



**TOWN OF CAIRO PLANNING BOARD**  
**PO Box 728, Cairo, NY 12413**  
**Chairman-Ray Pacifico**  
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**Meeting Minutes:** March 23, 2017 -- *SPECIAL PLANNING BOARD MEETING*

**Members Present:** Ray Pacifico, Edward Forrester, Joe Hasenkopf, Allen Veverka, Elizabeth Hanson and Kevin Hicks

**Absent:**

**Pledge of Allegiance**

**Approval of March 3, 2017 Meeting Notes**

Ray opened the meeting with letting everyone know the Jessica Dillon and Pete Kavakos have resigned from the Planning Board, Jessica for personal reasons and Pete for health and business reasons. Supervisor Dan Benoit told Ray that the Zoning Board of Appeals is going from a 7 member board to a 5 member board and the Planning Board would also be going to a 5 member board after the new Zoning Laws are put into effect or sooner, but for right now the board will go with the 6 members it has.

There was a review of the March 3<sup>rd</sup> meeting notes. Ed noted his change on the Pizza Wagon notes that he didn't feel there needed to be a vote on whether it was a structure or not, he was against the voting. He said the Zoning Board of Appeals had already decided that. Joe made a motion to accept the minutes and Allen seconded it. All were in favor.

**Open Business**

**Charles Balsano** -- 253 Ira Vale Road -- Lot line adjustment. Mr. Balsano was not in attendance for the meeting. Ray had spoken to him and Mr. Balsano said his surveyor, Gary Harvey, was unable to get the survey done. Ray said they would be on the next planning board meeting Public Hearing if they had completed the map and site plan.

**Chevreux Guest House/Cottage** --Ray said they were also not in attendance. Wolfgang is focusing on working with the engineer to fill out any reports needed and a sketch of the site plan. He also mentioned

that the board is also waiting on a perk test, elevation numbers and the septic still need to be approved by the board. They are shooting to attend the April planning board meeting.

**Dunkin Donuts** – Main Street – They came before the board to review their sign design and placement and get approval. They showed the planning board renderings of the proposed signs, one for the front which would be a 12' monument sign in the front of the building, a 2' x 15' sign on the building and two smaller signs indicating the "IN" and "OUT" direction for traffic. The maximum square footage for the drive through is 22 square feet; the maximum is 24 square feet. Ray asked if there would be any landscaping and they said yes. Ray asked for questions or comments from the board and there were none. Allen then made a motion to approve the signage for Dunkin Donuts and Joe seconded it. All were in favor and the motion passed. Ray said they just needed to get the sign permit from Building and Code.

**Justin Slater** – Rt32 – Justin came back to the board with his renditions of the sign he proposes for a new service at Slater's Smart Shop. Justin mentioned that Round Top Knit and Screening had already made a vinyl banner for him for between the gas pumps. Justin will be replacing the current sign with Justin's new donut sign and still have Subway and Frozen Cow signs. On the south gable of the Smart Shop will be a 3' x 8' sign over the new drive thru window. Ed asked about the air pump area and whether it had been approved 10 years previously. Kevin made a motion to accept the proposed signage and placement of it and Joe seconded it. All were in favor. Motion passed.

**Pizza Wagon** – Ray handed out paperwork pertaining to the Pizza Wagon and clarification from the State DOT and the County DOT. Bill Stein wrote to Steve Clinton DOT Region #1 engineer, would there need to be a traffic study is needed and what kind of permitting would be needed? Steve deferred to Lorinda Tennyson Traffic and Safety Mobility Region #1 Engineer and she felt that a Pizza Wagon would not generate enough traffic to require a traffic study, however, she would require new driveways to conform to their standards right now it looks kind of open which is not what they want.

On Friday, March 8<sup>th</sup> Ray met with Steve Clinton, Steve Shepard and Bill Stein's representative. In the meeting they gave Ray a checklist for driveway access which Ray sent out to the applicant's. He also sent a document of what would be required and why it would be required, and the document it came from. Their concern is access to the highway and safety. Ray said there are already curb cuts that have been there for 30 years.

In an email to Steve and Bill, Ray question why the applicants would have to apply for a new curb cut? There is one on Route 32 and another on Main Street. Steve stated that because property has not had an active business in 30 years the requirement for a driveway permit is to require the owner construct new driveways that conform to our standards Ray had attached the paperwork from the Regional Engineer and her recommendations.

Mr. Meringolo made a statement to the board the business had in fact been used over the past 30 years as a storage unit for the owner's restaurant equipment. Ray reiterated that the Planning Board is not agreeing with the Regional Engineer in regards to the curb cuts, but that they are there and applicants should be able to use them. However that is how the Traffic and Safety Engineer will approach this issue of the curb cuts. Ray stated that whether this is a coordinated review or not the issue stills needs to be addressed. Ray reviewed the Regional Engineer's recommendations more in depth with the board. All of those recommendations need to be addressed in the application. The Traffic and Safety Review Board thought that the issues would have been addressed with a coordinated review. In their opinion they thought that there was no way it can be done with a sketch that the applicant provided. They said an

engineer should supply a detailed site plan and it would be required it. A letter arrived from the Staff of Greene County Planning stating they would meet if the Cairo Planning Board needed to them and do a full review if needed. Additional information was provided to the applicant and was reviewed by Ray. The next meeting for the Greene County Planning Board is April 19<sup>th</sup>. They are also recommending a full site plan review.

The map the applicant provided was reviewed. The board reviewed the dimensions and there is an area for 10 parking spaces and they are 9' x 18' parking spaces and behind where you back up there would be another 24' needed to be able to do that and there would be 10' to the right of way. So the question was how much room would be left for the Pizza Truck. It was also noted by DOT about the safety concern of people cutting through from one road or the other to make a short cut through the property and that would be creating a safety issue.

It was noted the Planning Board had to decide on having a coordinated review with all agencies or not to have a coordinated review. The board wanted to provide Mr. Meringolo with all possible issues and restrictions on the property before the board approved the use of the Pizza Wagon. If we had approved the project and let the applicant think he was good to go there would be a possibility that the DOT could come in and tell him they needed new driveways. It was stated that with a coordinated review it would address all issues concerning the Staff of Greene County Planning and the state DOT. With an uncoordinated review we would decide if a full detailed site plan if needed now to indicated where everything will be stationed or we can accept everything needs to be redone and to scale.

It was thought that a new sketch plan might not be a true representation of where everything would go and if it would even fit. By doing a complete detailed site plan map which would address all highway issues and planning issues the applicant would be approved and not have to worry problems down the line. If the board opts for the uncoordinated review then the project would have a preliminary approval contingent upon obtaining approval from DOT and the Staff of Greene County Planning. Once approval comes from DOT and the Staff of Greene County Planning, the Cairo Planning Board would give their final approval. Beth said that no matter what option the board goes with she said there really should be a site plan map done upfront.

If the board votes to do an uncoordinated review with a revised sketch plan there would be a 2 step process, the first process would be a submitting a new sketch plan outlining where everything is going to be and where the curb cuts are. The second process would be to come back before the board with the approval from the DOT and the Planning Board would give final approval.

Ray said again that it is not the Town's position to make it difficult for businesses to come to Cairo but between following the current zoning laws and the County and State laws the process can be a long and tedious one. Both Ray and Mr. Meringolo thought it would be a good idea to have a group meeting at the property with the Greene County Planning Board, DOT and Cairo Planning Board to review everything together so everyone is on the same page. Mr. Meringolo also asked about what the board was expecting with a design standard for the Food Concession Vehicle. They said they just wanted it to have it nice and not something that looks junky.

Allen made a motion to do an uncoordinated review and Ed seconded it. Beth wanted an uncoordinated review but felt there should be a professional map done, Ed said a coordinated review is a waste of time. He also said he wanted an uncoordinated review and stated that other engineers have submitted sketch drawing with no problem and this should be the same. Allen made a motion to do an uncoordinated review with a map to scale. Kevin also wanted an uncoordinated review with a map to scale along with

Ray. All were in favor and motion passed. The project has been tabled by the board requiring Mr. Meringolo to do a full site review at this point. After he meets with the people from DOT and a representative from the Greene County Planning Board and the County Highway Department the Cairo Planning Board can assist Mr. Meringolo with any questions that come up. Ray did say that he feels the DOT folks are going to require a complete site plan done by an engineer. He recommended Mr. Meringolo may want to begin the process of obtaining an engineer to do the site plan.

Next up was a request to changing the requirement of a long form SEQR to a short form for SEQR. Allen made a motion to change from a long form SEQR to a short form for SEQR and Kevin seconded it. All were in favor and motion passed.

Ray went through the site plan application with Mr. Meringolo. He was asking for a less intensive review and a complete waiver on the site plan. Ray noted the board can't do a complete waiver on a site plan. So Ray noted the questions Mr. Meringolo should answer on the form and not waive. Ray said the number of parking spots will need to be addressed. An engineer can offer some advice on how many cars can be on the property.

Allen made a motion to close the meeting and Joe seconded it. All were in favor and motion passed. Meeting ended at 8:30 pm.

Slater, p. 2: Did Ed ask about the air pump area? I missed it. I heard Ed ask about the small signs on side of the old monument sign.

Pizza Wagon, p. 3, 9th line, edit grammar: "They said an engineer should supply a detailed site plan and it would be require it." (Replace "Require it" with "required.")