

**ONEONTA, NEW YORK - DECEMBER 19, 2012 - 7:00 P.M.**

**REGULAR MEETING OF THE PLANNING COMMISSION PG. 1**

**PRESENT:** Commissioner Gary Herzig (Vice Chair)  
Commissioner Becky Thomas  
Commissioner Anna Tomaino  
Commissioner Edmond Overbey  
Commissioner Michelle Eastman  
Council Member Maureen Hennessy  
**ABSENT:** Chair Dennis Finn  
Commissioner Barry Holden

Vice Chair Herzig called the regular meeting to order and asked the Clerk to call the roll.

**PETITIONERS**

Vice Chair Herzig indicated there were no petitioners for matters other than items listed on the agenda.

**CORRESPONDENCE**

City Clerk Koury indicated there was no correspondence.

**APPROVAL OF MINUTES**

Without benefit of a motion, the commission approved the minutes of the November 28, 2012 meeting.

**NEW BUSINESS**

Hartwick College, Steve Hugo, Holt Architects (for Hartwick College): Required Action: Sketch Plan Conference: To discuss what drawings the applicant needs to submit for the Zoning Code review for the proposed project to construct a 7,300 square foot addition to Hartwick College's Dewar Student Union and renovate part of the existing 1st floor of Dewar Student Union.

Vice Chair Herzig addressed the following item of new business as follows.

*DATE: December 5, 2012*

*TO: Planning Commission  
Dennis Finn, Chair  
Gary Herzig, Vice Chair  
Anna Tomaino, Commissioner  
Michelle Eastman, Commissioner  
Edmond Overbey, Commissioner  
Barry Holden, Commissioner  
Council Member Maureen Hennessy*

*CC: James R. Koury, City Clerk  
Patrick Pidgeon, Fire Chief  
Greg Mattice, Engineering Technician*

*FROM: Lee Adele Ferris, Ordinance Inspector*

*SUBJECT: Property Address: 1 Hartwick Drive  
Property Owner: Hartwick College  
Tax Map #: 299.08-2-63  
Applicant: Steve Hugo, HOLT Architects  
Zoning District: U: University District*

**ONEONTA, NEW YORK – DECEMBER 19, 2012 - 7:00 P.M.**

**REGULAR MEETING OF THE PLANNING COMMISSION PG. 2**

*PROPOSAL: The applicant wishes to have a Sketch Plan Conference with the commission to discuss what drawings the Commission wants the applicant to submit for the Zoning Code review for the proposed project at the above referenced property.*

*The proposed project is to construct a 7,300 square foot addition to Hartwick College's Dewar Student Union and renovate part of the existing 1<sup>st</sup> floor of Dewar Student Union.*

*300-74 E: At the request of the applicant, a sketch plan conference may be held between the Planning Commission and the applicant to review the basic site design concept and generally determine the information to be required on the site plan.*

Vice Chair Herzig asked the petitioners to identify themselves for the record.

Mr. Steve Hugo stated he was from HOLT Architects and was representing Hartwick College with the sketch plan conference. Mr. Hugo introduced Ms. Meagan Fallon and Mr. Joe Mack, representatives of Hartwick College.

Mr. Hugo explained the proposed project to the commission.

After discussing the project with the commission, Vice Chair Herzig asked if it was the intent of the applicants to come back before the commission at its January meeting. Mr. Hugo stated that was their intent, if possible. Mr. Hugo asked what information did the commission want to see for that meeting.

Vice Chair Herzig stated that as per Zoning Code Section 33.44 (J) that in the University District any proposed project had to be included in the institutions master plan. He asked if the proposed project would be in conformance with the college's master plan.

Mr. Mack stated he would have to look at the plan, but he did say it did take into account an addition to Dewar. He would verify that.

After additional discussion, the commission stated that it would like to see the following:

1. Information related to groundwater issues;
2. How the applicant would address fire safety and overall safety concerns related to the construction of the addition;
3. Long Environmental Assessment Form (EAF)

Vice Chair Herzig stated that since the project was on a slope, he inquired about the topographic map and what the contours were. Mr. Hugo stated they were one foot contours.

Vice Chair Herzig stated that the purpose of the Sketch Plan Conference was to examine the project and determine if any documentation required as part of the formal site plan review could be waived. After some discussion the commission determined that given the extent and scope of the project, none of the required documentation would be waived.

Vice Chair Herzig asked if any commissioners had any questions.

Commissioner Eastman asked if the elevators in the addition were of appropriate size to accommodate a stretcher. She stated that in a previous project before the commission this issue was brought up by the Fire Chief.

Mr. Hugo stated that the elevator would fully accommodate a stretcher.

Code Enforcement Officer Chiappisi asked if any State Education reviews would be necessary since Hartwick is a private institution. Hr. Hugo stated there were no State Education Department requirements due to Hartwick College being a private educational institution.

**ONEONTA, NEW YORK - DECEMBER 19, 2012 - 7:00 P.M.**

**REGULAR MEETING OF THE PLANNING COMMISSION PG. 3**

Engineering Technician Mattice stated that he would facilitate a meeting with the Fire and Police Chiefs to discuss the project as well as any engineering concerns with the applicant. Mr. Hugo stated he and the college would be open to such a meeting.

City Manager Long stated that his experience in the past is that it was always a good idea to discuss projects of this magnitude with municipal officials prior to formal review. Vice Chair Herzig agreed, stating it would be good to know beforehand what had to be done, instead of finding out at the meeting, and thus creating additional delays in the commission's approval.

Mr. Hugo asked about the Long Form EAF request. He stated that normally a Long Form EAF was not required, but it certainly was the prerogative of the commission to require one. He asked the college representatives if they would be willing to proceed with a Long Form EAF. Mr. Mack and Ms. Fallon stated that they concurred and would do whatever was necessary.

City Manager Long suggested that the commission consider having the college do a Short EAF but provide additional narrative about the issues the commission may want to have addressed.

Vice Chair Herzig stated the biggest concern was issues related to groundwater runoff.

After some additional discussion, it was agreed that the Mr. Hugo could submit a Short EAF with clarification attached addressing the groundwater issues to ensure they would be taken care of.

Vice Chair Herzig asked if anyone had any other questions or concerns related to the project. Hearing none he thanked the applicants for attending and that the commission would see them again at its January 16<sup>th</sup> meeting.

**OLD BUSINESS**

Vice Chair Herzig asked if there was any Old Business to discuss. City Clerk Koury stated that Stewart's would be back in January. There was an oversight for this meeting and they were not placed on the agenda, but they would be on the January 16<sup>th</sup> agenda.

There being no further business to come before the commission, Vice Chair Herzig adjourned the regular meeting at approximately 7:45 p.m.

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JAMES R. KOURY, City Clerk

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