo

Others Present: Joseph DeMari (Germain & Germain, LLP), Steve Procopio (Code Enforcement Officer), Steve Snell (P.E., O'Brien & Gere), Douglas Wickman (P.E., C&S), Jessica Zambrano (Town Board Member) and Tonia Mosley (Planning Board Clerk)

Absent: Joe Ruscitto (PB Member), Neil Germain (Esquire, Germain & Germain) and Mark Parrish (P.E., O'Brien & Gere)

Chairman Smith welcomed those present. He noted the three emergency exits in the room and asked that cell phones be silenced.

Mark Marzullo led the Pledge of Allegiance.

APPROVAL OF THE MINUTES FROM THE JUNE 24, 2013 MEETING

Mr. Smith noted changes made by the Planning Board's Attorney. **Mr. Abbey made a motion** to approve the Planning Board's meeting minutes from June 24, 2013 as corrected by the Board's Attorney. **Mr. Honors seconded** the motion. The Chairman asked for a vote.

In favor: 4 *Opposed:* 0 *Abstained:* 0 **Approved unanimously**

**SITE PLAN, JULIA'S CHILDCARE
5711 SOUTH BAY ROAD, PROPOSED CHILDCARE FACILITY
JULIA HOUSE/IANUZI & ROMANS**

(SEE ATTACHMENT A: OBG REVIEW LETTER FOR JULIA'S CHILDCARE DATED 7.8.13)

Representatives: Hal Romans, Surveyor and Planner, Ianuzi & Romans
Julia House, Applicant

Mr. Romans noted the application had already been in for sketch plan review. The only changes are the sign which was on the face of the building is now two feet in front of the building. It splits the existing pavement and the green area. And, I have added some notes which state no modifications are to be made to the existing utilities: we are using the existing sanitary, water and electric.

Existing lighting is shown and is to be maintained. No new lighting is proposed. Building photographs were provided for elevations. No modifications are proposed. The existing landscaping is to be maintained. No new landscaping is proposed. There is landscaping along the front of the property. The existing sign out by the road boundary will be removed. The new sign's location is shown on the plan.

Mr. Parrish had asked us to expound on the parking spaces. I did that by showing nine provided spaces. That number provides parking for two employees and 7 spaces for pick-up and drop-offs. My client states that the maximum number of employees is two. The maximum number of children in the future would be 16. That is regulated by the State.

The new sign will not be lit. There is an existing recessed light in the soffit which gives ample lighting.

The County's referral commented on sewer capacity. This is an existing house with an existing lateral.

Mr. Smith asked if the State does a full inspection and approval of the facility.

Mr. Procopio responded correct.

Mr. Snell asked for clarification on sign lighting.

Mr. Romans explained there was an existing light in the soffit. That would be the only lighting for the sign.

Mr. Snell asked if there was any no parking signage for the area adjacent to the building.

Chairman Smith responded no.

Mr. Marzullo had a question about parking or pavement to the south. We had discussed that it might be parking for employees or that it might be a non-parking area for children to play on.

Mr. Romans noted that was still Ms. House's idea. She would just cone it off. I don't see the need to paint it as no parking. You would not be able to see it in the winter. Staff will take these two spaces first. Children will not be outside unless they are supervised.

The Clerk noted the SEQR motion stating: Be it further resolved that the Planning Board of the Town of Cicero hereby determines that the proposed action will not have a significant effect on the environment and that this resolution shall constitute a negative declaration for the purposes of Article 8 of the Environmental Conservation Law of the State of New York. **Mr. Marzullo made a motion** as stated above. **Mr. Abbey seconded** the motion. Mr. Smith asked for a vote.

In favor: 4 *Opposed:* 0 *Abstained:* 0 **Approved unanimously**

Mr. Smith moved for the adoption of a resolution approving the site plan application known as Julia's Childcare, proposed childcare facility dated July 8, 2013. This approval is contingent upon the following:

1. This approval is contingent on the applicant obtaining a building permit on or before December 24, 2013.
2. The elevations: the pictures presented are to become part of the site plan. Any modifications should be applied for.
3. As noted on the plan, the sign next to the road will be removed before the facility opens. This includes removing all the electrical service and other parts of the existing sign.

Mr. Honors seconded the motion. The Chairman asked for a vote.

In favor: 4 *Opposed:* 0 *Abstained:* 0 **Approved unanimously**

Mr. Romans thanked the Board.

**SITE PLAN/SKETCH REVIEW
EAST TAFT DISTRIBUTION (HOFFMAN SAUSAGE)
585 STEWART DRIVE WEST
PROPOSED OFFICE BUILDING & WAREHOUSE EXPANSION
KEPLINGER FREEMAN ASSOCIATES**

Representatives: Mark Mazzarello, Architect, King & King Architects
Lisa Wennberg, Project Manager/Marketing Coordinator, Keplinger, Freeman Associates, LLC

Chairman Smith noted the plan would be submitted to the County this week so that it can be on their agenda. That is why we brought them in quickly so that all the members of the Board can get up to speed on what appears to be a very nice project.

The representatives introduced themselves for the record.

Mr. Mazzarello explained that the proposed project is two different buildings. One is a brand new, one story office building about 2700 square feet. The other is an addition to the existing warehouse which brings it to about 5900 square feet.

We are doing some site improvements. We are adding a small parking lot in the back. Currently, we have 13 parking spaces shown, but I understand that is at the discretion of the Board.

Mr. Smith agreed that parking is at the discretion of the Board.

Ms. Wennberg added the storage expansion adds a little pavement to the existing circle so that we can get around to the back. We would also add some sidewalk and landscaping to the front. There would be a new sign to the right of the drive.

The Chairman asked if the representatives were able to get the site plan's drawings and survey.

Ms. Wennberg noted she expected to get the new survey on the 16th.

Mr. Smith explained if we get the plan down to the County by the 12th it will be on their July 24th meeting agenda. The applicant might have to hand deliver the plan to the County by the 12th.

Mr. Procopio noted the County's next file by date is August 2nd for their August 14th meeting.

Mr. Smith added then it would not be on our agenda until our second meeting in August. I suggest that you work with Steve to have enough to send to the County as soon as possible. I understand that the applicant is anxious to move to Cicero from downtown.

Ms. Wennberg stated she would discuss that with Steve after the meeting.

Chairman Smith explained that he had several conversations with Mark Parrish. Mr. Parrish is waiting on stormwater information. It is our understanding that stormwater was by and large already constructed and covered by the overall Air Park. Mark was going to discuss water quality issues with you. He will need time to review that.

Mr. Abbey asked for clarity on the amount of new parking pavement and signage.

Ms. Wennberg explained the darker area was existing pavement. Some pavement would be removed. The additional pavement would be about 60 by 60.

Mr. Mazzarello noted the graphic submitted for signage. It is a CMU block and metal panel sign, similar to the elevation materials used for the new office building. It would be lit by ground lights shining up on the sign or back lit letters for the logo. It depends on what the budget allows.

Mr. Marzullo noted if it is ground lighting we would like to see it fixed. He asked about employee numbers.

Mr. Mazzarello responded currently there is one person in the warehouse. My client is looking to move approximately 10 people into the office building.

Mr. Marzullo asked are you comfortable with 13 parking spaces for 11 employees and customers.

Mr. Mazzarello responded yes. Our client will explain how the office works. There are not a lot of people who stay there all day. They have a lot of salesman who are in and out. There are not a lot of visitors so extra spaces are not really needed.

Ms. Wennberg: The darker grey center piece currently exists. It has a tree in the middle with some lower scrubs around it. I have submitted those pictures.

Mr. Smith: There was some discussion about sprucing up the existing building as you add the addition. Did you come up with anything yet?

Mr. Mazzarello: We were looking at leaving the existing warehouse as it is with the loading dock between the existing building and the new building. We would use the same type of metal panels that are proposed for the new office building, to give the area a unified look.

He wants to replace the existing sign on the distribution center, but he has not given me those details yet. I will try to push the office logo he has on all of his restaurants.

Mr. Marzullo requested that the new sign location be placed on the site plan.

Mr. Smith requested details for signage be provided too. He asked for daily truck numbers.

Mr. Mazzarello responded with the additional storage, on average 2-3 trucks per day.

Mr. Marzullo asked if there would be rubbish or dumpsters on site.

Mr. Mazzarello responded it is not production. It's a distribution center so all of the stuff gets delivered there. They put it on trucks and ship it out. We will have to put in something for sales people, etc.

Mr. Honors asked if trailers were stored on site. They are included in some of your pictures.

Mr. Mazzarello noted because of the new building, those would be removed.

Mr. Smith: The intent is to get rid of those.

Mr. Marzullo asked about lighting noting the Board would be interested in seeing the final plan on that.

Mr. Mazzarello noted currently there are site bollards. We were talking about using the same type of bollard to line the new entrance.

Mr. Abbey made a motion to adjourn. **Mr. Marzullo seconded** the motion. The motion was **approved unanimously.**

IN AS MUCH AS THERE WAS NO FURTHER BUSINESS BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 7:30 P.M.

Submitted by,
Tonia Mosley, Planning Board Clerk

ATTACHMENT A: Page 1

July 8, 2013

Planning Board

Town of Cicero
8236 Brewerton Road
Cicero, New York 13039
Attention: Robert Smith, Chairman

RE: Julia's Childcare Site Plan Review
FILE: 0101/25439.457

Dear Board Members:

We have reviewed the following in regard to the above referenced project for compliance with Town Code requirements relative to Site Plans and effect on Town utilities and roads:

- 1) Site Plan dated June 17, 2013 revised July 8, 2013 prepared by Ianuzi & Romans Land Surveying, P.C.

The 0.689-acre site is located on the northeast side of South Bay Road between East Circle Drive and Frontage Road. The site contains a 2,503 square feet frame house along with associated utilities, landscaping and other site improvements. It is proposed to make some minor modifications to the site for a daycare business and residence. The site is zoned General Commercial. Our comments are as follows:

- 1) The site is located within the Cicero Sewer District. A sanitary sewer located along South Bay Road provides sewer service to the site. A note has been provided on the Plan stating no modifications are proposed to the sanitary sewer service.
- 2) Stormwater runoff from the site generally sheet flows to adjacent properties. As less than 1-acre of land is to be disturbed a NYSDEC SPDES Permit for Stormwater Discharges from Construction Activities is not required for the project. A note has been placed on the Plan indicating existing grades and drainage patterns are to be maintained.
- 3) The site has frontage along South Bay Road, which is a County highway. The project includes minor modifications to the parking lot striping and removal of a small area of pavement that encroaches on the adjacent property. The Board should review the parking, access and site circulation with the Applicant.
- 4) The site is within the Cicero Water District, South Bay Road Extension. A water main located along South Bay Road provides water service to the site. A note has been provided on the Plan stating no modifications are proposed to the water service.
- 5) The Board should review the landscaping, lighting, signage and buffering with the Developer. The following are some comments regarding these and other miscellaneous issues:
 - a) The Plan notes that the existing lighting on the site, which consists of various building mounted lights, is to remain unchanged.
 - b) Signage consists of a 50 square feet freestanding sign to be placed adjacent to the front of the building. It is recommended the Board review the method of lighting the sign with the Applicant.
- 6) The site does not contain a State Wetland as identified on the New York State Freshwater Wetland Map or a Federal Wetland as identified on the National Wetland Inventory Map.

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- 7) The site is not located within a 100-year floodplain as identified on the 1994 FEMA Flood Insurance Rate Maps.

Please do not hesitate to contact the undersigned if you have any questions or comments.

Very truly yours,

O'BRIEN & GERE ENGINEERS, INC.

A handwritten signature in black ink, appearing to read "Mark C. Parrish". The signature is written in a cursive, flowing style.

Mark C. Parrish, P.E.
Managing Engineer