

**PLANNING BOARD
TOWN OF BETHLEHEM**

December 19, 2006

The Planning Board, Town of Bethlehem, Albany County, New York held a **Regular Meeting**, on December 19, 2006, at the Bethlehem Town Hall, 445 Delaware Avenue, Delmar, NY. Chairman Mathusa presided and called the meeting to order at 7:00 pm.

Present: Parker Mathusa, Planning Board Chairman
Keith Silliman, Planning Board Counsel
Katherine McCarthy, Planning Board Member
Daniel Odell, Planning Board Member
Chris Motta, Planning Board Member
Tom Cotrofeld, Planning Board Member
Howard Engel, Planning Board Member
Brian Collier, Planning Board Member

Michael Morelli, Deputy Director of Economic Development & Planning
Terry Ritz, Assistant Town Engineer

Agenda: Lightning Legal Services

Paul Hite, LLS
Kerry Gunner
Jack Cunningham
Chuck Rosenstein
Peter Magee

Lightning Legal Services

Chairman Mathusa called the meeting to order and noted the presence of a quorum. The first item on the agenda was a proposed adaptive reuse of an existing single family home located on the corner of Rural Place and Delaware Avenue. The structure is located in a commercial hamlet zone.

Mr. Hite presented for the applicant. He stated that the property is bordered by single-family homes with garages. The existing driveway's entrance is from Rural Place. He said that the configuration of the parking on the submitted plans would be revised to show additional parking and in different areas than currently shown. The new configuration would allow any cars parked in the garage access to the driveway and individuals would be able to turn around in the driveway without backing out into Rural Place. The handicapped ramp would be installed on the side of the house opposite Rural Place and tie in with the front porch. All the existing shrubs and trees will remain. A twenty-five (25) foot radius corner curve easement will be granted to the Town. The only work on the outside of the building will be the ramp, parking area and the sign; all other work will occur within the structure. The sign is designed to project off the front of the house above the porch with a snap on low-level lighting fixture. Per Town

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requirements anytime a single family home is converted to a business, a back flow prevention device must be installed.

Mr. Morelli stated that the conversion is consistent with the Comp Plan and puts a piece of property back onto the tax rolls. Another advantage is that it will not require another curb cut onto Delaware Avenue. Per NYS General Municipal Law 239, the project must be referred to the Albany County Planning Board for their review at their next meeting on January 18, 2007. The Building Department has allowed the applicant to proceed with internal renovations during the site plan process.

Ms. Gunner thanked staff and Mr. Hite for their help during the process considering the time constraints she was under. She currently rents space in an older building in Albany. This building has some structural problems and she is looking to relocate her business to the property in question. She currently has four (4) employees, two (2) drive together and one (1) does not drive so parking would not be a problem.

The Board reviewed the Draft SEQR Resolution prepared by staff.

A motion to approve the SEQR Resolution, Classification of Action and Negative Declaration as amended was offered by Mr. Cotrofeld, seconded by Ms. McCarthy and approved by all Board members present.

The project would be referred to the Albany County Planning Board for review.

A motion to table was offered by Mr. Odell, seconded by Mr. Engel and approved by all Board members present.

The Board reviewed Draft 3 of the minutes of December 5, 2006.

A motion to approve the minutes of December 5, 2006, as drafted was offered by Ms. McCarthy, seconded by Ms. Motta and approved by all Board members present.

The Board discussed the vacation schedule of staff, the readiness of projects, the date of the next Albany County Planning Board meeting and when decisions from that Board would be received.

A motion to cancel the meeting of January 2, 2007 was offered by Mr. Odell, seconded by Mr. Collier and approved by all Board members present.

A motion to adjourn was offered by Ms. McCarthy, seconded by Ms. Motta and approved by all Board members present.

The meeting adjourned at 7:20.