

Town of Manchester Planning Board Meeting Minutes

March 19, 2024 – 7:00pm

Present: Board Members John Boeckmann, Steve Buerman, Tammy Worden, and Lee Sander; Chairman Scott VanAken; and Secretary Laurel Pitcher.

Absent: Board Member Jefferey Flower and Code Enforcement Officer Steve DeHond.

Also Present: Joe DeBrock, Jon Caves, Allison Caves, and Judy Robinson.

Application #4653-23: Consider Final Siteplan Approval #4653-23 submitted by Drumlin Mills LLC who is requesting to construct a building for sales and assembly of kitchen cabinets on property located at State Rt 96, tax map no. 32.00-1-24.100 in a C-1 district pursuant to Chapter 325 Section 325-62.

The Board began the meeting by reviewing the comments from the Ontario County Planning Board. Those comments are as follows:

Comments

1. What will hours of operation be? How many employees will you have?
2. Is there any proposed lighting? Any Proposed signs?
3. What is the expected number of customers at a given time? How many delivery trucks going in/out per day?
4. Is there any proposed landscaping to help provide a visual buffer to surrounding properties?

OCSWCD

1. Driveway passes over Class C stream (noted as “ditch” on plans). Culvert must meet Army Corp and DEC standards and may require a permit to install. Based on in-office observations from ONCOR, 5’ diameter pipe as indicated on designs is likely too small.
2. Soils may not be suitable to allow for proper infiltration from stormwater facility.
3. Concrete truck washout must be located 100 feet from all streams and wetlands.

OCPB Comments

1. In response to questions, applicant representative provided additional information on the project:
 - ❖ There are no loading docks proposed.

Neighbor Judy Robinson discussed the ways in which the appropriate size of the culvert may be determined. Allison Caves mentioned that their Engineer, Jason, has been in contact with the DEC regarding this culvert and is working to accommodate their requests. Judy Robinson also provided additional background surrounding similar projects; the Board appreciated her input, but reminded Judy that the fine details should be left up to the Engineer and the appropriate state departments.

Allison Caves quickly went over the planned hours of operation. She said their showroom will be open Monday through Friday 9am to 6pm; Saturdays from 9am to 2pm; and some weeknights as late as 8pm to accommodate appointments with homeowners that can’t come during the day. Allison briefly touched on the proposed number of employees too. She said they currently have a mix of approximately 30 full- and part-time employees. That number is likely to increase to about 40 employees over the next few years. Mrs. Caves then addressed the County’s questions about their lighting plan. She said that their lighting will be designed to be dark sky compliant with the lights being off at night. Allison emphasized the need for lighting during time periods in which employees and customers may be walking to their vehicles, but she also said they don’t want to be a beacon in the woods either.

Chairman Scott VanAken brought up parking spaces, mentioning that the plans show about 18 spaces right now. Allison said that they will have those 18 in the front plus approximately 30 behind the building. She also noted that they plan to do a gravel driveway and parking lot, which would be easy to extend further back if it was needed in the future.

Chairman VanAken asked if the applicant has plans for signage for this business and said that a permit would be required if so. He also said that they can include the sign dimensions and details for the next meeting. Allison said that they do have plans for a sign and was willing to provide that for the next meeting.

Scott VanAken asked about unloading practices, mentioning a conversation from the previous meeting where the applicants explained that they do not need a loading dock. Allison Caves said that they currently have a large flat bed truck that’s on an aluminum trailer. She said they have a way of backing delivery trucks up so that they can stack the materials inside the aluminum trailer. Allison also said that their plan with the new building is to roll the trailer down the center of the building to the unloading spot, which eliminates the need for a loading dock.

John Boeckmann asked if shipments will be delivered during business hours, to which the applicants said yes, they will be. Scott VanAken asked if it be about eight to ten deliveries per week, and Allison said that would be the most they would ever expect. She said that even if they order more cabinetry, it would still come from the same places and just take up more of the same tractor trailer as none of them are full right now.

Town of Manchester Planning Board Meeting Minutes

March 19, 2024 – 7:00pm (cont.)

Chairman VanAken asked if there are any concerns about visual buffering or landscape, and Allison replied that they want to leave as many trees as possible and make it feel natural. She said they don't plan on doing a ton of landscaping because they want to look classy, but not too expensive.

At this time, Judy Robinson expressed concern regarding building around floodplains and asked if the flood plains were established yet. The Board said that this concern should be brought to Town Supervisor Dave Phillips because he would have more information regarding that matter.

Scott VanAken quickly reiterated that fire safety measures were previously discussed and have been properly incorporated into the plans.

Tammy Worden asked to address number 3 from Ontario County Planning Board's comments regarding stormwater management. Allison replied that Jason, the engineer working on this project, felt it was sufficient last time they talked. Judy Robinson mentioned that boring was done to establish groundwater depth as well. The Planning Board felt confident in the level of detail presented.

No further questions were brought forward.

A motion was made by Tammy Worden to close the public hearing for application #4653-23. Motion seconded by Steve Buerman. All voted "Aye." Motion carried.

The Town of Manchester Planning Board decided to wait until the next meeting to vote on the SEQR.

Previous Minutes:

A motion was made by Lee Sanders to approve the January 16, 2024 meeting minutes. Motion was seconded by John Boeckmann. All voted "Aye." Motion carried.

Meeting adjourned at 7:42pm.

Respectfully submitted,

Scott VanAken
Chairman, Planning Board

Laurel Pitcher
Recording Secretary