

TOWN OF VIRGIL PLANNING BOARD

Minutes of Regular Meeting - Monday, 26 January 2015 - 7 PM
Town Hall - 1176 Church Street - Virgil, NY 13045

Board Members (*absent)

Jeffrey Breed, Chairman
Gary Wood
Carole Lathrop
Dawn Willis
Ann Howe
Mark Baranello, Alternate

Others Present

Patrick Snyder, Town Attorney
Craig Umbehauer, Town CEO
Joan Fitch, Board Secretary

Applicants & Public Present

Steve Terwilliger for Congas, LLC, Applicant.

REGULAR MEETING

The Regular Meeting of the Town of Virgil Planning Board was called to order by Chairman Jeffrey Breed at 7 p.m.

ORGANIZATIONAL MATTERS

It was noted for the record that the Virgil Town Board has re-appointed Jeffrey Breed as Chairman of the Town Planning Board for 2015.

Selection of Board Secretary for 2015

A motion was made by Member Gary Wood to select Joan Fitch as the Planning Board's secretary for 2015. The motion was seconded by Member Dawn Willis, with the vote recorded as follows:

Ayes:	Chair Breed	Nays:	None
	Member Wood		
	Member Lathrop		
	Member Willis		
	Member Howe		

Motion carried.

This becomes Action #1 of 2015.

Selection of Meeting Day/Time for 2015

A motion was made by Member Wood that the regular meeting day/time for 2015 will be the fourth Monday of each month at 7 p.m., as needed. The motion was seconded by Member Ann Howe, with the vote recorded as follows:

Ayes:	Chair Breed	Nays:	None
	Member Wood		
	Member Lathrop		
	Member Willis		
	Member Howe		

Motion carried.

This becomes Action #2 of 2015.

OLD BUSINESS - NONE

NEW BUSINESS

Congas, LLC, Applicant/Steven Terwilliger, Reputed Owner – 2964 Webb Road – TM #105.00-09-09.000 – Site Plan Review for Proposed Drive-Thru Window

(Note: Wording in bold, underlined, indicates those items requested from the applicant).

Chairman Breed recognized the applicant who was seeking approval of a Site Plan to have a “coffee pickup window” as stated in his 5 January 2015 narrative, and also as shown on an annotated map, both of which accompanied the application. Mr. Terwilliger stated that he needed more business at his service station/convenience market, dba Virgil Country Market.

Mr. Terwilliger stated that the majority of the site’s traffic comes in off NYS Route 13. He also said that they already “had a window back in the kitchen area.” The pickup window is located at the rear of the building. He stated he will properly mark directions so customers will come in off Route 13, around the building, and “come back out this way.” Anyone coming in off Webb Road would join in, thus sending the traffic back out onto Route 13, away from Webb Road. An enunciator would be used which would sit on a pedestal at the very back corner. The sound level, he stated, would be kept at a minimum.

The Board discussed the amount of room for utilizing the proposed drive-thru; 17 feet had been measured as “the actual runway for the cars.” Cars are only to use this area for the drive-thru window; no other traffic is wanted back there. Queuing of cars was discussed. Member Wood suggested directional signs on pedestals. Mr. Terwilliger stated the site will be “well marked” for traffic flow.

Member Dawn Willis asked about the propane tank presently on the site, and the applicant responded that it is being moved to the back by the fence. Member Howe stated she had reviewed previous actions of this Board regarding the fueling station/convenience store and noted that one of the conditions (Action 29 of 2010) was “no future expansion is possible.” Mr. Terwilliger responded that he did not consider this an expansion.

Member Wood reviewed the first six contingencies contained in the Cortland County Planning Board’s Resolution No. 15-2 of 21 January 2015 regarding this application. He then asked the applicant how many drive-thru customers he expected, and Steve responded “seven to ten per hour.” Further, he stated, the cars could “stack all around the parking lot.” Instances of cars (trying to enter the site from Route 13 via Webb Road) preventing Webb Road traffic from exiting onto Route 13 were discussed. Other traffic flow scenarios were discussed.

Member Wood stated that he thought the Board may have to do a SEQR review first, and it should be decided if the request was significant enough to require a public hearing. Town Attorney Pat Snyder responded that an EAF was not required, but the Board should make this decision. Member Wood then asked if the Board had enough information to meet the “queue analysis” contained in the County Planning Board’s Item 5 of the aforementioned resolution. Mr. Terwilliger acknowledged he had received a copy of this resolution. Chairman Breed read aloud the contingencies contained in that resolution. He asked the applicant to respond to Item 1 by **submitting a more detailed Site Plan containing measurements.** Regarding Item 2 pertaining to pavement markings and signs, the applicant had responded that the site would be “well marked” for traffic flow. Item 3 regarding vehicle stacking areas shall be a minimum of 50 feet from any adjoining lot line in a residential district, is required. Item 4, re speaker system, the applicant was in agreement with. Chairman Breed, after reading aloud Item 5, regarding a traffic/queue study, stated this may be an item the Board is interested in. There were no comments given after reading aloud Items 6 and 7.

Chairman Breed affirmed that he would like a **more detailed Site Plan.** Member Wood suggested a **drawing with dimensions on it and an indication of the amount of traffic he expects (customers per hour) and amount of queue there may be.** There may be 4-5 cars maximum. Mr. Terwilliger indicated where the employees will park; **Employee Parking Only signs should be installed where applicable, and the elimination of one of those spaces was recommended.**

