

5/13/25

**Town of Clifton Park Planning Board**  
**One Town Hall Plaza**  
**Clifton Park, New York 12065**  
**(518) 371-6054 FAX (518)371-1136**

PLANNING BOARD

DENISE BAGRAMIAN  
Chairwoman

VIDA SHEEHAN  
Attorney

PAULA COOPER  
Secretary



MEMBERS  
Emad Andarawis  
Eric Ophardt  
Heather Fariello  
Mario Fantini  
Keith Martin  
Lisa Westrick  
Matthew Luke (alt.)

**Planning Board Minutes**  
**May 13, 2025**

Those present at the May 13, 2025 Planning Board meeting were:

Planning Board: D. Bagramian, Chairwoman, E. Andarawis, H. Fariello, E. Ophardt,  
K. Martin, M. Fantini, L. Westrick

Those absent were: Matthew Luke (alternate)

Those also present were: J. Scavo, Director of Planning  
W. Lippmann, M J Engineering and Land Surveying, P.C.  
V. Sheehan, Counsel  
P. Cooper, Secretary

Ms. Bagramian, Chairwoman called the meeting to order at 7:00 p.m. All in attendance stood for recitation of the Pledge of Allegiance.

**Minutes Approval:**

None

5/13/25

**Public Hearings:**

**#2025-018 7 Collins Ct In-Law Apartment SUP**

SBL: 259.15-2-11

Proposed construction of an In-law apartment, 7 Collins Ct, Zoned: B2 - Business Non-Retail 2  
Status: Concept

Applicant: N. DeMarco, Consultant: Capital District Contractors, S. Foster

Ms. Bagramian explained the review and approval process to those present, stating that the Board was required to render a determination pursuant to SEQRA (State Environmental Quality Review Act) prior to conducting a public hearing on this application. She explained that the Planning Board would assume Lead Agency status for the project and issue a negative declaration as a “formality” which neither granted nor implied approval of the subdivision application. Should it be determined that additional environmental review is required, SEQRA discussions will be reopened and a decision rendered when deemed appropriate.

Ms. Fariello moved, second by Mr. Ophardt, to establish the Planning Board as Lead Agency for this application, an Unlisted action, and to issue a negative declaration pursuant to SEQRA.

Ms. Bagramian called the public hearing to order at 7:04 p.m. The Secretary read the public notice as published in the Daily Gazette on May 3, 2025.

**Consultant/Applicant Presentation:**

Rich Nolan of Nolan Engineering stated that he was present as the design professional for an in-law apartment for the applicant’s mother-in-law. He stated that the applicant has received Zoning Board approval for variances needed for the project.

**Staff and Professional Comments:**

Staff comments were read into the record by John Scavo, Director of Planning & Zoning, and MJ Engineering, the Town Designated Engineer. Copies of all remarks read into the record for the agenda items are included and attached to these minutes.

**Public Comments:**

Chairwoman Bagramian opened the public hearing at 7:05 p.m. and provided an opportunity for the public in attendance to speak.

No public comment. There being no additional public comment, Ms. Fariello moved, second by Mr. Fantini, to close the public hearing at 7:06 p.m. The motion was unanimously carried.

5/13/25

**Planning Board Review:**

Mr. Andarawis asked if the applicant was aware of the in-law vs. 2 family zoning definition. Mr. Nolan stated that he is, and this is for a family member of the client who also understands the difference.

Ms. Bagramian asked about the size of the addition. Mr. Nolan stated it is 1,200 sf with a stove and a kitchen. He noted that the design plan shows a separate and shared door that goes through the garage that the family is using as an office.

Ms. Fariello offered Resolution No. 07 of 2025, seconded by Ms. Westrick, to waive the final hearing for this application for the 7 Collins Court In-Law Apartment approval, and to grant preliminary and final Special Use Permit approval condition upon satisfaction of all comments, provided by the Planning Department, Town Designated Engineer, and all items listed in the final comment letter issued by the Planning Department.

Conditions:

1. The definition of an in-law apartment is on plans per Town Code

**Roll Call:**

D. Bagramian - Yes

E. Andarawis - Yes

E. Ophardt - Yes

H. Fariello - Yes

K. Martin – Yes

M. Fantini - Yes

L. Westrick – Yes

M. Luke (alternate) - Absent

Ayes   7  

Noes:   0  

The resolution is carried.

Mr. Ophardt moved, second by Mr. Andarawis, to waive the final hearing for this application for the site plan review of 7 Collins Court In-Law Apartment, and to grant preliminary and final site plan approval conditioned upon satisfaction of all comments provided by the Planning Department, Town Designated Engineer, and all items listed in the final comment letter issued by the Planning Department.

Conditions:

1. The definition of an in-law apartment is on plans per Town Code.

5/13/25

Ayes:   7  

Noes:   0  

The motion is carried.

**Old Business:**

**#2025-005 Wood Rd Outdoor Soccer Training & Fitness Facility Site Plan**

SBL: 250.-2-1.1 Proposed construction of a soccer field, Wood RD, Zoned: L2 - Light Industrial 2, Status: Preliminary Applicant: Cassroots Consultant: EDP – J. Dannible Last Seen On: 04/22/2025

**Consultant/Applicant Presentation:**

Joe Dannible of Environmental Design Partnership stated he is here tonight for a soccer training facility to the south of the Village of Round Lake. He stated that the Planning Board had tabled the agenda item from its previous meeting and therefore the applicant is back before the Board to demonstrate that all comments have been addressed. He stated that the proposed site plan had been amended to show evergreens for screening and motion lights are shown on the building for security, facing away from the existing residence to the North. Mr. Dannible stated that there is under 0.5 acres of disturbance proposed, and improvement is not an actual playing soccer field but a training place for members only. He stated that time between sessions will be provided so that there is no overlap of vehicles or players. Mr. Dannible showed a photo of the lot and stated that there will be no full games played or spectators. He stated that the applicant is willing to work with the neighbors for the placement of boulders for traffic and ensure they are on his own property.

**Staff and Professional Comments:**

Staff comments were read into the record by John Scavo, Director of Planning & Zoning, and MJ Engineering, the Town Designated Engineer. Copies of all remarks read into the record for the agenda items are included and attached to these minutes.

**Public Comments:**

No public comment.

**Planning Board Review:**

Ms. Bagramian asked if the applicant has shown a trash receptacle as requested. Mr. Dannible stated that they have, and are shown on the plans. Ms. Bagramian asked if the membership will address how things would work. Mr. Slade Jones stated that all families are interviewed and notified of the expectations of the club.

5/13/25

Mr. Ophardt asked if the drive would be cutting across the service road. Mr. Dannible stated that they will be adding to the service road for a width approximately 12' wide that would be maintained, allowing an ambulance to access the field. He stated that the applicant could provide a Knox Box for the locked gate portion of the drive.

Mr. Martin asked if the applicant had addressed concerns from the Sweets. Mr. Dannible stated that they received and addressed concerns from the Mayor of Round Lake. Mr. Scavo asked if the Brewers and Sweets concerns have been addressed. Mr. Dannible stated he may not have seen one of the concern letters that came in shortly before the meeting. Mr. Martin read Melene Sweet's May 5<sup>th</sup> email and Mr. Dannible stated that concerns have been addressed.

Mr. Ophardt asked if concerns from Round Lake have been addressed. Mr. Dannible stated that he does not know the source of the website information but feels there is animosity from the Village. Mr. Ophardt asked what the months of operation are. Mr. Dannible stated that they would run approximately Memorial Day through Labor Day and the operation has put the days and times on the plans and some mornings and afternoons in the summertime due to more daylight as there are no lights for the fields. Mr. Dannible stated that there would be about 6 to 7 sessions spread out over 1 hour increments, and the use is limited by weather as well. Mr. Ophardt asked if more sessions or fields are needed they would need to come back for approval. Mr. Dannible agreed that any changes to the plan would warrant a visit back to the Planning Board.

Mr. Fantini asked if the parking concerns of the ECC were addressed. Mr. Dannible stated he thought the parking yield was high enough but they can raise it if the Board sees it necessary to do so.

Ms. Fariello moved, second by Mr. Ophardt, to establish the Planning Board as Lead Agency for this application, an Unlisted action and to issue a negative declaration pursuant to SEQRA.

Ms. Fariello moved, second by Mr. Ophardt, to waive the final hearing for this application for the site plan review of Wood Rd Outdoor Soccer Training & Fitness Facility Site Plan, and to grant preliminary and final site plan approval conditioned upon satisfaction of all comments provided by the Planning Department, Town Designated Engineer, and all items listed in the final comment letter issued by the Planning Department.

Conditions:

1. Add to site plan the facility will run May-October.
2. Add to the site plan there will be 6-7 sessions per day.
3. Add to site plan there will be no lighting of the soccer field, only on the building facing away from residences.\_

Ayes:   7  

Noes:   0  

The motion is carried.

5/13/25

**Old Business:**

**#2023-016 1019 Route 146 Gas Station and Convenience Store**

SBL: 271.-1-11 Proposed construction of gas station and convenience store, 1019 Rt 146  
Zoned: B3 - Neighborhood Business, Status: Final Applicant: M & M Food Mart Consultant:  
Nolan Engineering, PLLC – R. Nolan Last Seen On: 03/11/2025

**Consultant/Applicant Presentation:**

Kevin Pultorak from Nolan Engineering stated that he was present to represent the applicant for the redevelopment of the site to a fuel station and convenience store. He stated that 2 outstanding items were addressed. He stated that the ZBA had approved the variances that were asked for on April 1<sup>st</sup>, and the applicant looked at a right turn only and sent it to DOT, but the DOT denied the request, and he has submitted the letter from DOT for the project file.

**Staff and Professional Comments:**

Staff comments were read into the record by John Scavo, Director of Planning & Zoning, and MJ Engineering, the Town Designated Engineer. Copies of all remarks read into the record for the agenda items are included and attached to these minutes.

**Public Comments:**

No public comment.

**Planning Board Review:**

Mr. Fantini asked if there were plans for a sidewalk in front of the store. Mr. Pultorak stated there is no plan. Mr. Scavo stated the Town has a sidewalk plan project, and the Town is waiting for final site plan approval for this from DOT.

Mr. Ophardt stated that he appreciates the applicant's efforts and they have worked with the Town well.

Mr. Scavo read through the SEQRA Notice of Determination of Non-Significance that was issued on May 13, 2025.

Mr. Martin moved, second by Mr. Andarawis, to establish the Planning Board as Lead Agency for this application, an Unlisted action and to issue a negative declaration pursuant to SEQRA.

Mr. Ophardt moved, second by Ms. Fariello, to waive the final hearing for this application for the site plan review of 1019 Route 146 Gas Station and Convenience Store, and to grant preliminary and final site plan approval conditioned upon satisfaction of all comments provided

5/13/25

by the Planning Department, Town Designated Engineer, and all items listed in the final comment letter issued by the Planning Department.

Ayes:   7  

Noes:   0  

The motion is carried.

**New Business:**

None

**Discussion Items:**

None

Ms. Fariello moved, seconded by Ms. Westrick, adjournment of the meeting at 7:47 p.m. The motion was unanimously carried.

The next meeting of the Planning Board will be held as scheduled on Wednesday, May 28, 2025.

Respectfully submitted,

*Paula Cooper*

Paula Cooper, Secretary

**ATTACHED:**

**PROFESSIONAL STAFF, TOWN  
DESIGNATED ENGINEER & ADVISORY  
COMMITTEE COMMENTS**

## Review Comments by Project ID

Project ID Number: 2025-018

file#	permit#	project#	Route Name	Activity Type	Reviewer	Completion Date	comment
							<b>Project Name: #2025-018 7 Collins Ct In Law Apartment SUP</b>
25-000396	SUP25-000003	2025-018	Special Use Permit - Concept	SUP Review	Scott Reese	04/08/2025	The parcel is located in the Residential -1 Zoning District (R1). Per Town Code Chapter 208-10 B. (10)(a)[7] [a] A two-family and an in-law apartment are a special use that requires Planning Board approval. The applicant has applied for a Special Use approval from the Planning Board.
25-000396	SUP25-000003	2025-018	Special Use Permit - Concept	Planning Director Plans Review	John Scavo	05/08/2025	I recommend that as a condition of the SUP, additional vehicles customarily associated with an in-law apartment shall be prohibited from parking parallel to the paved public roadway within the Town's right-of-way.
25-000396	SUP25-000003	2025-018	Special Use Permit - Concept	Open Space Plans Review	Jennifer Viggiani	04/18/2025	No comments at this time.
25-000396	SUP25-000003	2025-018	Special Use Permit - Concept	Fire Marshall Plans Review	John DeSimone	04/08/2025	A building permit will be needed prior to any construction
25-000396	SUP25-000003	2025-018	Special Use Permit - Concept	SEQR Review	John Scavo	05/08/2025	See Attached SEQR Recommendation for the project, which constitutes and unlisted action pursuant to SEQRA.
25-000396	SUP25-000003	2025-018	Special Use Permit - Concept	Postal Verification	John DeSimone	04/08/2025	Existing postal number will apply to this project. 7 Collins Court.
25-000396	SUP25-000003	2025-018	Special Use Permit - Concept	Sewer Review	Mike OBrien	04/08/2025	All work must be done to Town and County Standards.
25-000396	SUP25-000003	2025-018	Special Use Permit - Concept	Sewer Review	Mike OBrien	04/08/2025	The project lies within a Sewer District operated by the Town of Clifton Park and will need to comply with the Town Sewer Use laws.
25-000396	SUP25-000003	2025-018	Special Use Permit - Concept	Zoning Plans Review	Scott Reese	05/09/2025	Per Town Code Chapter 208-7 Definitions and word usage - In-Law Apartment - The size of the in-law apartment is not to exceed 30% of the gross floor area (GFA) of the principal unit. The existing GFA is 2,600 sf with a maximum size in-law apartment of 780 sf. The proposed



**Project #2025-005 Wood Rd Outdoor Soccer Training & Fitness Facility Site Plan**

**No new Comments – project was tabled from April 22<sup>nd</sup> Planning Board Meeting**

## Review Comments by Permit#

Permit Number: SPR25-000019

File#	Permit#	Project ID Number	Route Name	Activity Type	Reviewer	Completion Date	Comment
23-001545	SPR25-000019	2023-016	Site Plan Review - Final	SEQR Review	John Scavo	04/18/2025	Attached, please find a draft notice of non-significance for the Planning Board's consideration to issue a negative declaration pursuant to SEQRA requirements.
23-001545	SPR25-000019	2023-016	Site Plan Review - Final	Postal Verification	John DeSimone	04/23/2025	Assigned Postal number to remain, 1019 Route 146.
23-001545	SPR25-000019	2023-016	Site Plan Review - Final	Fire Marshall Plans Review	John DeSimone	04/23/2025	No concerns or comments at this time.
23-001545	SPR25-000019	2023-016	Site Plan Review - Final	Open Space Plans Review	Jennifer Viggiani	04/23/2025	As there are residential properties along and off of NY Route 146, please show a pedestrian route connecting from the future Town sidewalks along the NYS Route 146 frontage that are being designed in 2025, to the Convenience Store. This site, although serving vehicles through gas sales, will also be a pedestrian and bicyclist generator for the convenience store use.
23-001545	SPR25-000019	2023-016	Site Plan Review - Final	Open Space Plans Review	Jennifer Viggiani	04/23/2025	Please include a bike rack for patrons arriving by bike to access the convenience store.
23-001545	SPR25-000019	2023-016	Site Plan Review - Final	Open Space, Trails, and Riverfront Advisory Committee	Melinda Acker	05/06/2025	Ensure 15 feet right of the way for future all-purpose trail on route 146
23-001545	SPR25-000019	2023-016	Site Plan Review - Final	Planning Director Plans Review	John Scavo	05/09/2025	The applicant's response letter appears to adequately address the outstanding issued raised at the 11-13-24 Planning Board meeting.
23-001545	SPR25-000019	2023-016	Site Plan Review - Final	Planning Director Plans Review	John Scavo	05/09/2025	Add a note to the final site plan stating: Area variances granted by the ZBA on April 1, 2025, under Permit No. VAR24-000019. These variances reduced the front yard depth, parking area setbacks to property lines, green space percentage required, gas pump setback locations, and primary building setbacks.

23-001545	SPR25-000019	2023-016	Site Plan Review - Final	Planning Director Plans Review	John Scavo	05/09/2025	Update the Lot and Bulk Requirements Table to reflect a third column for the setbacks provided. Add an asterisk by each, noting at the bottom a reference to the asterisks *Area Variance Granted Per Note.
23-001545	SPR25-000019	2023-016	Site Plan Review - Final	Zoning Plans Review	Scott Reese	05/09/2025	The application with a single entrance onto NYS Rt 146 that required eight area variances was approved by the ZBA on April 1, 2025.
23-001545	SPR25-000019	2023-016	Site Plan Review - Final	Stormwater Review	Scott Reese	05/09/2025	In addition to MJ Engineering comment letter dated May 6th, 2025:
23-001545	SPR25-000019	2023-016	Site Plan Review - Final	Stormwater Review	Scott Reese	05/09/2025	In addition to MJ's comment #4 for two treatments prior to the infiltration structure, would recommend a practice that would address capturing the hydrocarbons that would runoff into each catch basin (i.e. catch basin snouts or filters).



May 6, 2025

Mr. Kevin Pultorak  
Nolan Engineering, PLLC  
333 Kingsley Rad  
Burnt Hills, New York 12027

Sent Via Email: singerj@nolan-engineering.com

**Re: Gas Station and Convenience Store  
Tax Map ID 271.-1-11  
CP File: 2023-001545  
MJ File: 700.362**

Dear Mr. Pultorak:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) has reviewed the submission for the above referenced project. Documents received for our review included the following:

- Area Variances NOD dated April 1, 2025
- Site Plan (14 Sheets) prepared by Nolan Engineering PLLC and Brett Steenburgh, PE last dated April 7, 2025.
- Comment response letter dated April 8, 2025.
- Stormwater Management Report prepared by Nolan Engineering PLLC and Brett Steenburgh, PE last dated April 7, 2025.

Based upon our review of the above documents, we offer the following comments for consideration.

#### **STATE ENVIRONMENTAL QUALITY REVIEW**

1. No further comments.

#### **SITE PLAN**

2. On Sheet SMP-1 the underground detention detail shows a 12-inch outlet being reduced to 6-inch however on the plan view it shows a 12-inch pipe with flared end section. The comment response indicated that some type of restriction will be provided in the 12-inch pipe. Please provide clarification on how this restriction will be installed along with a detail.
3. Update the Sign #2 detail with the correct language on and colors for the No Parking sign. (see example below).





## **STORMWATER MANAGEMENT REPORT**

4. No further comments.

## **TRAFFIC**

5. No further comments.

Should you have any questions, please do not hesitate to contact me at (518) 371-0799.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. Lippmann', written over a horizontal line.

Walter F. Lippmann, P.E.  
Associate, Land Development Group Manager

ecc: Clifton Park Planning Board  
John Scavo, Director of Planning  
Scott Reese, Zoning Administrator/Stormwater Management Officer  
Jennifer Viggiani, Open Space Coordinator  
Melinda Acker