

**Joint Meeting
Conklin Planning Board and Town Board April 13, 2021**

MEMBERS PRESENT: **PLANNING BOARD** Sharon Platt, Chairperson, Paul Deeley, Dan Smith, Dawn Shafer
Dan Smith
TOWN BOARD Bill Dumian Jr., Supervisor, Dell Boyle, Bill Farley, Jim Finch
Chuck Francisco

ABSENT: Nick Pappas, Code Officer

ALSO PRESENT: Cheryl Sacco, Attorney – Coughlin & Gerhart
Sherri Jacobs, Town Board Secretary
Mary Plonski, Planning Board Secretary
Tom Delamarter, Water/Parks Superintendent

VISITORS: John Mastronardi, Town of Conklin Engineer
Kelly Sullivan, Bergman Associates
Andy Hart, Bergman Associates
Jessica Schumer, Amazon (via zoom)

This is a listing of presenters ONLY. The complete list of attendees can be found listed in the Town Board meeting minutes

Agenda Item #1 **Track Drive LLC. – Warehouse and Distribution Center**
300 Broome Corporate Park, Conklin, NY 13748 (aka 136 Carlin Rd)
Tax Map # 194.12-1-51
Site Plan Review, 239 Review and Planning Board Recommendation for Special Use Permit

6:30 PM Supervisor Dumian opened the meeting for the Public Hearing. This is a meeting on the application of Track Drive LLC. regarding the property at 300 Broome Corporate Park (aka 136 Carlin Rd) in the town of Conklin. Tax map # 194.12-1-51 for the operation of a warehousing and distribution center in 65,595 sf of the existing 172,000 sf facility. For reference it is the old Lexus Nexus building on Broome Corporate Park. He explained that this was going to be an Amazon last mile facility. There will be transport vans operating by independent owners along with Amazon employees. There will also be larger box trucks that will be transporting larger items such as washers, dryers and that type of appliances. Amazon will be leasing the building from the current owner. The interior of the building along with the outside will undergo renovations. There will be a canopy for the vans to loads under. He instructing the audience that the applicant will present their project and when complete the meeting will be open to the floor for public comment. Any questions from the public are to be directed to board members and applicant for comment. Mr. Dumian explained that Amazon does not allow their employees to travel due to the pandemic, so the representatives will be joining virtual.

Andy Hart from Bergman Associates presented to the board that he was representing the applicant in this project. He gave a brief overview of the project and will answer any questions that the public or board members may have.

Andy Hart, representing Track Drive LLC. also introduced the representatives from Amazon that is attending via zoom. Jessica Schumer, Management Economic Development, Tim Dowell, Architect.

Jessica Schumer presented an overview of one of the last mile facilities. She discussed the timeline for distribution from beginning to when it comes to this facility. Products come in overnight. Eighteen wheelers bring the products to the facility. In the morning it goes out one of three ways. The first two ways a vehicle leaves the site is via box truck. The first group has these smaller packages. They will drive up to 2 ½ hours to satellite sites where they will meet up with flex drivers who will then deliver to the final destinations. The second groups leaving are the box trucks with the heavier packages that were mentioned. Then finally the delivery vans will leave. They will deliver to customers within 45 minutes of the site. They are gone all day delivering to customers. Then there are flex employees and the 18 wheelers that come in during the day.

Supervisor Dumian explained that there was a traffic study done. The hours of operation discussed, does not conflict with drop and pickup times with our middle school, high school and elementary school.

He would also like to stress that a large portion of these vehicles will be entering and exiting the south entrance of the corporate park.

Supervisor Dumian mentioned that in the past there have been issues with tractor trailers staging on the corporate parkway. Bergman has designed an area off the Carlin Rd. entrance that will allow staging of up to 6 tractor trailers, which should cover any issue with overflow.

Mr. Dumian asked if they could go over the storm water prevention on the site.

Andy Hart from Bergman explained that there are two existing driveways that they will maintain. One on Broome Corporate Parkway and the other on Carlin Rd. The entrance on the Broome Corporate Park will be for associate parking. It is the existing parking lot on the south side of the building. The parking lot will be resurfaced brought up to existing code. The second drive is off Carlin Rd. and is where the tractor trailers and box trucks will come in. They will enter and exit the same way. There is a new driveway on Carlin Rd for the delivery vans. The new parking lot will accommodate 130 for the associates and 220 for the vans. There will be a new canopy as a launch area. The canopy will cover the vans while they are being loaded so they will be out of the weather. There is fire protection under the canopy as well as heat. Once the vans are filled they will exit the facility onto Broome Corporate Park. Supervisor Dumian asked how high the canopy was. Mr. Hart said 14ft. Mr. Dumian asked Fire Chief Bill Gorman if that was sufficient. Mr. Gorman replied that it was.

Margaret Swartz asked where the employees would be coming out of. Kelly Sullivan explained that the employees and vans would be exiting out onto Broome Corporate Park and the box trucks and tractor trailer would exit to Carlin Rd.

There was discussion on how many tractor trailers and the hours they would be coming. Mr. Dumian explained that the board has tried to make sure that site plans include any future plans for expansion, so that there are no problems in the future with truck traffic.

Margaret Swartz asked how many employees will there be. Mr. Hart said approximately 125. She asked how many shifts. There will be two shifts. Mrs. Swartz asked if the vehicles would be running while they were sitting. Kelly Sullivan said that they probably would be, but it should only be for an hour or so while they were waiting.

Cathy Minoia asked if there was a way to have a sign at the entrance of the corporate park of the businesses so the trucks would know which way to go. She commented on all the trucks that come down Conklin Rd. because they don't know where they are going. There was a discussion on placing a sign of the businesses near the current town sign at the entrance to the corporate park.

Dan Smith asked if these jobs already exist or will these be new positions. Mr. Hart explained that the management may be a transplant but the majority of these jobs will be new.

Mrs. Swartz asked about lighting. Mr. Hart commented that there will be lighting around the facility. The lighting will be dark sky compliant.

Andy Hart explained that they will bring the storm water retention up to current code regulations. There are 5 retention pond sites to cover any runoff. The parking lots will drain into catch basins, which will drain into different retention ponds and Carlin Creek. Mr. Hart commented that they are improving the storm water drainage. The building was built a long time ago and does not meet the current regulations. John Mastronardi town engineer explained that DEC regulates the storm water. In reviewing the SWPPP the study shows a reduced flow of water making the site less water than previously.

Andy Hart commented that they are adding more landscaping to the parking lot per Broome County request. He explained that he will address all the comments from Broome County.

Paul Deeley asked if there were any hazardous material. Mr. Hart said there were none to his knowledge.

Mr. Deeley also asked if there was a structure survey of the building. Mr. Hart said there was a study and everything passed.

Mr. Hart stated that Amazon has asked them to check into areas for the future that could have charging stations. The next set of plans to the town will show where the future UV stations would be.

The following documents were read in to record:

Broome County 239 dated April 1, 2021
Department of Public Works dated March 22, 2021
Broome County Office of Emergency Services dated March 28, 2021
NYS Dept. of Transportation dated March 11, 2021

Chairperson Platt asked if there were any questions from the Planning Board.

Dawn Shafer asked if there was any though given to the email concerning the Public Safety Radio System that is scheduled to be installed by the end of 2021. She felt that since there are major improvements going on in the building, it is important to have these repeaters in the building as a safety precaution for our fire fighters. Mr. Hart said he would work with the town to address the issue. Paul Deeley commented that the Fire Department is working with businesses in Conklin to install Knox boxes. Mr. Deeley stated that the Fire Chief Bill Gorman was in the audience. Fire Chief Gorman said that there are two Knox boxes currently at that site. Dawn Shafer asked if there were any repeaters in the building currently. Mr. Gorman said he wasn't sure but felt that when the new system goes in there won't be an issue going forward.

Planning Board and Town Board both reviewed the Full EAF Part 1 and updated the application per the Errata dated April 13, 2021 Both Planning Board and Town Board reviewed and completed Part 2 and 3 of the Full EAF. Upon completion of these reviews the Planning Board made the following recommendation to the Town Board:

**RESOLUTION BY THE PLANNING BOARD OF THE TOWN OF CONKLIN
MAKING A RECOMMENDATION ON THE SPECIAL PERMIT APPLICATION
OF TRACK DRIVE LLC.**

PRESENT: Chairperson Sharon Platt
Board Member Dan Smith
Board Member Paul Deeley
Board Member Dawn Shafer

ABSENT: None

Chairperson Platt asked for a motion to approve the recommendation.

Offered By: Board Member **Paul Deeley** **Seconded By:** Board Member **Dan Smith**

The Planning Board (hereinafter "Board") of the Town of Conklin (hereinafter "Town"), duly convened at a special meeting on April 13, 2021 does hereby resolve as follows:

WHEREAS, pursuant to Section 140-76 of the Town of Conklin Code, any use proposed for the Economic Development District Zone ("EDDZ") is subject to the issuance of a special permit by the Town Board and the developer must submit a site plan application in accordance with the Town of Conklin Site Plan Review Law; and

WHEREAS, prior to the Town Board acting upon the request for the special permit, the Planning Board must first review the proposed development and provide its recommendations to the Town Board; and

WHEREAS, the Town Board has received a request from Track Drive LLC (“Applicant”) for renovations of existing building for distribution center and warehouse at: 300 Broome Corporate Park, Conklin NY 13748

located in the Economic Development Zone District, and therefore requires the issuance of a special permit; and

WHEREAS, pursuant to Part 617 of the implementing regulations pertaining to Article 8 of the State Environmental Quality Review Act (“SEQRA”), the Town Board is the lead agency in this coordinated review and responsible for making the final determination on the special permit, and the Planning Board is an involved agency only offering an advisory recommendation; and

WHEREAS, pursuant to Section 140-76(C) of the Town Code, the Planning Board has met with the Applicant, Town Engineer and Town Code Enforcement Officer on several occasions and received, reviewed and considered all of the materials submitted by the Applicant in support of its special permit application including, but not limited to, the following:

- A complete site plan and drawings depicting the proposed construction project at the facility;
- A storm water pollution prevention plan;
- A proposed Long Form EAF;
- The final recommendations from the Broome County Department of Planning & Economic Development pursuant to General Municipal Law §§ 239-l and 239-m;
- A letter from Broome County IDA finding that the proposed distribution center is currently in compliance the Performance Standards of the Broome Corporate Park; and

WHEREAS, the Town Engineer and the Town Code Enforcement Officer have met with the Applicant and reviewed said application materials and have deemed them complete and have approved of their form and substance; and

WHEREAS, notice was given for a special Planning Board meeting to be held at 6:30 p.m. on April 13,2021 at the Conklin Town Hall, 1271 Conklin Road in said Town to review the special permit application of the Applicant and make a recommendation thereon.

NOW THEREFORE, BE IT RESOLVED, that the Board recommends that the Town Board of the Town of Conklin approve the special permit application of the Applicant as submitted.

RESOLVED, that pursuant to Section 140-76 of the Town of Conklin Code, the Board finds that (1) the Applicant’s site plan contains all of the elements that are required by the Town of Conklin Site Plan Review Law; (2) no deficiencies in the site plan appear to exist which would require the attention of the developer and the Town Board; (3) the Applicant has submitted a complete Long Form EAF which appears to be accurate to the best of the Planning Board’s knowledge and no additional environmental information is required; (4) the recommendations of the Broome County Planning Department have been received and indicate that the Department has not identified any significant countywide or inter-community impacts associated with the proposed project; and (5) there are no specific factors or concerns which it believes are appropriate for consideration by the Town Board; and further

RESOLVED, that the Planning Board recommends that for the purposes of SEQRA, the Town Board finds that: (1) this is a coordinated review pursuant to 6 NYCRR § 617.6(b)(3); (2) this is an Unlisted Action; and (3) the project will not result in any significant adverse environmental impact and therefore a negative declaration should be issued; and further

RESOLVED this resolution shall take effect immediately.

CERTIFICATION

I, Mary Plonski, do hereby certify that I am the Planning Board Secretary of the Town of Conklin and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Conklin at a meeting thereof held at the Conklin Town Hall, 1271 Conklin Road, Conklin, New York on April 13, 2021. Said resolution was adopted by the following roll call vote:

Chairperson Sharon Platt	<u>yes</u>
Board Member Dan Smith	<u>yes</u>
Board Member Paul Deeley	<u>yes</u>
Board Member Dawn Shafer	<u>yes</u>

Town of Conklin Seal

Dated: April 13, 2021

Mary Plonski, Secretary
Town of Conklin Planning Board

A signed copy of this resolution will be on file at the Town of Conklin Town Clerk’s office.

Town Board declared this as Unlisted. Chuck Francisco made motion to accept the Planning Board’s recommendations. James Finch second the motion. All Town Board members agreed with the Planning Board’s recommendation.

Full EAF Part 3 was completed by Town Board as lead agency and it was determined by all board members, based on the information and analysis above, and any supporting documentation that the proposed action will not result in any significant adverse environmental impacts.

Sherri Jacobs will be reporting on the Town Board’s resolution.

Paul Deeley motioned to adjourn Planning Board meeting **Dan Smith second**. All present board members approved. Meeting Closed 7:58 PM.

The next Planning Board meeting is scheduled for Monday, May 17, 7:00 p.m.

Respectfully Submitted
Mary Plonski