

Village of Herkimer Planning Board



Meeting Notes

Purpose: Monthly Planning Board Meeting

Date: May-13-2019

Attendees

Members:

Attending: Chairman Brion Carroll;
Members Adam Hutchinson;
Becky Cristman;
Chris Lotey;
Howard Quick;

Absent:

Non-Members:

Discussion Notes:

1. A discussion was held per the Pristine Car Wash preliminary plan that appears to have been approved by the Board of Trustees. Noting that a final Site Plan was not yet submitted, the Planning Board provides the following comment:
 - a. Chris Lotey – suggested that the main building be rotated 180° such that the inbound traffic enters from Caroline Street, turning right into the car wash bays; the outbound traffic exits directly onto Albany street and is required to turn left; and the building is shifted 30+ feet towards Albany to enable this flow to occur without disruption to the business.
 - b. The Planning Board recommends this adjustment so there is minimal impact to the traffic congestion that is highly probable per traffic coming in from Albany and going out onto Caroline Street, as is currently proposed.
 - c. Without any further details of water flow, building profile, abutters comments, hedging, or fencing, sidewalk layout, etc... there is little that can be done.
 - d. Therefore the Planning Board would recommend that the Pristine Car Wash go through a formal Site Plan Review once the final drawings/profile is developed in accordance with the Site Plan Review Regulations.

- e. The basis of this request is per the fact that the Pristine Car Wash is a commercial building/site that exceeds the 2000 SF footprint requirement, as noted below per Section 2. of the Site Plan Review Regulation.

2. Applicability of review requirements.

All new developments that disturb a minimum of two (2) acres or the construction or modification of structures over 2000 square feet including accessory structures on new or existing sites. The following items are examples of what will be reviewed during site plan review by the Planning Board.

2. The Planning Board also held a discussion on the need to continue development of the deliverables/actions regardless of the lack of support of the Village Administration and Board of Trustees, and we will be developing a set of community outreach programs corresponding the Group Characteristics that are outlined in the Master Plan 2020 document.'
3. The Planning Board also discussed updating the Site Plan Review Regulation to remove the ambiguity of the qualifying criteria of commercial and industrial site development, so as to eliminate the situation that has recently occurred per the Pristine Car Wash.

Action Item	Responsible	Status	Comment
Retail Corridor 3 Zone Ordinance	Adam Hutchinson	Released	Public review and BoT approval has been expected for 5 months w/o Village Administration action
Retail Corridor 1 Zone Ordinance	Adam Hutchinson	Draft Produced	No action taken at this meeting.
Retail Corridor 2 Zone Ordinance	Adam Hutchinson	Draft Produced	No action taken at this meeting.
ECode360 Web Site for posting Village Zoning Ordinances	Brion Carroll	Investigate	No action taken at this meeting.
Master Plan 2020	All members	In-work	Discussion on community outreach address the various Group Characteristics as noted in the Plan.
Update Site Plan Review Regulation	All members	In-work	Remove the ambiguity of commercial and industrial site development that qualify/require Site Plan Review.

Next Meeting:

1. To be determined