

Village of Freeville Planning Board Meeting
March 19, 2019

The Meeting was called to order at 7:03 pm.

Present: Planning Board Members, Chairman, James Krebs, Brian Buttner and Stephanie Ortolano. Absent were Justin DiMatteo and Thomas Cavataio. Also in attendance were Karen Snyder, Deputy Clerk and Peter S. Constantine.

Chairman, Jim Krebs questioned if the Health Department should be involved at this point? Member Brian Buttner indicated no! Adding the Health Department will eventually want to know what food product is being offered within this proposed store. Mr. Constantine stated when he applies for his business operation, then the Health Department would come and inspect.

A discussion followed regarding the Planning Boards proposal for the Village Trustees to adopt an amendment to the Village Land Use and Development Plan Code in regards to parking spaces, §315.2: Off Street Parking Regulations. The Planning Board members reviewed a memo drafted by Deputy Clerk, Snyder and were in agreement to forward the memo and §315.2 of the Village Code on to the Village Board of Trustees for their input and adoption.

A motion was made by Brian Buttner, seconded by James Krebs to approve the minutes of February 19, 2019 Village Planning Board meeting. All those present were in favor, the motion carried.

Chairman, Krebs began the Sketch Plan Conference with applicant Peter Constantine explaining the procedures and indicated to him no action will be taken at this meeting. The application of Mr. Constantine's will return to the Planning Board next month. The Village is awaiting Tompkins County Planning Department feedback on this application. The County is involved due to the project; a bulk food store/convenience store for a Site Plan Review is within 500' of a State road. A Sketch Plan Review is a good opportunity to introduce the project, address any issues or the lack of documentation that should be included.

Mr. Constantine was given the opportunity to present his proposed project. He spoke about his property located at 9 Railroad Street for this project. His intention is to remodel the existing shed/garage to accommodate a bulk food store/convenience store. The driveway would be gravel, be a wrap around driveway around the existing home. A sign will be installed in the front of the existing home. Pete did indicate that there are no specific plans for a sign at this time. Lighting was discussed and the Board members wished to see how the lighting could affect the neighbors. It was also discussed how many parking spaces will be provided and the location for the tenants and the bulk food store/convenience store.

Mr. Constantine discussed how the shed/garage would be renovated. Currently the structure has a dirt floor a new floor will be installed. The building will be insulated all the way around. Member Buttner added when the Health Department is brought into this project they will want to know that this structure is vermin free and how the storage of food will be identified.

Buttner suggested Pete touch base with the Health Department so he knows what their expectations are. CEO Rick Fritz will also be involved with the remodeling procedure, as a building permit will be required from the Village's CEO, which will also determine the construction requirements of the shed/garage renovations. Chairman, Krebs indicated to Mr. Constantine the approval of this Site Plan application in the near future will have conditions placed on it. The Health Department approval will be one of those conditions.

The Board members addressed their concerns with Mr. Constantine to supply more information. The Information the Board addressed and requested he put in writing, are as such:

- Parking Spaces:
 1. Identify the location of the 4 parking spaces on your site plan
 2. Identify the location of 1 additional parking space for the dumpster on your site plan
- Renovation/Construction to existing shed:
 1. Identify the construction materials to be used inside and out, adding a floor, insulation and ensuring the walls are of sufficient integrity to keep out animals
 2. Add a 50 A fuse box and location of it
 3. Bring water to and drainage from the shed and show the location of these utilities to the shed
 4. Identify 2 sinks, one for washing hands and one for ringing out mops
- Driveway:
 1. Identify the location and how the gravel driveway is proposed on your site plan

The Board discussed and reviewed with Mr. Constantine his Site Plan and SEQR application and pointed out how some corrections and additions needed to be made. Once he makes those corrections and additions, submit the corrected information back to the Village offices 10 days before the planned scheduled Public Hearing of April 16, 2019. A mailing will then be prepared for property owners within 500' of the project. It was discussed the Planning Board's obligation for a mailing to the property owner/reputable owner. It would be up to the property owner to notify any of their tenants. A legal notice will also be published and posted. The Board completed their portion of Part 2 of the SEQR form.

Member Brian Buttner made a motion, seconded by Member Stephanie Ortolano, to adjourn the meeting. All those present were in favor, the motion carried.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Karen Snyder
Deputy Clerk