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## TOWN OF NEWBURGH PLANNING BOARD TECHNICAL REVIEW COMMENTS

PROJECT:MATRIX NEWBURGH, LLCPROJECT NO.:2015-26PROJECT LOCATION:SECTION 95 BLOCK 1 LOT (4.12,54.1, 69.25,49.12)REVIEW DATE:9 SEPTEMBER 2016MEETING DATE:15 SEPTEMBER 2016PROJECT REPRESENTATIVE:LANGAN ENGINEERING

- Revised submissions should be made to NYSDOT and Orange County Planning for the site plan modification and change of use from warehousing to manufacturing. The Applicant's representative has stated that they do not believe that County referral is required for the amended site plan/change of use. Michael Donnelly's comments regarding this should be received.
- The Applicant is requesting the Planning Board waive the Public Hearing on the application. The Planning Board should discuss whether it wishes to consider waiving the Public Hearing.
- 3. It is noted in the narrative that "no process water is used. Soap and water are used for cleanup and all waste water is contained within the building and hauled away by licensed contractors for proper disposal on a regular basis." It is recommended that this be discussed with the Planning Board and Code Compliance Office as to where this activity occurs on the site and where waste water is collected for offsite shipment.
- 4. All previously proposed land bank car parking spaces are identified to be constructed at this time. It appears that the land bank trailer parking spaces in the vicinity of the proposed Amscam use will continue to be land banked on the western boundary.
- 5. A revised landscaping plan should be submitted addressing landscaping within the vehicle parking islands.
- 6. Handicapped accessibility to the proposed Amscam portion of the building is via ramps. Ramps should comply with ADA requirements. Documentation of this must be submitted to code enforcement.

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- 7. The Applicant's representatives are asked to discuss the need for dumpster enclosures/waste management from the manufacturing facility.
- Code enforcement should discuss with the Planning Board the change in Occupancy Class from S1 Storage Moderate Hazard to F2 Industrial Moderate Hazard under the Building Code.
- 9. The grading along the easterly modified car parking area has been changed. The guiderail is depicted 8 feet from the face of the curb. The Applicant's representatives are requested to evaluate whether the guiderail should be located closer to the face of the curb prior to the grade drop.
- 10. The Applicant's representatives are requested to evaluate the need for guiderail along the northern car parking areas, which were previously identified as overflow parking if required. Significant drop off exists at the northerly curb line. Similar comment for the two 4 car parking lots which are proposed to be developed along the perimeter roadway.
- 11. The plans identify a reduction in the number of employees. Previously Warehouse A had 121 employees and Warehouse B had 150 employees. While the current plan identifies Warehouse A remaining at 121, while Warehouse B/Amscam will have 115 employees. The Applicant's representatives are requested to identify why total number of parking number of parking spaces has increased while total employee count is reduced on the site.
- 12. Applicant's representatives are requested to address any proposed changes to signage on the site.
- 13. It is requested that the Applicant's representatives provide a calculation of the reduction in impervious surfaces on the site for use by the Planning Board in determining potential impacts.
- 14. It is requested that the Applicant's representatives discuss any air discharge permits required, if any, for the manufacturing use on the site.
- 15. The Applicant's representatives are requested to address the increase use of water from this site. It is identified that any process water is trucked by contract haulers thereby reducing sewage effluent from the site. Process water use may increase total water demand from the project.

Respectfully submitted,

McGoey, Hauser and Edsall Consulting Engineers, D.P.C.

Patrick J. Hines Principal

PJH/kbw

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September 1, 2016

### Via Federal Express

John P. Ewasutyn, Chairman Town of Newburgh Planning Board 308 Gardnertown Road Newburgh, New York 12550

## Re: Amended Site Plan Submission For Amscan, Inc. Matrix Business Park at Newburgh Newburgh Planning Board Project No. 2015-26

Dear Chairman Ewasutyn:

We represent Matrix Newburgh I, LLC ("Matrix"). Pursuant to Section 185-58 (C) of the Town of Newburgh Code, Matrix is seeking an amended site plan approval for the Matrix Business Park at Newburgh. The amended plans will allow the remaining vacant space in the Business Park to be occupied by Amscan, Inc. The amended plans also seek to accommodate Amscan's operational needs by making minor changes to truck loading docks and employee parking areas shown on the previously approved site plan.

We are pleased to submit thirteen copies of the following materials for the Planning Board's consideration:

- Overall Site Plan (Drawing No. CS-101) dated August 31, 2016 prepared by Langan Engineering;
- Site Plan (Drawing CS-401) dated August 31, 2016 prepared by Langan Engineering;
- Grading and Drainage Plan (Drawing CG-401) dated August 31, 2016 prepared by Langan Engineering;
- Project Narrative, Amended Site Plan Approval, The Matrix Business Park at Newburgh; and
- A Redline of the Site Plan (Drawing CS-401) showing minor changes being proposed to the previously approved site plan. The changes relate to the truck loading docks and employee parking areas on the site.

We have also sent a complete copy of the above materials to Messrs. Donnelly, Hines and Wersted.

John P. Ewasutyn, Chairman September 1, 2016 Page 2

### <u>SEQRA</u>

As discussed in the enclosed narrative, the proposed minor changes to the approved site plan will not create any new environmental impacts. In fact, the minor changes will actually reduce environmental impacts by reducing the overall imperious surfaces on the site. As a result, we believe that the proposed amended site plans are consistent with the impacts already evaluated and considered by the Planning Board in its original SEQRA Negative Declaration for the project and no further SEQRA review should be warranted.

#### GML 239-m Referral

As you know, the Orange County Planning Department reviewed the original site plan application and SEQRA materials twice following referral by the Newburgh Planning Board under the NYS General Municipal Law 239-m. The County reviewed the application materials submitted on September 11, 2015 and revised materials submitted on November 10, 2015. The County's reply letter recommended this project as a matter of local determination in accordance with that statute. We believe that this amended site plan application is not required to be referred to the Orange County Planning Department for review because it involves an insubstantial amendment to a site plan that has already been reviewed twice by the County and determined to be a local action.

#### Public Hearing

A public hearing on the original application was convened on December 17, 2015, continued on January 21, 2016 and closed on February 18, 2016. Under Section 185-57(K) of the Town Code, the Planning Board has the discretion to hold a public hearing on an amended site plan application. Given the minor nature of the proposed amendments and the fact that the original project was already subject to three public hearings, a new hearing may not be warranted.

We respectfully request that the Planning Board place this application on the next available agenda for consideration.

We look forward to continuing to work with the Planning Board on this exciting new project for the Town of Newburgh.

Very truly yours,

David R. Everett

Encs.

c: Ken Griffin (Matrix)

Michael Donnelly, Ésq.- Dickover, Donnelly & Donovan, LLP Patrick Hines - McGoey, Hauser and Edsall Consulting Engineers P.C. Kenneth Wersted - Creighton Manning Engineering, LLP Gerald Canfield, Town of Newburgh Code Compliance Supervisor (*cover letter only*)

## Project Narrative Amended Site Plan Approval The Matrix Business Park at Newburgh

Matrix Newburgh I, LLC ("Matrix") is seeking amended site plan approval to accommodate Amscan Inc. ("Amscan"), a prospective tenant at "The Matrix Business Park at Newburgh" ("the Project"). The Project received site plan and Architectural Review Board (ARB) approval from the Town of Newburgh Planning Board on February 18, 2016 for construction of a 565,320 square-foot multi-tenant warehouse building and associated site improvements. Under the original approval, approximately 317,520 square feet of the building would be occupied by Amerisource Bergen and the remaining space, approximately 247,800 square feet, would be left vacant for a future tenant. Amscan now desires to occupy the remaining vacant space in the building.

The Project also received amended site plan approval from the Planning Board on April 25, 2016 for a re-configured and relocated emergency access driveway. As required by Condition No. 8 of the amended approval, Matrix is required to seek Planning Board review for any use or tenancy for the vacant portion of the building falling outside of "S-1" (moderate hazard storage) use/occupancy category as defined by the NYS Building Code. Amscan's proposed operations at the site will fall into the S-1 Storage Moderate Hazard and F-2 Industrial Moderate Hazard categories under the NYS Building Code.

As a result, Matrix is seeking Planning Board review of the use and operational characteristics for Amscan related to its proposed occupancy within the building. Matrix is also seeking approval of a minor site plan revision to meet Amscan's and Amerisource Bergen's parking requirements.

Amscan is the largest designer, manufacturer, and distributor of decorated party goods and party accessories in the world. The company is also a leading supplier of gifts, home décor, and tabletop products as well as the primary source for gift wrap, gift bags, stationery, and licensed products.

Amscan's proposed use of the site is permitted under the Town's Zoning Code in the IB zoning district with a site plan approval from the Planning Board for the following uses: (1) manufacturing, fabricating or processing products or materials; and (2) warehouse and storage facility.

Amscan's proposed use will consist of a combination of light manufacturing/assembly, storage and office space. Amscan's space will be utilized primarily for the production, packaging, storage and shipping of party paper products. This includes automated printing on these products. All inks are water-based and there are no hazardous materials being used on the site. No process water is used. Soap and water are used for clean-up and all wastewater is contained within the building and hauled away by a licensed contractor for proper disposal on a regular basis. General offices, break areas and restrooms will also be provided in support of the operations of this facility. Slightly more than half of

# Project Narrative Amended Site Plan Approval The Matrix Business Park at Newburgh

Amscan's space will be used for storage and the remaining space will be used for manufacturing and production of its products and offices.

Amscan has requested additional employee parking, fewer truck dock doors and less trailer storage spaces than shown on the originally-approved site plan. The proposed increase in employee spaces accommodates peak demands during shift overlap periods. Matrix has accommodated this request by converting previously-approved trailer and truck dock spaces to employee parking spaces, with a net reduction in total impervious area.

Finally, Matrix is also seeking approval for a reduction of thirty (30) employee parking spaces for Amerisource Bergen. This will reduce the total employee spaces from 224 to 194. The amount of visitor parking spaces approved on the original plan will remain unchanged. The reduced parking still exceeds the total amount of off-street parking required by the Town's Zoning Code and will accommodate Amerisource's needs while resulting in an additional reduction of total impervious surface for the site.

## SEQRA Analysis of Proposed Site Plan Amendment

The Planning Board is the lead agency under SEQRA for the original project. The Board classified the original project as a Type 1 action under SEQRA. The Planning Board issued a Negative Declaration under SEQRA for the original project and its site plan on November 19, 2015 and reaffirmed it in a written Negative Declaration on December 17, 2015. The Negative Declaration concluded that the original site plan would not create any significant adverse environmental impacts.

Presented below is summary of the potential SEQRA impacts resulting from the proposed minor site plan amendments. Overall, the minor amendments will not create any new environmental impacts. In fact, the minor amendments will actually reduce environmental impacts over the original approved plan by reducing the total amount of impervious surfaces on the site. For example, the minor amendments entail a net decrease of truck loading spaces and a net increase of car parking spaces. However, overall this results in a net decrease in total impervious area on the site. No change in the building area or its size is proposed. No change to the grading and drainage design is proposed aside from local minor adjustments in parking area to accommodate the revised parking spaces. No changes are proposed to the approved height and signage variances granted by the ZBA for the project.

# Project Narrative Amended Site Plan Approval The Matrix Business Park at Newburgh

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| SEQR Item                      | Proposed Impact  |
|--------------------------------|--|
| Impact on Land                 | No change to overall earthwork; i.e. slopes, grading, or limit of disturbance  |
| Air Quality                    | No change – consistent with original approval  |
| Water Quality                  | No change. Reduced impervious area results in less runoff and increased  |
|                                | storm water quality. SESC, SWPPP, and Storm water management measures  |
|                                | are unchanged and are consistent with the original approval.   |
| Impervious Area                | Reduction in total impervious area and associated runoff   |
| Traffic                        | Net decrease in daily and peak hour truck trips (approximately 8 trucks/day),  |
|                                | employee traffic distributed over three shifts with a moderate increase in   |
|                                | weekday peak hour traffic that will be readily accommodated by the   |
|                                | driveway traffic signal which will operate at Overall Level of Service A during  |
|                                | both peak hours.   |
| Noise, odor, and light         | No change – consistent with original approval  |
| Solid Waste Production         | No change – consistent with original approval  |
| Erosion/Flooding/Drainage      | No change. Reduced impervious area results in reduced quantity and   |
|                                | increased quality of storm water runoff. Proposed SESC, SWPPP, and Storm   |
|                                | water management measures are unchanged and are consistent with the  |
|                                | original approval.   |
| Fish and Wildlife, Flora/Fauna | No change to limit of disturbance area or impact   |
| Wetlands                       | No change to limit of disturbance area   |
| Habitat/Listed Species         | No change to limit of disturbance area   |
| Historical/Archeological       | No change – consistent with original approval  |
| Critical Environmental Areas   | No change – consistent with original approval  |
| Energy/Utility Use             | No change – consistent with original approval  |
| Water and Sewer                | Original water and sewer demand was projected based on the number of<br>anticipated employees. The overall number of employees has been reduced<br>vs. initial estimates and therefore a reduced water and sewer demand is<br>projected as compared to the original approval |

Based on the foregoing, the minor site plan amendments will not create the potential for any specific, significant or adverse environmental impacts not already addressed by the Planning Board and will actually reduce such impacts. The information provided in the original Environmental Assessment Form remains valid. Therefore, the proposed amended site plans are consistent with and already covered by the original SEQRA Negative Declaration adopted by the Planning Board and no further SEQRA review should be warranted.



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