

For Economic Development, Historic Preservation & Environmental Conservation Committee

AGENDA

April 12, 2024

8:30 am

Schaefer Room

a. PUBLIC CONCERNS

b. MINUTES

- a. March 1, 2024

c. Resolutions / Finance Committee

- a. A Resolution integrating the Town Historical Committee into the Town's Historic Preservation Commission – attached
- b. A Resolution amending Resolution 2024-42 Retaining Professional Engineering Services on an As-needed Bases (TDEs) for 2024 and setting their rates
- c. A Resolution authorizing a concept design from Weston & Sampson for a section of sidewalk
- d. *TENTATIVE* A Resolution to accept a Linkage Study grant through the Capital Region Transportation Council (CRTC)

d. Discussions

- a. Milton Keynes – enforcement update and short term rental regulation discussion
- b. 31 East St – Land Purchase Request
- c. Committee for Appointments – Update on policy

e. Planning Board (Kevin Walsh) – report attached

- a. 2890 River Road – land has been deeded to the Town of Niskayuna
- b. New GE Building - approved
- c. Capital District Holocaust Memorial

f. Zoning Board – 3 cases for April, 3 residential area variances

g. Grants Update

- a. Lions Park
- b. Critical Pedestrian Grant
- c. Linkage Study Grant

h. Complete Streets

- a. Setting 2024 goals and priorities
- b. Updating Transportation Chapter of Comprehensive Plan
- c. Planning Bike Rodeo event late May at Town Hall

i. Tree Council

- a. Arbor Day April 27th – 2024 from 11am – 1pm
- b. Met with Highway Department on Tree Plantings

j. Conservation Advisory Council / Climate Smart Communities Task Force (Dart Strayer)

- a. NRI – walkabout meetings are set – building out community outreach
- b. GHG/CAP for climate smart certification

- c. Working on submittals for Round 3 Clean Energy Community

k. Architectural Review Board

- a. 2690 Balltown Rd. – GE Vernova
- b. Lions Park Historic Train Station
- c. 2890 River Rd. – 3-lot subdivision

l. Comprehensive Plan Committee

- a. Public Input Survey has been released
- b. Third Public Outreach schedule for Fire District 2 Station – April 18th at 7pm.
- c. RFP needs to be re-bid.

m. Building Department / Enforcement

- a. 3410 State St. – Upstate Guns and Ammo – building addition replacing a storage container
- b. 2861 Troy Schenectady Rd. – Brookdale Sr. Living – shed replacing a storage container

n. Planning Department

- a. Drainage Analysis & coordination with Water, Sewer, Engineering & Highway
- b. Process maps of common Planning Department processes (site plan, subdivision, etc.)
- c. Consaul Road Sidewalk – quote attached
- d. Winnie Road Easement

o. Metroplex (Dr. Horton)

p. Legal (Alaina Finan)

q. Historical (Rita Ogburn-McCall)

Board Vacancy List

Planning Board (1 vacancy – alternate)

Zoning Board (2 vacancies – alternates)

CAC: (1 Vacancy)

Tree Council (2 vacancies)

Complete Streets Committee: (2 vacancies)

Architectural Review Board: (2 vacancies)

**NEXT COMMITTEE MEETING: May 3, 2024
at 8:30 am, Via Hybrid In-Person & Remote Meeting Software**

**Economic Development, Historic Preservation
& Environmental Conservation Committee**

MINUTES
March 1, 2024
8:30 am

Members Present: John Della Ratta, Chairman
Laura Robertson, Town Planner
Clark Henry, Assistant Town Planner
Dart Strayer
Erin Cassady-Dorion
Rita Ogburn McCall, Town Historian
Beth Greenwood, Comptroller
Kevin Walsh, Chairman of Planning Board
Trisha Bergami, Planning Dept

Chairman Della Ratta called the meeting to order at 8:30am and asked for roll to be called.

a. Public Concerns

There were no public concerns for this meeting.

b. Minutes

a. February 2, 2024

Chairman Della Ratta made a motion to approved the February 2, 2024 minutes, seconded by Mr. Walsh. All were in favor.

c. Resolutions / Finance Committee

a. *TENTATIVE* A Resolution amending the 2024 TDE rates (reached out to Prime)

Ms. Robertson said she reached out to PRIME Engineering but hasn't heard back from them.

b. *TENTATIVE* A Resolution to accept land from the owner of 2890 River Road

Ms. Robertson said the Supervisor and Mr. Yetto are very anxious to get this land accepted by the Town Board because it will help with putting in the bathroom at River Road Park. She is waiting on Mr. Lucy's attorney to draw up the deeds. If it can be ready in time – she will put it on the agenda.

c. *TENTATIVE* A Resolution to accept a Linkage Study grant through the Capital Region Transportation Council (CRTC)

Ms. Robertson said on March 7 the CRTC's Policy Board will review a recommendation from their Planning Board on whether or not to award the Town of Niskayuna the Linkage Study funding. Ms. Robertson said the end of the month may be a reasonable time to actually accept that grant or it might be April.

d. Discussions

a. The RFP for the Comprehensive Plan Update consultant services

Ms. Robertson said the reason this did not go on the Town Board meeting for February was even though four firms attended the pre submittal meeting the Planning Department only received one submittal. Ms. Robertson said the budget was in the \$30,000 to \$35,000 range and the only submittal received was for \$75,000. She said she spoke with Supervisor Puccioni and she suggested maybe funding part this year and part next year. Ms. Robertson said another option was to rebid the RFP and take some stuff out.

45 Mr. Strayer said in hindsight he feels the scope was too large. Mr. Henry asked if it was drafted all as one scope
 46 or could they bid it in chunks. Ms. Robertson said it was drafted as all one scope. She said maybe it could be re-
 47 bid in chunks and that way the Town could select the chunks that could be funded.

48 Ms. Greenwood said if it was bid that way the Planning Department could do the first couple chunks this year and
 49 then do additional chunks in the following year - that way it would be budgeted.

50 Chairman Della Ratta asked what exactly was needed through the RFP. Mr. Strayer said it was to help accomplish
 51 their goals with the Comprehensive Plan. The primary goals are open space and land preservation also looking
 52 for best practice that possibly other communities had used and overall review of final product to make sure it is
 53 consistent. He said they are hoping for a more professional presentation at the end.

54 **b. Combining Historic Committees**

55 Ms. Robertson said she and Ms. Ogburn-McCall have discussed combing the two committees to utilize volunteer
 56 time. Ms. Robertson said currently the two committees are the Historic Preservation Committee and the Histori-
 57 cal Advisory Committee.

58 Ms. Ogburn-McCall said there are overlaps and there are places that the two committees complement each other.

59 Chairman Della Ratta asked if they would lose people combining the two committees.

60 Ms. Robertson said they asked both committees who wished to continue. All of those emails are filed with the
 61 clerk. They are just waiting on a couple people they haven't heard back from, but no one is excluded and every-
 62 one got an invitation to continue. Ms. Robertson said they are using the matrix to make sure they do not lose any-
 63 thing. She said everything is combined and they will carry over anyone who wishes to continue.

64 Mr. Strayer said when they combined the CAC and the Climate Smart together it was a definite positive for the
 65 two committees and the CAC gained a good member.

66 **e. Planning Board (Kevin Walsh) – report attached**

- 67 a. 2890 River Road – land to be deeded to the Town of Niskayuna
- 68 b. New GE Building
- 69 c. B Inspired Gift Shop
- 70 d. Capital District Holocaust Memorial

71 **Recently Approved:**

72 2890 River Road 3 lot subdivision with two areas being turned over to the Town.
 73 2219 Nott Street b. inspired gift shop is a new tenant.

74 **Active:**

75 2690 Balltown Road GE Vernova putting up a new building needing a height variance. Mr. Walsh said
 76 they made a recommendation on the area variance for the ZBA and are calling for a tentative resolution
 77 for the March 11 meeting with the condition that the area variance is granted.

78 2501 Troy Schenectady Road CDJHM

79 Mr. Walsh said with the changes made and post covid building material prices they need an extension for
 80 fundraising. The Town is verifying with the Planning Board and legal to see the maximum extension
 81 they can ask for.

82 Chairman Della Ratta asked how far they are with fundraising. Mr. Walsh said they didn't say and the Board
 83 didn't ask. Mr. Henry said if this helps to clarify, the applicant implied they were hoping for a four-year extension
 84 and could have fundraising completed in that amount of time.

85 Mr. Walsh said the presentation that was included in the last agenda statement shows an update that they are go-
 86 ing to have a portable traveling Jewish Holocaust Memorial Wall. They are also adding an educational piece in
 87 hopes of getting educational fundraising.

88 Ms. Robertson said COVID hit their fundraising efforts hard and the price of everything has gone up - so that's
 89 why they are trying the education and the touring of the memorial to try to build support. Ms. Robertson said
 90 there are no changes to the memorial that was already approved.

91 2475 Brookshire Drive -Tall Oaks Apartments

92 Mr. Walsh said the Board supports the sign they just challenged the location, so they need to return to the Board
93 with more information.

94 850 Oregon Avenue/875 Stark Avenue – lot line adjustment

95 Mr. Walsh said this is a positive lot line adjustment so once they get all the paperwork in, he is confident the
96 Board can move forward with it.

97 New Applications:

98 1 Glen Eddy Drive – Community Garden enhancements & new shed

99 Mr. Walsh said the Glen Eddy is looking to do community garden enhancements and a new shed.

100 412 Balltown Road – Papa John’s Pizza

101 Mr. Walsh said this is a tenant change to Papa John’s Pizza in Mohawk Commons.

102 2546 Balltown Road – St. Peters Health Partners, Cardiology Associates of Schenectady – new signage

103 Mr. Walsh said signage for St. Peter’s Health Partners

104 2321 Nott Street – Albrights Meat & Company – new signage

105 Mr. Walsh said its in the old Shop Rite Plaza. It was an open item from before, they had to come back for sign-
106 age.

107 Waiting on Applicant:

108 2538 River Road – Kelts Farm signage

109 Mr. Walsh said Kelts Farm sign is in the right away.

110 2861 Troy Road – Brookdale Sr. Living replacement shed

111 Mr. Walsh said the Board was waiting for them to give the Town the final information so they can get rid of the
112 POD and put their shed in.

113 **f. Zoning Board** – 4 cases for March, 1 commercial area variance, 1 code interpretation, 2 residential area
114 variances

115 **g. Grants Update**

116 a. Lions Park

117 Ms. Robertson said Mr. Henry had a meeting with Mr. Yetto, the Supervisor and Mr. Smith. They toured Lions
118 Park to come up with some next steps on rehabbing the building.

119 b. Critical Pedestrian Grant – still working on these invoices

120 Ms. Robertson said she went to pay the last invoice and then realized the contractor never cashed the previous
121 checks. The check has been reissued, thank you to Mr. Basile. Mr. Smith and Ms. Robertson are working on the
122 final invoice.

123 c. Linkage Study Grant

124 Ms. Robertson said very positive news, it was recommended by the Planning Board to the Policy Board so she is
125 just waiting to see what happens at the Policy Board on March 7.

126 **h. Complete Streets**

127 a. Setting 2024 goals and priorities

128 Mr. Henry said nothing jumped out from their meeting, Mr. Chapman touched on all the topics on the agenda. He
129 said there was discussion about the letter that was sent from several people that live on Crimson Oak regarding
130 the accident from February 26.

131
132 b. Updating Transportation Chapter of Comprehensive Plan
133

134 **i. Tree Council**

135 a. Requesting meeting with Town to help get more trees planted next year

136 Ms. Robertson said the Tree Council has been working on Arbor Day which is April 27th at Town Hall. The Si-
137 lent Raptors will be there again as well as most of the venders that came last year. We were able to pre-order the
138 trees through Schenectady County which saved a significant amount of money per tree and allowed them to order
139 more saplings.

140 Ms. Robertson said she was able to schedule a meeting with the Tree Council and Mr. Smith about tree planting
141 for next year.

142 **j. Conservation Advisory Council / Climate Smart Communities Task Force (Dart Strayer)**

143 a. Consultants awarded for NRI – presentation to CAC and Town Board

144 b. GHG/CAP – setting up schedules

145 Mr. Strayer said they awarded two RFPs. One was for the NRI and the other was for Greenhouse Gas. He said
146 they met with Jim Nordgren and he gave a great presentation to the CAC and Town Board.

147

148 c. Reviewing new GE building

149 Mr. Strayer said they reviewed the GE building and should be ready to make a recommendation at the upcoming
150 meeting.

151 **k. Architectural Review Board**

152 a. Building Department project referrals

153 Mr. Henry said at their February meeting they reviewed two residential building permit additions. They gave the
154 applicants some feedback and suggestions, which is all voluntary. He said they are also working with the archi-
155 tect at the Train Station helping to review and prepare for when it goes out to bid.

156 **l. Comprehensive Plan Committee**

157 a. Public Input Survey has been released

158 Mr. Strayer said the survey has been released and they have 80 responses already.

159 Ms. Robertson said a big thank you to Ms. Cassady-Dorion for getting all the emails up and working, it wasn't an
160 easy or quick task. It was also posted on her Facebook account to get the info out to the public.

161 Mr. Strayer said they are looking at other ways to get information out.

162 Ms. Robertson said they can track the streets people live on when they take the survey. She said not one person
163 that lives on Troy Schenectady Road has taken the survey so far, which she found to be a surprise.

164 b. Successful public outreach at senior center Thursday 2/29/2024

165 Mr. Strayer said this went well. There were a lot of good questions and really good comments.

166 Ms. Robertson said the staff at the Senior Center, Linda, Edie & Robin, were super helpful and they are going to
167 continue to promote it at events that are held there.

168 c. RFP

169 Mr. Strayer said the committee is still working on the open space and recreation plan. He said they are also going
170 to specifically spend some time on talking about the rec center area and figure out what the Town wants to do
171 with that space.

172 **m. Building Department / Enforcement**

173 a. 3410 State St. – Upstate Guns and Ammo – building addition replacing a storage container

174 b. 2861 Troy Schenectady Rd. – Brookdale Sr. Living – shed replacing a storage container

175 Ms. Robertson said both of these are under enforcement action and about to expire or have expired and need to be
176 turned over to the courts.

177 **n. Planning Department**

178 a. Drainage Analysis & coordination with Water, Sewer, Engineering & Highway
179 This is a long-term item.

180
181 b. Process maps of common Planning Department processes (site plan, subdivision, etc.)
182 Ms. Robertson said Mr. Henry is working hard on these guidelines. She said they are working on getting a draft
183 packet out on Wednesday and then releasing it to the public on Friday that will give the Planning Board two days
184 to review.

185 c. Consaul Road Sidewalk
186 Ms. Robertson said she spoke with Weston & Sampson and they will get a quote over to us on what they can do
187 for the remainder of the escrow.

188
189 d. Winnie Road Easement

190 Ms. Robertson said she has to put those documents together and continue to leave this item on.

191 **o. Metroplex (Dr. Horton)**

192 Ms. Cassidy-Dorion said they have a meeting later today and they will be working with a designer to look at op-
193 tions for the banners that Metroplex is helping the Town put up on Nott Street. She said they had some feedback
194 on the garbage cans and benches in front of Nott Street. She said some have been removed until they figure out
195 how to fix the problem.

196 **p. Legal (Alaina Finan)**

197 Ms. Robertson said Ms. Finan let her know that the Building Department has filed a couple cases with our Court
198 for Notice and Orders that weren't addressed and the remainder of the court cases are still pending.

199 **q. Historical (Rita Ogburn-McCall)**

200 Ms. Ogburn-McCall said she had nothing additional to add.

201 **r. Adjournment**

202 Chairman Della Ratta asked if there was any additional business before the Committee. Hearing none, he made a
203 motion to adjourn. Mr. Walsh seconded. All were in favor. The meeting was adjourned at 9:17.

March 1, 2024

Ms. Laura Robertson, AICP
Town Planner
Town of Niskayuna
One Niskayuna Circle
Niskayuna, New York 12309

**RE: Consaul Road Sidewalk Extension – Concept Plan
Town of Niskayuna, New York**

Dear Ms. Robertson:

Weston & Sampson, PE, LS, LA, Architects, P.C. (Weston & Sampson) is pleased to present our proposal to the Town of Niskayuna (Client) for professional services in connection with the Sidewalk Extension Concept Plan along Consaul Road Project in the Town of Niskayuna, New York.

Project Understanding

The Town of Niskayuna is proposing to construct a sidewalk along Consaul Road (between Oakmont Court and Ingersol House). The 360 lf sidewalk connection is proposed to be located within the Town of Niskayuna right-of-way or within a dedicated easement on private lands (if necessary). Minor drainage improvements may be necessary to create the sidewalk connection.

Based upon your request and our understanding of the Project Weston & Sampson proposes the following scope of work:

Phase A: Concept Design

Based on the information provided by the client, and our understanding of the Project, Weston & Sampson will prepare a concept design for the Project Area. The concept design package will utilize available existing aerial imagery, GIS linework and survey mapping and incorporate the goals and objectives of the Project for consideration by the Client's designated representatives. The concept design will identify site engineering, landscape and hardscape treatments. Within this phase, preliminary details/sections, and a preliminary opinion of probable cost estimate will be prepared.

Phase A Deliverables:

- One (1) Concept Design Package.
- Facilitate one (1) Preliminary Design Review Meeting with the Client

Work Not Included in scope of work:

- Design Services beyond those identified above.
- Site Topographic or Utility Survey.
- Regulatory and municipal permitting
- Project meetings or design documents beyond those identified above
- Geotechnical investigations and/ or analysis
- Bidding & Construction Phase Services

Information to be provided by Client/ Others:

- Signature acceptance of proposal.

Schedule

We are able to begin this work within 5 business days upon receipt of authorization of this proposal via Client’s signature below. Deliverable dates will be communicated to the Client once the project design schedule has been determined.

Compensation

We propose to perform the scope of services described herein for the lump sum fee breakdown indicated below. Project-related expenses will be billed separately from labor charges and have been estimated for budget purposes. Invoices will be submitted directly to the Client. Client shall pay Weston & Sampson invoices within 30 days.

Phase A	Concept Design		\$ 5,950.00
			Expenses
			\$ 50.00
			\$ 6,000.00

(**) Estimated budget for Hourly Services Not-to-Exceed, to be provided on an as-requested basis.

Principal-in-Charge	\$215.00 - 285.00
Project Manager	\$155.00 - 185.00
Sr. Landscape Architect/ Engineer/ Surveyor	\$125.00 - 145.00
Project Landscape Architect/ Engineer/ Surveyor	\$100.00 - 115.00
Landscape Designer/ Engineering Technician	\$65.00 - 80.00

Closing

We appreciate the opportunity to present this proposal, and the attached standard terms and conditions. If this proposal is acceptable, please sign below, keep one copy for your records, and return a copy to this office. A PDF image of this proposal with the Client’s signature is acceptable.

Very truly yours,

Weston & Sampson, PE, LS, LA, Architects. PC



Daniel P. Biggs, RLA
Associate/ Regional Manager

Accepted by:

Signature _____ Date _____

Enclosure: Standard Terms & Conditions

Northeast Underlayments and Spray Foam

PO Box 471 – 7 Rocky Ridge Road

Warrensburg, New York 12885

518-623-7010

March 12, 2024

Town of Niskayuna

One Niskayuna Circle

Niskayuna, New York 12309

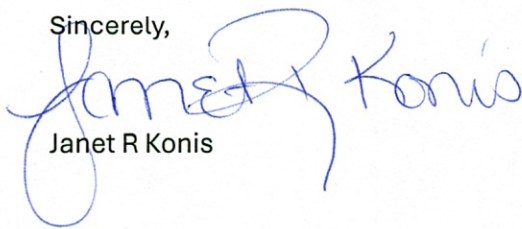
Dear Sirs/Madams,

I was recently at the building department to pick up a permit for **31 East St in Niskayuna**, when it was brought to my attention that there was a little sliver of land attached to ours, that belongs to the town that you might be willing to sell so we can square off our lot.

Our land is 31.7-71-35 which was the Barbara Property and yours is **31.7-1-35.111** that I understand was caused during the roundabout that was put in.

Is this any thing you would entertain? I am not sure of the size of the piece of property. If you are interested in this, I can be reached at 518-222-4170.

Sincerely,


Janet R Konis

EDHPEC Committee; PB Updates

4/12/24

- Recently Completed PB Actions/Resolutions (since last EDHPEC Meeting)
 - 2690 Balltown Rd. - GE Vernova, application for site plan review for construction of a new building requiring a height variance, approved on 3/11/24.

- Active
 - 2475 Brookshire Dr. - Tall Oaks Apartments, application for site plan review for a monument (directory) sign, PB challenged sign location, applicant revised plan to a better location. Resolution for approval expected at 4/15/24 meeting.
 - 2501 Troy-Schenectady Rd. - CDJHM, application for site plan approval extension, current expiration is 11/24, applicant requesting 4 more years.
 - 1 Glen Eddy Dr. - Glen Eddy - Application for site plan approval of community garden improvements and a new shed. Resolution for approval expected at 4/15/24 meeting.
 - 412 Balltown Rd. - Application for site plan approval for a tenant change to a new Papa John's restaurant. Resolution for approval expected at 4/15/24 meeting.
 - 2546 Balltown Rd. - St. Peter's Health Partners - Application for site plan review for new signage at multi-tenant medical office building. PB supports monument sign changes but is concerned with individual tenant facade signage and requested applicant to reconsider.
 - 850 Oregon Ave. / 875 Stark Ave - application for lot line adjustment, positive feedback provided by PB, expect future approval.

- New Projects
 - 3905 State St. - An application for site plan approval for a tenant change to a convenience store / smoke shop.
 - 1769 Union St. – Albany Med Urgent Care building - Capital Cardiology - An application for site plan review for new individual tenant façade signage.
 - 2565 Balltown Rd. - Schenectady JCC - An application for site plan approval of a 30' diameter yurt in the field near existing tennis courts.

- Waiting on Applicant
 - 2538 River Rd. - Kelts Farm - signage review, PB and TB action needed.
 - 2861 Troy Rd. - Brookdale Sr. Living - temporary approval of storage POD has expired, site plan application for POD replacement with a wooden shed in review.

Next PB meeting 4/15/2024