

# TOWN OF MILO, NEW YORK

## Planning Board

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## MEETING MINUTES

Meeting Date: June 14, 2016



### 1) Call to order.

- a) The Chairperson of the Planning Board called to order the June 14, 2016 regularly scheduled meeting of the Town of Milo's Planning Board at 6:00 PM in the conference room, which is located at 137 Main Street – Town Hall, Penn Yan, New York.

### 2) Pledge of Allegiance.

- a) All present pledged allegiance to the Flag of the United States of America.

### 3) Attendance.

- a) Board members. The following board members were present at this meeting:
  - i. Kay Williamson
  - ii. Russell Hunt
  - iii. Julie Engel
  - iv. Ryan Hallings
  - v. Nate Riehl
  - vi. Amber Degner

A quorum was present to hold this meeting.

- b) Town staff. The following Town staff were present at this meeting:
  - i. Anthony Validzic

#### c) Public.

- i. Jim Harris
- ii. Gerald Masucci
- iii. Carol Genecco
- iv. Doug McCord
- v. Leslie Church

- 4) **Open Meetings' Law of the State of New York – Statement.** The Chairperson read the Open Meetings' Law statement to all present. No requests for copies were received by the Secretary.

### 5) Approval of minutes from last meeting

- a) The Planning Board reviewed the May 2016 meeting minutes. All members reviewed such meeting minutes and no corrections were requested.

- i. Member Julie Engel made a motion to approve the meeting minutes as submitted. Such motion was seconded by Member Nate Riehl. The members voted and the results were:
  - (1) Kay Williamson – Aye
  - (2) Russell Hunt – Aye
  - (3) Julie Engel – Aye
  - (4) Ryan Hallings – Aye
  - (5) Nate Riehl – Aye
  - (6) Amber Degner – Aye

A majority affirmative of the Planning Board was achieved and the motion was adopted.

## 6) Communication from Town staff, chairperson or other board members

a) The Chairperson read the following statement:

- “Let the record reflect that the preliminary meeting does not constitute an application submitted to the Planning Board of the Town of Milo for its formal review regardless if any documents relevant to the future development may have been given to the members of the Planning Board of the Town of Milo. Furthermore, the owner understood and agreed that this preliminary meeting is solely an informational conference with the Planning Board of the Town of Milo as it pertains to a future redevelopment. Any information conveyed between the owner or his/her/their representatives and the Planning Board of the Town of Milo does not constitute any type of approval or a review for compliance as it pertains to any applicable provision of law (e.g., SEQRA, Zoning Law of the Town of Milo, etc.). Lastly, the owner understood and agreed that a preliminary meeting will be conducted at a regularly scheduled meeting of the Planning Board of the Town of Milo and the public might be in attendance at such meeting.”

## 7) Informational / Preliminary Meeting

a) Meeting: An informational / preliminary meeting pertaining to a future redevelopment that is proposed by David Genecco, who is the of 1 Route 54-East Lake Road, which is more specifically known as Tax Map Identification Numbers 61.42-1-6.1.

- i. Doug McCord, Professional Landscape Architect (PLA), and Carol Genecco, owner, gave a presentation pertaining to the future redevelopment at 1 Route 54-East Lake Road. The following information was conveyed:
  - (1) The proposed redevelopment will require a Special Use Permit for a Planned Unit Development and Subdivision of Land to be approved by the Planning Board. Also, the proposed redevelopment will require area variance(s) to be approved by the Zoning Board of Appeals.
  - (2) The existing use, a manufactured housing community (a.k.a. a mobile home park) once contained 52 manufactured homes and will be reduced to 15 such homes located at a subdivided parcel at the southern part of this lot of record near Hillcrest Drive and Route 54-East Lake Road. The justification for keeping the 15 manufactured homes was due to existing long term leases with tenants.
  - (3) The proposed redevelopment is proposed to be rental senior housing and the floor plans will try to accommodate all occupant necessities (e.g., master bedroom, bathroom, kitchen, etc.) at the ground level. Carol Genecco explained that the type of occupancy (seniors) of the dwelling units depends on grants received so senior housing is not a 100% surety. Lastly, the entire redevelopment will remain under single ownership of the owners, not a homeowners' association or condominium.
  - (4) Architectural building elevations of the townhouses were presented and copies given to the members of the Planning Board. Doug McCord, PLA, explained the architectural building elevations and the topography of the land.

- (5) A stormwater retention pond is required pursuant to the Stormwater Pollution Prevention Plan (SWPPP) and may contain a gazebo or other type of passive recreational structures.
- (6) The roads within this lot of record will remain as private roads that are owned and maintained by the owner.
- (7) Discussed woodland buffer between houses at Hillcrest Drive and this proposed redevelopment.
- (8) A maintenance building is proposed at the eastern portion of this redevelopment.
- (9) All dwelling units will be provided their own garbage and rubbish containers. This redevelopment will not contain any central disposal areas with dumpsters.
- (10) Discussed off-road parking spaces and the proposed redevelopment appears to conform to the applicable requirements in the Zoning Law of the Town of Milo.
- (11) Informed the members of the Planning Board that Elliot Engineers has been contracted by the owner to determine the following:
  - (a) Sanitary sewer needs, which the public sewer system is owned by the Village of Penn Yan; and
  - (b) Potable water needs, which the public water system is owned by the Town of Milo; and
  - (c) New private road access points at Route 54-East Lake Road, which needs to be approved by NYSDOT; and
  - (d) Private road design to ensure compliance with Appendix D, Fire Apparatus Access Roads, of the Fire Code of NYS, 2010 edition; and
  - (e) Private hydrant layout and design to ensure compliance with Section 508.5 of the Fire Code of NYS, 2010 edition; and
  - (f) Road lighting is proposed; and
  - (g) Design the Stormwater Pollution Prevention Plan (SWPPP) that will require a SPDES Permit for Construction Activities by NYSDEC.
- (12) The following questions were asked by the members of the Planning Board to Doug McCord, PLA, and Carol Genecco:
  - (a) Question from Kay Williamson: Will patios and dividers (e.g., fences, landscaping, etc.) be provided at the exterior property areas between dwelling units?
    - (i) Answer: Possibly.
  - (b) Question from Kay Williamson: Will this redevelopment be a gated community?
    - (i) Answer: No.
  - (c) Question from Julie Engel: The cluster of dwelling units at the eastern portion of this redevelopment

appears to be 3 stories in height. Will the view of Keuka Lake for the owners at Hillcrest Drive be blocked?

- (i) Answer: A dense woodland buffer currently exists between the dwellings at Hillcrest Drive and this redevelopment. Also, there is also a change in grade of approximately 15 feet. It is possible that some existing views will be blocked.
  
- (d) Question from Kay Williamson: Is it correct that the redevelopment will not have any driveway nor private road to/from South Avenue?
  - (i) Answer: Correct. No driveway nor private road to/from South Avenue.
  
- (e) Question from Kay Williamson: Will this redevelopment have any regulations such as but not limited to bringing in garbage and/or rubbish containers after pickup, aesthetics (what type of items are allowed at the exterior property areas), etc.?
  - (i) Answer: Unsure at this time.
  
- (f) Question from Russell Hunt: Is the stormwater retention pond static or is it a drainage basin?
  - (i) Answer: Unsure. Elliot Engineers will need to determine this information to ensure compliance with the SPDES Permit for Construction Activities as administered and enforced by the NYSDEC.
  
- (g) Question from Nate Riehl: Will accessibility features (e.g., elevators, ramps, etc.) be incorporated into the building design?
  - (i) Answer: The ground level of each dwelling unit will contain the necessary essentials for the occupants such as but not limited to master bedroom, bathroom, kitchen, etc. The second story would be designed for additional bedroom(s), computer rooms, etc.
  
- (h) Question from Ryan Hallings: What is the proposed timeline for this project?
  - (i) Answer: Hoping for approval at the August meeting of the Planning Board
  
  - (ii) Comments from the Secretary: The applications required to be submitted will require a coordinated review pursuant to SEQRA. For that reason, a minimum of two meetings of the Planning Board is required, which the first meeting is to declare lead agency and the other meeting(s) to take any formal action as well as review any items raised by involved agencies such as but not limited to the NYSDOT, NYSDEC, NYSDOH, Village of Penn Yan (sewer) and the Town Board of the Town of Milo (water). The Secretary conveyed the need for Carol Genecco and Doug McCord, PLA, to start contacting the Village of Penn Yan and the Town Board since their approval is required due to the need to increase sewer and water demands but also that this redevelopment is a change of use. Moreover, the Town Engineer will provide assistance to the Planning Board in its review of this application to ensure compliance with all applicable laws. Carol Genecco is aware of this assistance and the owner shall reimburse the Town of Milo for all incurred costs. Lastly, the Secretary explained that the site plan for this project contained a lot of record that was in the Village of Penn Yan that is not part of 1 Route 54-East Lake Road. Such lot of record has Tax Map Identification Numbers of 61.42-1-1 and its address is (no number) South Avenue per the records of the Assessor of the Town of Milo. Annexation was discussed and the need for Carol Genecco and Doug McCord to initiate this process or seek additional area variances.

The Planning Board thanked Carol Genecco and Doug McCord, PLA, for their presentation and that it looks forward to working with them.

**8) Other business:**

- a) Board members received training credit for their review and discussion pertaining to “Guide to Planned Unit Development” by NYS Legislative Commission on Rural Resources.

**9) Adjournment**

Member Nate Riehl requested adjournment of the meeting at 7:06 PM. A motion was seconded by Ryan Hallings. The members voted and the results were:

- a) Kay Williamson – Aye
- b) Russell Hunt – Aye
- c) Julie Engel – Aye
- d) Ryan Hallings – Aye
- e) Nate Riehl – Aye
- f) Amber Degner – Aye

A majority affirmative of the Planning Board was achieved and the motion was adopted.