

Village of Black River
Planning Board Agenda
Regular Meeting
June 8, 2021
6:30 p.m.

1. Call to order, roll call & welcome
2. Review of agenda
3. Review & approval of minutes on April 13, 2021
4. Review of correspondence & communications
5. Public comments
6. Village Board comments
7. Report from Code Enforcement office
8. Report from Zoning Board of Appeals Liaison
9. New Business: Schedule public hearing and final site plan review, Azah project
10. Old Business: Preliminary site plan review (North Main Street, Azah project)
11. Comments of Planning Board Members
12. Adjournment

Please contact the Village Office at 773-5721 if you are unable to attend a scheduled Planning Board meeting.

Village of Black River
Planning Board Meeting
Regular Meeting
April 13, 2021

Chairman Cook called the meeting to order at 6:47 p.m.

Present- Via Zoom

Chairman John Cook
Board Member Michael Hayes
Board Member Thomas Bauschke
Board Member Montigelli
Board Member Charles Stafford
Board Member Shelby Morgia
Board Member John Hoering

Others Present- Via Zoom

Gary McCullouch - Village Board Trustee
Frank Dishaw-Mayor
Ben Azah- Property Owner
Jason Burto-Architect
James Holland- Code Enforcement

A motion to accept the February 09, 2021 and February 23, 2021 minutes was made by Board Member Hoering and seconded by Board Member Stafford. All in favor.
The motion was carried.

Correspondence and Communications: None

Public Comments: None

Old Business: None

New Business: 117-119 North Main Street building project.

Ben Azah- overview of project
Jason Burto- overview of plans and project.

Sketch Plan Review of 117-119 North Main Street.

The board reviewed the sketch plan for 117-119 North Main Street and indicated the areas that need attention.

Next Meeting, May 11, 2021.

A motion to adjourn was made at 7:43 p.m. by Board Member Hayes and seconded Board Member Montigelli.
All in favor.
The motion was carried.

Respectfully submitted,
Tarra Benson
Recording Secretary

CONTACT:


James Holland
Village Code Enforcement Officer
102 Jefferson St., Black River, NY 13612
(315) 773-5721 | Fax: (315) 773-5726
codeenforcement@gmail.com

Village of Black River

SITE PLAN REVIEW (SPR) APPLICATION CHECKLIST

EVERY SITE PLAN REVIEW APPLICATION MUST CONTAIN THE FOLLOWING ITEMS TO BE CONSIDERED COMPLETE:

- Completed & signed **SITE PLAN REVIEW APPLICATION** form — **10 copies.** **NOTE: BUILDING PERMIT APPLICATION REQUIRED.**
- PROJECT NARRATIVE** — **10 copies.** Project Narrative should describe proposed development in detail. If any Zoning Variances are needed from the Board of Zoning Appeals, the narrative should explain the variance(s) needed and why the proposal would be infeasible without relief from requirements. For new multiple dwellings and commercial buildings, the scope and definition of the proposed development shall include all previous development on the property occurring within the past two years within 200 feet of the proposed development, which, when considered together, may have a substantial aggregate impact on surrounding properties.
- Completed & signed **SHORT ENVIRONMENTAL ASSESSMENT FORM (SEAF) OR FULL ENVIRONMENTAL ASSESSMENT FORM (FEAF), PART I**, if required — **10 copies.**



- Application materials should be stapled or bound in sets — no loose-leaf uncollated sets.
- Do not submit paper heavier than 20 lbs. (75 g/m²) standard.

— DRAWINGS & OTHER INFORMATION —

- Three (3) full-size sets (24"x36") , seven (7) reduced-sized (18"x24") sets, and one (1) digital (pdf) set (May be on a usb drive, CD/DVD, or emailed), of the required drawings and documents listed below. Drawings should be clear, legible, accurate, and contain sufficient information to evaluate the project. The Planning Board or Code Enforcement Officer may require licensed architects, engineers, and/or landscape architects be engaged in the design of the project. **SITE PLAN, GRADING & DRAINAGE PLAN, PLANTING PLAN, and UTILITIES PLAN** may be combined, as appropriate.

All drawings should contain the following:

- | | |
|--|---|
| <input type="checkbox"/> Project title and address. | <input type="checkbox"/> North arrow, numeric and graphic scale. |
| <input type="checkbox"/> Preparer's name and address. | <input type="checkbox"/> Current Zoning District and zoning boundaries of the site. |
| <input type="checkbox"/> Date (including revision dates) | |

PLEASE INCLUDE:

- SITE SURVEY** showing property lines with dimensions and angles, easements, Rights-of-Way (ROWs), existing underground and above ground utilities; and existing curb-cuts within 25' of the proposed access to the development site. Survey should also show existing contours, and hydrologic and topographical features within 50' of the site, including drainage and run-off patterns, flood hazard areas (100-Year Flood Plain), and wetlands.
- CONTEXT MAP** [1"=50' or larger, as appropriate] showing property boundaries, general land use, streets, current zoning of the site and zoning boundaries, and significant features within a minimum of 100' of the site.
- ZONING ANALYSIS** describing how the proposed project will conform to Zoning District Regulations and other applicable Zoning requirements.
- LAYOUT PLAN** [1"=20' minimum] that shows:
 - Dimensions of proposed and existing paved areas, including roads, sidewalks, parking, curb-cuts, and loading area(s). Contiguous sidewalks must meet Village standards, by the completion of the project.
- SITE PLAN** [1"=20' minimum] that shows location of:
 - Proposed building(s), accessory structure(s), and major site elements.
 - Materials of proposed site improvements, such as walls, fences, gates, and major landscape elements.
 - Design of proposed curb-cuts.
 - Limits of disturbance.
 - Dumpster(s) and/or trash handling.
 - Types of existing and proposed lighting.
 - Types and dimensions of existing and proposed signs (if available at time of submission).
 - Parking spaces, where required.
 - Set-backs fore entire property.
 - Details sheets an/or catalog cuts for all above-listed items, when applicable.
- DEMOLITION PLAN** that includes:
 - Everything to be demolished, including buildings and other structures.
 - Limits of construction, including removal of vegetation, and survey showing trees.
 - Tree protection
 - Erosion-control devices during and after construction.
- BUILDING ELEVATIONS** that include architectural elevations with dimensions, and rendered elevations showing all façades keyed to building materials. Building materials and colors should be specified (if available at time of submission) and keyed to rendered drawings. Physical materials samples required, to be presented to Planning Board prior to Final Site Plan Approval.
- GRADING & DRAINAGE PLAN** [1"=20' minimum] showing proposed contours and spot elevations, proposed drainage swales, catchments, and other stormwater management measures. (Can be combined with another plan.)

- UTILITIES PLAN [1"=20' minimum] that shows:
 - Existing and proposed utilities, including location, size, and flow direction of sewers, water supply lines, and culverts. Electric, gas, and telephone lines, and appurtenances (e.g., transformer boxes, valves).
 - Location of existing and proposed fire hydrants.

- LANDSCAPE PLAN [1"=20' minimum] that includes:
 - Planting schedule.
 - Types and locations of existing trees and location of any large shrub mass on site.
 - Planting specifications as per Village standards (see *Section 175-34 Village of Black River, New York Code*)
 - Planting plan. Plant species and variety, size, and quantity should be specified.

- CONSTRUCTION PLAN & RELATED INFORMATION that shows:
 - Work in the Village's, County's, Town's, or State's right-of-way requires approval from the appropriate agency.
 - Construction phasing diagram, if applicable.
 - Construction staging and parking plan, when available.
 - Construction plan and related details (e.g. mud maps, fencing).
 - Tree-protection devices during construction.
 - Truck routes.

- OTHER INFORMATION
 - Any soil study, drainage calculation, and/or other engineering reports deemed necessary.
 - Foundation type and construction method (may require geotechnical report)
 - Phase I Environmental Site Assessment (ESA), or equivalent, if necessary.
 - Vehicular delivery routes.

— PROJECT REVIEW CRITERIA —

The complete list of Project Review Criteria can be found in §175 Article VI of the Village of Black River Municipal Code. This Checklist is provided as an aid. Additional requirements may be added by the Village of Black River Planning Board.

**SITE PLAN REVIEW APPLICATION
VILLAGE OF BLACK RIVER
PLANNING BOARD**

INTERNAL USE:

Project Name _____ Project # _____ SUBM Date: _____
 CHKD By: _____

SPR fee: _____ Rpt.# _____
 Check# _____

Name/Date _____

INFORMATION:

1. Name of Applicant (Principal Contact): AZAH BENJAMEN
 Title: _____ Email: benjazah@gmail.com Phone: 315-804-9491
2. Project Address: 117/119 NORTH MAIN STREET City/ST/Zip BLACK RIVER NY 13612
3. Property Owner's Name: AZAH BENJAMEN A. Phone: 315-804-9491
4. Property Owner's Address: 26 BARR STREET City/ST/Zip CARTHAGE NY 13619
5. Tax Map No.: 75-56-2-87 Bldg. size % _____ Zoning Dist.: _____ Total Lot Area: _____
6. Licensed Designer: _____ Email: _____
7. Attorney (if applicable) _____ Email: _____
8. Is property in floodplain or floodway? Yes _____ No: X Or is property in Federal or State Wetland? Yes: _____ No: X
9. BRIEFLY DESCRIBE THE PROJECT: Include intended use(s) and facilities and proposed site modifications:
Multi-unit Renovation project

SUBMISSION: In general, all information is required. Check yes/no to indicate information included with application. Insert "NA" if item is not applicable.

1. Yes _____ No _____ **CURRENT, COMPLETE SURVEY** showing all site/legal modifications to the property signed by a NYS licensed surveyor or engineer.
2. Yes _____ No _____ **ARCHITECTURAL PLANS** of the structure to be added or modified.
3. Yes _____ No _____ **SITE PLANS** and associated details of property and its modification & CD.
4. Yes _____ No _____ **Transportation permits** and/or applications. (include copies)
5. Yes _____ No _____ **Copies of application, licenses, and/or permits** from other governmental agencies which have jurisdiction or funding interest. Specify agency(s): _____

6. ZONING - GENERAL REQUIREMENTS:

	ORDINANCE	PROPOSAL		ORDINANCE	PROPOSAL
Parking Spaces	_____ #	<u>20</u> #	Front Yard Setback	_____ FT	_____ FT
Lot Coverage	_____ %	_____ %	Side Yard Setback	_____ FT	_____ FT
Building Coverage	_____ %	_____ %	Rear Yard Setback	_____ FT	_____ FT
Maximum Height of Building	_____ FT	_____ FT			

7. I am familiar with Village of Black River zoning and planning requirements and all NYS & Federal regulations for land disturbance and development. To the best of my knowledge this application and accompanying documents are an accurate and complete description of intended changes in the subject property. I understand that the *Principal Contact* will be the person contacted by the Village and the Village will rely on this person to communicate with applicant and his/her agents and will coordinate all submissions to the Village Planning & Zoning office.

 Signature of Applicant /Date
 (ONLY IF APPLICANT IS NOT THE OWNER)

 4/5/2021
 Signature of Owner /Date
 (REQUIRED)

NOTE: SUPERSEDES ALL PRIOR APPLICATION FORMS EFFECTIVE 02/01/2021
 Thank You

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information AZAH APARTMENT			
Name of Action or Project: RENOVATION			
Project Location (describe, and attach a location map): 117/119 NORTH MAIN STREET BLANK RIVER NEW YORK 13612			
Brief Description of Proposed Action: Renovation to be conducted as shown on the architectural drawings.			
Name of Applicant or Sponsor: AZAH, BENJAMIN		Telephone: 315 804 9491	
		E-Mail: benjamin@azah.com	
Address: 26 BAAR STREET			
City/PO: LARGHAGE		State: NY	Zip Code: 13619
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		<u>29,837</u> acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

		NO	YES	N/A
5. Is the proposed action,				
a. A permitted use under the zoning regulations?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?			NO	YES
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?			NO	YES
If Yes, identify: _____		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?			NO	YES
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?			NO	YES
If the proposed action will exceed requirements, describe design features and technologies: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?			NO	YES
If No, describe method for providing potable water: _____		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?			NO	YES
If No, describe method for providing wastewater treatment: _____		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?			NO	YES
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?			NO	YES
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____				

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>AZAH, BENJAMEN A.</u> Date: <u>4-5-2021</u> Signature: <u></u> Title: <u>OWNER</u>		

PRINT FORM