



# Planning Board Agenda

July 8, 2025 – 7:00 pm

The Planning Board's Agenda is subject to change and certain items may be postponed NOTE: During a Public Hearing, each speaker shall state his name and address prior to addressing the Board and shall be granted the floor for up to three minutes. The Board will complete its deliberation of the project under review at midnight. All remaining items will be placed first on the next agenda.

## **I. Minutes Approval - 06/24/2025**

## **II. Public Hearing**

### **#2025-032 646 Plank Road Change of Tenancy to Retail SUP**

SBL: 271.-3-18.111

Change of Tenancy to Retail triggered by showroom, 646 Plank Rd

Zoned: TC2 - Edge Zone, Status: Preliminary

Applicant: Plank Road Associates      Consultant: N/A

[http://www.citizenserve.com/Documents/398/475183984\\_Original%20Site%20Plan.pdf](http://www.citizenserve.com/Documents/398/475183984_Original%20Site%20Plan.pdf)

## **III. Old Business**

### **#2022-043 287 Ushers Rd Business Park Site Plan**

SBL: 259.-2-37.1

Applicant is proposing to construct 42,000 sf commercial building, 287 Ushers Rd

Zoned: L2 - Light Industrial 2, Status: Preliminary

Applicant: Murnane Builders      Consultant: EDP – G. Vuillaume

Last Seen On: 04/08/2025

[http://www.citizenserve.com/Documents/398/475282158\\_287%20Ushers%20Site%20Plans.pdf](http://www.citizenserve.com/Documents/398/475282158_287%20Ushers%20Site%20Plans.pdf)

### **#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)**

SBL: 265.-5-12

Applicant proposes construction of three (3) office/warehouse buildings on 3 separate lots, Kinns Rd

Zoned: B5 - Corporate Commerce, Status: Revised Preliminary

Applicant: Synergy Park, LLC      Consultant: Lansing Engineering – C. Jarvis

Last Seen On: 05/28/2025

[http://www.citizenserve.com/Documents/398/475339652\\_2025\\_06\\_16%20-%20SYNERGY%20LOT%201.pdf](http://www.citizenserve.com/Documents/398/475339652_2025_06_16%20-%20SYNERGY%20LOT%201.pdf)

## **IV. New Business – none**

## **V. Discussion – none**

**Next PB Meeting: August 12th**

## Review Comments by Permit#

Permit Number: SUP25-000009

File#	Permit#	Project Name	Route Name	Activity Type	Reviewer	Completion Date	Comment
25-000861	SUP25-000009	#2025-032 646 Plank Road Change of Tenancy to Retail SUP	Special Use Permit - Preliminary	Planning Director Plans Review	John Scavo	06/30/2025	The applicant is seeking a Special Use Permit for a business use located entirely within an existing building, with no proposed changes to the previously approved site plan. The use involves interior product display of flooring materials and color types, which under the Town of Clifton Park Zoning Code for the TC-2 (Town Center) District, triggers the requirement for a Special Use Permit due to the nature of the commercial activity. While the display of products constitutes a technical threshold for special use review, the proposed use is entirely contained within the building envelope, involves no exterior alterations, and does not impact site circulation, parking, landscaping, or lighting. As such, the use is considered innocuous in terms of its physical and visual impact on the surrounding area and is consistent with the intent of the TC-2 Zone, which encourages a mix of commercial, civic, and residential uses in a walkable, village-style setting.
25-000861	SUP25-000009	#2025-032 646 Plank Road Change of Tenancy to Retail SUP	Special Use Permit - Preliminary	Planning Director Plans Review	John Scavo	06/30/2025	The TC-2 District is designed to support a variety of business types that contribute to a vibrant and diverse town center. The proposed tenant use aligns with these goals and does not introduce any adverse effects on neighboring properties or the public realm. Furthermore, the lack of exterior modifications ensures that the exterior brick architectural integrity of the building and previously approved site design remain intact.
25-000861	SUP25-000009	#2025-032 646 Plank Road Change of Tenancy to Retail SUP	Special Use Permit - Preliminary	Planning Director Plans Review	John Scavo	06/30/2025	Given these considerations, I recommend the approval of the Special Use Permit as requested.
25-000861	SUP25-000009	#2025-032 646 Plank Road Change	Special Use Permit - Preliminary	Planning Director Plans Review	John Scavo	06/30/2025	The Saratoga Co. Planning Board offered a recommendation noting that the project will have no significant county-wide or inter-community impact.

		of Tenancy to Retail SUP					
25- 000861	SUP25- 000009	#2025- 032 646 Plank Road Change of Tenancy to Retail SUP	Special Use Permit - Preliminary	SEQR Review	John Scavo	06/30/2025	Pursuant to the New York State Environmental Quality Review Act (SEQR) and 6 NYCRR Part 617, the proposed actionâ approval of a Special Use Permit for a business operating entirely within an existing building with no exterior modificationsâ is classified as an Unlisted Action. This classification is appropriate because the project does not fall under the Type I or Type II categories defined in SEQR regulations.
25- 000861	SUP25- 000009	#2025- 032 646 Plank Road Change of Tenancy to Retail SUP	Special Use Permit - Preliminary	SEQR Review	John Scavo	06/30/2025	The Town of Clifton Park Planning Board is the appropriate agency to serve as Lead Agency for SEQR review, as it is the entity responsible for approving the Special Use Permit.

25-000861	SUP25-000009	#2025-032 646 Plank Road Change of Tenancy to Retail SUP	Special Use Permit - Preliminary	SEQR Review	John Scavo	06/30/2025	After reviewing the application and supporting documentation, the Planning Board may issue a Negative Declaration under SEQR for the following reasons: No Physical Alteration to the Site The proposed use is entirely interior to the existing building. There are no changes to the building footprint, site layout, parking, landscaping, lighting, or utilities. No Increase in Traffic or Utility Demand The proposed business use is consistent with other permitted commercial uses in the TC-2 Zone and is not expected to generate significant additional traffic, noise, or demand on municipal services. Consistency with Zoning and Comprehensive Plan The use aligns with the goals of the TC-2 District, which encourages a mix of commercial and civic uses in a walkable, town center environment. The project does not conflict with the Town's Comprehensive Plan or zoning objectives. No Impact on Natural Resources or Historic Features The site is previously developed and does not contain wetlands, steep slopes, or other sensitive environmental features. No ground disturbance or exterior construction is proposed. No Adverse Aesthetic or Community Character Impacts Since the use is interior and does not alter the building's exterior or site appearance, there is no anticipated impact on community character or visual resources.
25-000861	SUP25-000009	#2025-032 646 Plank Road Change of Tenancy to Retail SUP	Special Use Permit - Preliminary	SEQR Review	John Scavo	06/30/2025	Based on the above findings, the Planning Board may reasonably determine that the proposed action will not result in any significant adverse environmental impacts. Therefore, a Negative Declaration is recommended, and no Environmental Impact Statement (EIS) is required.
25-000861	SUP25-000009	#2025-032 646 Plank Road Change of Tenancy to Retail SUP	Special Use Permit - Preliminary	SUP Review	Scott Reese	07/03/2025	This parcel is located in the TC2 Town Center Edge Zone. Retail is allowed by Special Use Permit through the Planning Board. Per Town Code Chapter 208-22 5. D. Retail uses are permitted in the TC2 Zone by special permit as an accessory use, provided that all such establishments are limited to no more than 2,000 square feet of gross floor area or 10% of the total building footprint area, whichever is greater.
25-000861	SUP25-000009	#2025-032 646 Plank	Special Use Permit - Preliminary	Zoning Plans Review	Scott Reese	07/03/2025	This parcel is located in the TC2 Town Center Edge Zone. Retail is allowed by Special Use Permit through the Planning Board. The applicant

	Road Change of Tenancy to Retail SUP				would need a SUP approval by the Planning Board prior to the Building & Development Department issuing a Change of Tenant.
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## Review Comments by Permit#

Permit Number: SPR25-000026

File#	Permit#	Project Name	Route Name	Activity Type	Reviewer	Completion Date	Comment
22-000052	SPR25-000026	#2022-043287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	ECC Review	Scott Reese	07/01/2025	The ECC reminds the applicant that they should avoid storage of hazardous materials in an outdoor location. The Applicant shall comply with the Town's Hazardous Materials Policy, which can be obtained from the Town Environmental Specialist.
22-000052	SPR25-000026	#2022-043287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Traffic Review	Melinda Acker	07/01/2025	Analysis from CME sent to Saratoga Co. Planning Board for additional consideration and the Town of Clifton Park Highway Safety Committee for advisory comments.
22-000052	SPR25-000026	#2022-043287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Planning Director Plans Review	John Scavo	07/02/2025	For the trash enclosure detail on sheet 8 of 10, either green or black vinyl coating is acceptable. The choice depends on availability and the property owner's preference
22-000052	SPR25-000026	#2022-043287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Planning Director Plans Review	John Scavo	07/02/2025	The traffic analysis information provided by the applicant for this submittal has been forwarded to the Saratoga Co. Planning Board for additional review. This is in response to their earlier request for more information before issuing a recommendation to the Clifton Park Planning Board
22-000052	SPR25-000026	#2022-043287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Planning Director Plans Review	John Scavo	07/02/2025	No determination for SEQR or preliminary site plan approval can occur until the Saratoga Co. Planning Board (SCPB) has issued an advisory opinion to the Clifton Park Planning Board for consideration. The SCPB will meet the 3rd Thursday of July to consider this site plan application and its supporting documentation.
22-000052	SPR25-000026	#2022-043287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Planning Director Plans Review	John Scavo	07/02/2025	Prior to the commencement of any grading, excavation, or vegetation clearing activities, all Limit of Disturbance (LOD) boundaries shall be clearly and accurately delineated in the field. Acceptable methods include staking, flagging, or installing silt fencing along the approved boundary line as shown on the final site plan. The contractor shall verify LOD delineation with

							the project's design professional prior to mobilizing equipment. Disturbance outside approved limits shall constitute a violation of the site plan and may be subject to enforcement actions.
22-000052	SPR25-000026	#2022-043287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Planning Director Plans Review	John Scavo	07/02/2025	As part of the required Stormwater Pollution Prevention Plan (SWPPP) inspections, the designated qualified inspector shall verify that all clearing, grading, and construction activities remain within the approved Limits of Disturbance (LOD) as shown on the final site plan. Any encroachment beyond delineated boundaries must be reported immediately to the property owner and corrected within 24 hours. Documentation of LOD compliance shall be included in the weekly SWPPP inspection logs and retained for review by the Town and NYSDEC.
22-000052	SPR25-000026	#2022-043287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	SEQR Review	John Scavo	07/02/2025	No SEQR determination can be made until the Planning Board has received an advisory opinion from the Saratoga Co. Planning Board.
22-000052	SPR25-000026	#2022-043287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Fire Marshall Plans Review	John DeSimone	07/03/2025	Assure location of new hydrants is approved with Water Authority
22-000052	SPR25-000026	#2022-043287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Fire Marshall Plans Review	John DeSimone	07/03/2025	Additional fire lane signage may be required as construction and landscaping are being completed.
22-000052	SPR25-000026	#2022-043287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Fire Marshall Plans Review	John DeSimone	07/03/2025	Assure all buildings are marked as suite numbers and main entrance has approved postal number by road.
22-000052	SPR25-000026	#2022-043287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Stormwater Review	Scott Reese	07/03/2025	The applicants Stormwater Management Narrative, dated June 2025, prepared by The Environmental Design Partnership, LLP refers to test pits on an adjacent parcel. The test pit information is not acceptable to the NYSDEC Stormwater Design Manual Appendix D: Testing

							Requirements for SMPs. The next submitted plans and reports will need to follow the listed requirements.
22-000052	SPR25-000026	#2022-043 287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Stormwater Review	Scott Reese	07/03/2025	On the grading plan show the connection of roof drains from Building #2 to a stormwater treatment system.
22-000052	SPR25-000026	#2022-043 287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Stormwater Review	Scott Reese	07/03/2025	Per the NYSDEC Stormwater Management Design Manual - Table 6.10 infiltration practices shall be located 25 feet downgradient of structures. Show the 25 feet of separation on the grading plans.
22-000052	SPR25-000026	#2022-043 287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Postal Verification	John DeSimone	07/03/2025	Reference and follow approved postal verification in documents.
22-000052	SPR25-000026	#2022-043 287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Postal Verification	John DeSimone	07/03/2025	Building numbers will also be considered suite numbers
22-000052	SPR25-000026	#2022-043 287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Zoning Plans Review	Scott Reese	07/03/2025	Storage, warehousing or distribution of manufactured products is an allowed use in the LI2 Zone.
22-000052	SPR25-000026	#2022-043 287 Ushers Rd Business Park Site Plan	Site Plan Review - Preliminary	Zoning Plans Review	Scott Reese	07/03/2025	Applicant is proposing to build within the 50 foot Northway Setback shown on their Conceptual Site Plan. The Planning Board should consider how this may impact the Visual Impact findings regarding potential environmental impact and mitigation measures established in the Wood Road Corridor GEIS.

## Review Comments by Permit#

Permit Number: SPR25-000027

File#	Permit#	Project Name	Route Name	Activity Type	Reviewer	Completion Date	Comment
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	ECC Review	Scott Reese	07/01/2025	Plans need to show the 130-foot building setback from the centerline of NY Rt 9.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	ECC Review	Scott Reese	07/01/2025	The ECC notes that the proposed buildings will be 30 feet in height. The proposed 6-foot evergreen trees are insufficient to provide proper buffering for this application.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	ECC Review	Scott Reese	07/01/2025	The grading plans show proposed grading of the property and into both the State and County Right-of-Ways. The ECC strongly recommends that the Planning Board rejects this grading plan as it eliminates important mature vegetative buffers and adversely impacts stormwater management as well as the screening of an industrial facility.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	ECC Review	Scott Reese	07/01/2025	Per 208-65 C. Buffer $\hat{a}$ $\square$ $\square$ ECC notes the Town Code states, "there shall be established a minimum twenty-five-foot planted buffer along the rear and side property lines of all parcels." It does not appear that this plan meets that standard.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	ECC Review	Scott Reese	07/01/2025	The ECC notes that there is no proposed lighting along the backside facing NYS Rt 9. The applicant shall verify if there will be any emergency or exit/entry lighting along this area.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	ECC Review	Scott Reese	07/01/2025	The ECC notes that the applicant has neglected to provide plans to show maintenance access to the stormwater management structures. Given that this plan has stormwater management adjacent to ACOE wetlands and outlets into the ACOE wetlands it is imperative

							to address this issue prior to approval.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	SEQR Review	John Scavo	07/03/2025	Previously, as part of the SEQR review, the Planning Board completed an analysis of a comprehensive build-out plan for the development of Synergy Technology Park and issued a Negative Declaration. The Planning Board can continue its review and consideration for potential significant impacts as each site develops. However, the Board may rely upon its prior SEQR findings, confirming that this application does not present impacts not previously considered and mitigated. Previous mitigation includes assigning a wetlands buffer from ACOE wetlands and traffic improvements associated with adding a dedicated right turn lane on Kinns Road to the NYS Route 9 Intersection.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	Zoning Plans Review	Scott Reese	07/03/2025	Plans need to show the 130 foot building setback from the centerline of NY Rt 9.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	Zoning Plans Review	Scott Reese	07/03/2025	Per Town Code Chapter 208-54 E. (1) No parking or maneuvering area shall be allowed in the front yard unless the Planning Board finds that, in the case of keyhole lots or lots with similar configuration, the intent of this chapter is better met by allowing construction within the front yard setback.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	Zoning Plans Review	Scott Reese	07/03/2025	Per Town Code Chapter 208-54 E. (2) Side yards/rear yards. In order to allow and promote the purpose of this article for maximum flexibility of design in order to preserve as much of the natural environment as possible, there is established a ten-foot rear and side yard setback which shall be treated as a buffer area except for each parcel of a multibuilding office complex; the extent of internal buffering to be

							determined during site plan review. This buffer area shall contain natural or planted vegetation for the purpose of screening uses from adjacent properties. Since the grading plans are disturbing into the buffer areas the Planning Board shall determine if the proposed planted vegetation is sufficient.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	Zoning Plans Review	Scott Reese	07/03/2025	The grading plans show proposed grading off the property and into both the State and Town Right-of-Ways. The applicant shall provide documentation that both entities will allow this disturbance. Since the grading plan will be removing mature vegetation, it is recommended that the applicant provide a more robust planting plan to achieve the buffer as per comment #3 and to meet Town Code Chapter 208-55 B where consideration shall be given to preservation of natural and existing vegetation as well as new plantings throughout the entire site plan.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	Stormwater Review	Scott Reese	07/03/2025	Provide maintenance access to proposed structure OCS1 & OCS2.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	Stormwater Review	Scott Reese	07/03/2025	The applicants test pit locations as shown on plans titled Layout & Materials Plan, Sheet 4 of 18, dated May 5, 2025, by Lansing Engineering show only one test pit in a stormwater management area. The test pit information is not acceptable to the NYSDEC Stormwater Design Manual Appendix D: Testing Requirements for SMPs. The next submitted plans and reports will need to follow the listed requirements.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots	Site Plan Review - Revised Preliminary	Stormwater Review	Scott Reese	07/03/2025	Describe / show the pretreatment for the Gravel Wetland #1.

		Site Plan (Synergy Park)					
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	Stormwater Review	Scott Reese	07/03/2025	Describe / show how the maintenance will be done to completely drain the wetland to the bottom of the stone elevation as described in the NYSDEC SWMDM 6.2.2.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	Stormwater Review	Scott Reese	07/03/2025	Detention Basin #1 is described as a Micro Extended Detention Basin (P-1). Describe / show the pretreatment (forebay) as shown in the NYSDEC SWMDM Figure 6.1.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	Stormwater Review	Scott Reese	07/03/2025	Micro Extended Detention Basins require a vegetated buffer extending 25 feet outward from the maximum water surface elevation of the pond or to the toe of the embankment whichever is greater.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	Stormwater Review	Scott Reese	07/03/2025	Clarify the minimum permanent pool depth per water balance calculation of 5.26 feet and the depth shown on the Detention Basin #1 Cross Section at 4 feet.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	Stormwater Review	Scott Reese	07/03/2025	Clarify the required water quality volume for the Micropool Extended Detention Pond and the water quality provided.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	Stormwater Review	Scott Reese	07/03/2025	I have concerns of the maximum depth of the Micropool Extended Detention Pond during extreme rain events exceeding 11 feet in depth. The proposed pond only has a partial split rail fence that stops at the maintenance access. I believe additional safety measures should be proposed.
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse Buildings on 3 Lots Site Plan (Synergy Park)	Site Plan Review - Revised Preliminary	Postal Verification	John DeSimone	07/07/2025	Please follow approved postal verification in documents
24-001750	SPR25-000027	#2024-043 Kinns Rd Office/Warehouse	Site Plan Review -	Fire Marshall	John DeSimone	07/07/2025	No additional comments or concerns

	Buildings on 3 Lots Site Plan (Synergy Park)	Revised Preliminary	Plans Review			
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