

Town of Manchester Planning Board Meeting Minutes

April 15, 2025 – 7:00pm

Present: Board Members Steve Buerman, Jefferey Flower, Lee Sanders, Tammy Worden, Christine Ciardi, and Pauline DeCook; Chairman Scott VanAken; Code Enforcement Officer Marty Barnett; and Secretary Laurel Pitcher.

Absent: None.

Also Present: Airian Eastman, Joseph DeRuyter, and Kevin Clark.

Application #4665-25: Consider Special-Use #4665-25 submitted by Kevin Clark who is requesting a special use permit to build an addition with an in-law apartment on property located at 3818 Outlet Rd, tax map no. 32.00-1-40.200 in a RR district pursuant to Chapter 325 Section 325-20.3 + 325-70.2.

The Town of Manchester Planning Board began by asking Mr. Clark to give an overview of his application. Kevin Clark said that he wants to add an in-law suite to the existing 2-car garage. He said that the addition will be wheelchair accessible. The plan also includes the addition of a deck at the back of the house and an entryway to the front of the existing house. Mr. Clark said that this is intended as a residence for a family member who has disabilities, and they don't plan to ever rent it out. Kevin said that they're currently traveling quite a bit in order to care for this family member, so the addition would be a big help.

Chairman Scott VanAken noted that the application meets setback requirements. Lee Sanders asked if it will just be three residents living on the property, and Mr. Clark said that's correct. The Board then discussed some of the details surrounding the existing septic system and the kitchen that will be added in the in-law apartment. Kevin said that the kitchen will just be a microwave, a sink, and an electric burner. The Board then talked about the classification of the property. Tammy Worden began the discussion by asking if the property were sold in the future, would it still be approved for special use? The Board decided that the special-use permit would still be valid and noted that this permit does not currently and would not in the future include the ability to rent out the in-law apartment. That would need to be a different application.

The Board had a brief discussion about the floor plan of the house. Kevin said that most of the doors are 36" wide, but the others that are narrower will be expanded with this addition. He also said that the current house has a fairly open floorplan.

Chairman VanAken returned to the discussion about the property's classification. The Board determined that it will be a 2-family home and not a multi-family home, so it will not be able to be rented. Mr. Clark reiterated that his family has no intention of renting the property. He said if something happens, he and his wife would move into the new section, and his son would move into the old section of the house. There wouldn't be a need to rent.

No neighbors were present for this application, and no further questions were had.

A motion was made by Steve Buerman to approve Special Use #4665-25 submitted by Kevin Clark who is requesting a special use permit to build an addition with an in-law apartment on property located at 3818 Outlet Rd, tax map no. 32.00-1-40.200 in a RR district pursuant to Chapter 325 Section 325-20.3 + 325-70.2. Motion seconded by Tammy Worden. All voted "Aye". Motion carried.

Application #4664-25: Consider Siteplan – Special Use #4664-25 submitted by Centerline Communications LLC who is requesting to co-locate T-Mobile equipment on existing wireless tower on property located at 1378 King Rd, tax map no. 33.00-2-32.100 in a A-1 district pursuant to Chapter 325 Section 325-40.31.

Airian Eastman, a representative for Centerline Communications discussed the project with the Town of Manchester Planning Board. She said they're looking to add T-Mobile antennas to the existing cell tower on King Road, also known as collocating. Airian said that the proposed action will not impact the height of the existing tower.

Chairman VanAken asked the representative how the proposed action will differ from what's already there. She said that the equipment that's there is from another company, but she thought that it's probably the same 5G coverage. The difference is just the carriers. Scott VanAken then asked if they're on different frequencies, and Airian said yes. Chairman VanAken asked if there will be any structural changes, and

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Ms. Eastman said that everything will stay in the current leased area. She said that the applicant will be adding things in the tower's pre-existing ground space. She also said that Centerline Communications submitted a structural analysis that has detailed information about the tower and the proposed actions.

Lee Sanders asked if there will be a sign with contact information added to the tower, and Airian said that everything runs through American Towers. She also said that their contact information should already be on the tower.

Jefferey Flower asked if there's already a generator on site. Airian said that there is not, and the applicant plans to add one. Jefferey asked if it will be battery powered, and Airian answered that it will be diesel powered. Steve Buerman asked if each carrier on the tower needs to have their own generator, and Airian said not normally. She said that it's rare to have more than one, and that an older tower is more likely to not have one at all. Newer towers typically do have at least one generator on site. Airian reiterated that the applicant plans to add a generator inside the 10'x15' leased area.

Tammy Worden asked if there is a maximum number of aerals allowed on one tower, and Airian said she didn't think so. She said that a structural analysis was done ahead of time to show that the tower is stable, and the extra towers can be added without concern. A brief discussion about structural components followed.

Neighbor Joseph DeRuyter expressed concerns about health impacts; implications in selling the property in the future; and risks that the frequencies pose to bees. He said that these concerns are not just regarding the proposed action, but about the existing tower too. He mentioned concerns about 5G specifically. Airian Eastman said that the only health impacts would be seen if someone climbed the tower. Otherwise, the frequencies don't go to the ground, she said, so there's no risk. Scott VanAken said that questions about future sales implications would be best addressed by a lawyer.

A motion was made by Tammy Worden to declare the intent of the Planning Board of the Town of Manchester to be lead agency on this project. Motion seconded by Steve Buerman. All voted "Aye." Motion carried.

As the Planning Board was going through the questions of the SEQR part 2, Chairman VanAken asked Airian if the diesel fuel is stored in the generator. She said yes and added that the run time at 100% is 52 hours.

Below is the Town of Manchester Planning Board's response to the questions listed in part 2 of the Full Environmental Assessment Form.

1. Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site; the Board answered no.
2. The proposed action may result in the modification or destruction of, or inhibit to any unique or unusual land forms on the access site (e.g., cliffs, dunes, minerals, fossils, caves); the Board answered no.
3. The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds, or lakes); the Board answered no.
4. The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer; the Board answered no.
5. The proposed action may result in development on lands subject to flooding; the Board answered no.
6. The proposed action may include a state regulated air emission source; the Board answered no.
7. The proposed action may result in a loss of flora or fauna; the Board answered no.
8. The proposed action may impact agricultural resources; the Board answered no.
9. The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource; the Board answered no.
10. The proposed action may occur in or adjacent to a historic or archeological resource; the Board answered no.
11. The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan; the Board answered no.

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12. The proposed action may be located within or adjacent to a critical environmental area (CEA); the Board answered no.
13. The proposed action may result in a change to existing transportation systems; the Board answered no.
14. The proposed action may cause an increase in the use of any form of energy; the Board answered no.
15. The proposed action may result in an increase in noise, odors or outdoor lighting; the Board answered no.
16. The proposed action may have an impact on human health from exposure to or existing sources of contaminants; the Board answered no.
17. The proposed action is not consistent with adopted land use plans; the Board answered no.
18. The proposed project is inconsistent with the existing community character; the Board answered no.

A motion was made by Tammy Worden to accept the negative SEQR declaration for Siteplan – Special Use #4664-25 submitted by Centerline Communications LLC. Motion seconded by Steve Buerman. All voted “Aye”. Motion carried.

A motion was made by Tammy Worden to close the public hearing and approve Siteplan – Special Use #4664-25 submitted by Centerline Communications LLC who is requesting to co-locate T-Mobile equipment on existing wireless tower on property located at 1378 King Rd, tax map no. 33.00-2-32.100 in a A-1 district pursuant to Chapter 325 Section 325-40.31. Motion seconded by Pauline DeCook. All voted “Aye”. Motion carried.

Previous Minutes:

A motion was made by Lee Sanders to approve the December 17, 2024 meeting minutes with a spelling correction. Motion was seconded by Tammy Worden. All voted “Aye.” Motion carried.

A brief discussion was had regarding solar panels and the current zoning code, and the Board decided to begin the process of amending said code. Code Enforcement Officer Marty Barnett discussed Tier 1 roof mounted systems and raising the capacity from 10KW to 25KW. Board Member Steve Buerman discussed amending Tier 2 to say “ground and roof top mounted” where it currently says “ground mounted.” This amendment to Tier 2 would also require adding language about setback distances and total lot ground coverage restrictions only being applicable to ground mounted systems. Further discussion surrounding this topic is needed in future meetings.

A motion was made by Steve Buerman to adjourn the meeting at 7:55pm. Motion seconded by Christine Ciardi. All voted “Aye”. Motion carried.

Respectfully submitted,

Scott VanAken
Chairman, Planning Board

Laurel Pitcher
Recording Secretary