

**Village of Hilton**  
**Planning Board minutes of March 8, 2010**  
**Approved April 12, 2010**

Members Present: Chairman Mark Hedberg, Dana Brunett, Chris Brower, Robert Hunte, Jim Jackson

Others Present: Code Enforcement Officer, Mike Lissow, and Recording Secretary Amy Harter

Guests: Trustee Joe Lee, DPW Superintendent Mike McHenry, Village Engineer David Willard, Chris Tobin, David Matt, David & Debbie McCracken, Dave Wright

1. Called the meeting to order at 6:30 p.m. with the pledge of allegiance to the flag.
2. Chairman Hedberg explained the responsibilities and functions of the Planning Board and welcomed new member, Jim Jackson, to the board.

**3. SUBDIVISION REVIEW**

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|------------------|---------------------|
| Proposed Action- | Subdivision of Land |
| Applicant-       | Robert Green        |
| Location-        | 150 Old Hojack Lane |
- a. David Matt, Schultz Associates, was present to represent this application. Village Engineer, David Willard of MRB Group, was also present to discuss items of concern. Mr. Green is the applicant of this project and is purchasing the property from the Hilton Local Development Corporation.
  - b. Mr. Matt stated that the pile of topsoil will be depleted by Phase 4 of construction. The outside storage area will be stone. There is concern that the stone will become contaminated and muddy. Mr. Matt said that Mr. Green is considering a construction entrance to keep the roadway and parking lot area free of mud. Mike McHenry asked if the entire area will be stone. Mr. Matt explained that the outside storage will be stone, however, it will move north at each phase of building construction. Mr. Matt said there will be 3-4 inches of topsoil where the buildings will be constructed for their lawn area. Chris Brower verified at each phase grass will be planted. Mr. Matt confirmed that there will be grass at each phase. Mr. McHenry stated that his concern that with paving being done in phases, dirt will travel onto Village property creating a mess. He recommends that some paving should be done each time the buildings are constructed. Mr. Matt said he will add paving to be done at each phase on the final plans.
  - c. Mr. McHenry stated there is a temporary drainage pipe existing that was installed on the neighboring property to the east for the Farmer's Market. He said the Village needs to maintain a swale and remove this pipe to control run-off from the catch basin. Mr. McHenry suggested that storm water should continue west by creating a swale and the associated easements. Kris Schultz and Mike McHenry discussed this issue earlier today and agreed that such a swale can be installed for this project. Dave Matt stated this will be placed on the plans.

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- d. The Village has a 20' sewer easement located 60' off the north property line. Schultz Associates is recommending it be relocated to be adjacent to the property line and abandon the existing easement. Both the Village and MRB would like the original design to remain as is. As proposed, the pond would be built over the easement. There appears to be room to move the pond and temporary topsoil pile to the south, which would maintain the desired alignment of the forced main. Mike McHenry stated the reason for the easement 60' off the property line is for accessibility to the easement and keeping it out of the tree line area.
- e. There was discussion on how much drainage will exit the pond and where it will go. Currently the run-off travels to the north to what becomes the "Tallwood ditch". (This is located to the north of Tallwood Drive between Tallwood and Rolling Meadow Drive, and is maintained by the Village). The property owner to the north has concern of run-off of this site and a meeting has been scheduled with MRB Group, the Village of Hilton, Schultz Associates and Bob Crowley for Thursday, March 11<sup>th</sup>. Mr. Crowley is the property owner to the north. The question is who will be responsible to maintain this corridor and the possibility that an easement with the Town of Parma is necessary. MRB will provide an update after this meeting. Chairman Hedberg asked Mr. Matt how frequent there will be discharge from the pond? Mr. Matt stated it will drastically reduce run-off from the property by 95% to 65% (during storms). MRB is in agreement with these run off rates. Dave Matt explained leaving the easement on the rear of the property shall remain as is.
- f. Mr. Willard stated that the proposed outdoor lighting of motion lights should be upgraded to commercial grade lights that are on at dusk through dawn. Mr. Matt said they prefer motion lights that are on only as needed, instead of using energy all night. Jim Jackson asked if lights are a box style? Mr. Matt answered they have shields and would be adjusted when installed.
- g. It was discussed that fencing should be 6' high on the sides and back. Mr. Matt said they will install a 6' fence all the way around and will correct the drawings.
- h. Chairman Hedberg insisted that the exact style of fence be noted including architectural details.
- i. Chairman Hedberg stated that the board has not yet received building elevations and architectural details. Rendering of this development are needed including the color scheme, fencing, and landscape information. The storage building must be included on these plans. Signage must be approved, although no signage is currently proposed.
- j. Bob Hunte asked how the lighting will be powered? Mr. Matt said there will be a utility pole at the street that will be wired to the underground. There is no interior lighting proposed. The buildings will not be open after dark. Chris Brower asked if the lights will be bright enough to illuminate the outside storage? Mr. Matt said there will be enough lighting. Chris suggested that a combination of motion lights and stationary lights be added. Chris Brower and Chairman Hedberg agreed there will not be enough light to illuminate the outside area. Mr. McHenry interjected that vandalism is a problem in the area, citing problems at the school bus garage that is located a few lots to the east. Mr. Green agreed that more light should be added, he isn't concerned about the cost of electric. Pole mounted lights may be added to the plans.

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- k. Chairman Hedberg asked Mr. Green if he could consider installing the office building first. Mr. Green said no, because it will not generate any income. Chairman Hedberg asked if the storage buildings fill up quickly, would he develop the property to the west? Mr. Green said no, he is not interested in large operation that will become a full-time job.
- l. Chairman Hedberg stated the board needs time to review the architectural plans and latest response from MRB. This item will be added to the April agenda and will most likely be the last meeting for this project.

**4. SITE PLAN REVIEW**

Proposed Action- PC Sales and Training  
Applicant- Chris Tobin  
Location- 98 South Avenue

- a. Chris Tobin was present to represent this application. He will be opening a business in this location including PC Training and sales. This is the former location of the hydroponics site.
- b. No outside business will take place other than inside the rented space. Mr. Tobin explained he will be offering a recycling program for outdated equipment. Items of value will be purchased and resold. He stressed that he has no need for a dumpster. There will be no exterior changes.
- c. Chairman Hedberg asked for a motion to waive Site Plan review, there are no increase in services, no subdivision of land, no new structures, and no adverse effects on the community. The motion was made by Bob Hunte, seconded by Chris Brower, approved 5-0.
- d. Mr. Tobin presented an application for Sign Review. He stated he would prefer the sign be located on the awning similar to the hair salon sign. The board discussed the location and size requirements and suggested a larger wall mounted sign for the awning area. The applicant agreed and will apply for a variance due to the size.
- e. Chairman Hedberg suggested a more elaborate sign on the awing similar to the rendering provided in Mr. Tobin's presentation that states just "Monroe Tech" with a logo. Chairman Hedberg said the proposed sign would look better as a window sign. There was discussion of options. Mr. Tobin stated he would prefer to work on a more elaborate style and will propose another style next month.

**5. DISCUSSION**

The office staff is currently reviewing the entire codebook for updates. The SEQR section was brought to the Planning Board for their review. The board agreed that the Village Attorney and Village Engineer should review it. Mike has a meeting with Dave Willard scheduled on Thursday, this item will be discussed.

Chairman Hedberg stated that SEQR be added on the agenda. Mike Lissow will determine if the application requires this action.

Chairman Hedberg explained the meeting format will be changing next month. The meeting will start at 6:30 with discussion and the matters on the agenda. The agenda will begin at 7:00. This will comply with the open meeting law.

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**6. MINUTES**

The minutes from the Planning Board meeting of February 8, 2010 will be reviewed next month.

**7. REPORTS**

- a. Liaison's Report- Joe Lee gave his report.
- b. Code Enforcement Officers Report- Mike Lissow gave his report.
- c. Chairman's Report- Mark gave his report.
- d. Member's Report-No report given.

**8. DATES**

Next Scheduled Meeting	Monday, April 12, 2010
Agenda Deadline	Monday, March 29, 2010

There being no further discussion, the meeting was adjourned at 8 p.m.

Respectfully Submitted,

Amy Harter, Recording Secretary