

**NORTH GREENBUSH PLANNING BOARD
DOCUMENTATION OF APPLICATION PACKET DISTRIBUTION**

Applicants for new or revised **Site Plan** applications, **Minor** or for **Major Subdivision**, **must submit this completed checklist with application**. Information needs to be sent to the agencies below: **Mark the method it was sent to each agency.**

PROJECT NAME: North Greenbush Public Library CONTACT PERSON: Katie Myer
PHONE: 518-833-1324 E-MAIL: kmyer@emmawillard.org

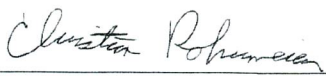
ELECTRONIC DOCUMENTS ARE PREFERRED

CHECK ONE FOR EACH Hand Delivery Electronic Delivery Mail Date

- | | | | |
|--|-------------------------------------|--------------------------|------------------|
| 1. Laberge Group (only at the direction of the Building Department) | ☒ | ☐ | <u>9/14/2026</u> |
| 4 Computer Drive West, Albany, NY 12205
Rflaberge@labergegroup.com | | | |
| 2. North Greenbush Police:
133 Bloomingrove Drive, Troy, NY 12180
Info@NorthGreenbushPolice.org | ☒ | ☐ | <u>9/14/2026</u> |
| 3. North Greenbush Fire Dist # 1
350 North Greenbush Road, Troy, NY 12180
adminassistant@ngfd.org | ☒ | ☐ | <u>9/14/2026</u> |
| 4. North Greenbush Ambulance
409 Main Avenue, Wynantskill, NY 12198
president@northgreenbushambulance.com | ☒ | ☐ | <u>9/14/2026</u> |

WHEN NECESSARY – If permits or approvals from these departments will be needed as part of the project, please send to:

- | | | | | |
|--|--------------------------|-------------------------------------|--------------------------|-----------------------------|
| 5. North Greenbush Highway Dept.
mmartinez@northgreenbush.org | ☐ | ☒ | ☐ | <u>9/14/2026</u> |
| 6. Renss. County Highway Dept.
klangle@rensco.com | ☐ | ☒ | ☐ | <u>9/14/2026</u> |
| 7. NYS DOT (Region 1)
50 Wolf Road, Albany, NY 12232, Attn: Guy Tedesco PE
Gaetano.Tedesco@dot.ny.us | ☐ | ☐ | ☐ | <u> </u> |
| 8. NYSDOT (Renss. County Residency)
288 Troy Road, Rensselaer, NY 12144, Attn: Mark Saunders PE Resident Engineer
Mark.Saunders@dot.ny.us | ☐ | ☐ | ☐ | <u> </u> |
| 9. Renss. County Health Dept.
Relder@rensco.com | ☐ | ☒ | ☐ | <u>9/14/2026</u> |
| 10. Renss. County Sewer Dept.
dgardner@rensco.com
Water Street, Troy, NY 12180, Attn: Derrick Gardner | ☐ | ☒ | ☐ | <u>9/14/2026</u> |

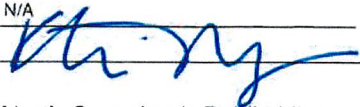
BY: <u>Christian Rohrmeier</u>		<u>9/14/2026</u>
PRINT NAME	SIGNATURE	DATE

Application for Minor Subdivision Plat Review

The North Greenbush Planning Board Cover Page must be attached & submitted with this application. The Application documentation packet distribution list cover sheet is on the website with the applications.

To: PLANNING BOARD
TOWN OF NORTH GREENBUSH
2 DOUGLAS STREET
WYNANTSKILL, N.Y. 12198

Date: 9/14/2026

APPLICANT: Name: North Greenbush Public Library
Address: 141 Main Ave.
City: Wynantskill, NY 12198 Phone #: (518) 283-0303
E-Mail: kmeyer@emmawillard.org
Fax#: N/A
Signature: 

SUBDIVISION: Name: North Greenbush Public Library
Exact Location: 9-14 Mohameds Farm Way, Wynantskill, New York 12198

ENGINEER (No. 080087)

Name: Walter Kubow LaBella Associates
Address: 4 British American Boulevard
City: Latham, NY 12110

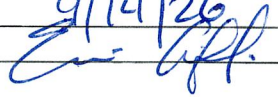
Tax Map ID #: 134-4-5.11
Water District: North Greenbush

Zoning District: AR
Sewer District: North Greenbush

INFORMATION TO BE SUBMITTED WITH APPLICATION:

<u>Item</u>	<u>Submitted</u>
■ Flat boundary line map (sect. 2, A1-6)	yes ___ no ___
■ Plat lot layout	yes ___ no ___
■ Health Dept. approval of sanitation & water supply	yes ___ no ___
■ True copy of all covenants and deed restrictions	yes ___ no ___
■ Application fee *See attached	yes ___ no ___

PLANNING BOARD ACTION:

Date Received: 9/14/26
Received By: 

Application fee received: Yes ___ No ___ Amount: \$ ___

DUE @ PUBLIC HEARING

Public Hearing:
Place: TOWN HALL ANNEX
Date: 9/28/26 Time: 6:30 PM

Final Disposition:
Approval: _____
Disapproval: _____
Conditional Approval: _____

Conditional Approval requirements to be satisfied prior to granting of Final Approval:

Date of Final Approval: _____

Signed by Order of the Planning Board: _____

**WHITEMAN
OSTERMAN
& HANNA LLP**

Attorneys at Law
www.woh.com

One Commerce Plaza
Albany, New York 12260
518.487.7600 phone
518.487.7777 fax

Charles J. Gottlieb
Partner
518.487.7612 phone
cgottlieb@woh.com

September 14, 2026

Chairman Lacivita and
Members of the Planning Board
Town of North Greenbush
2 Douglas Street
Wynantskill, NY 12198

***Re: North Greenbush Public Library – Site Plan and Lot Line Adjustment
Project Site: 9-14 Mohameds Farm Way (SBL: 134.-4-5.11)***

Dear Chairman Lacivita and Members of the Planning Board:

Our office has been retained by the North Greenbush Public Library (“NGPL”) related to its proposed library facility to be located on a portion of the above captioned Project Site. NGPL is proposing a new approximately 6,000 SF library on the Project Site, which will include 34 parking spaces, landscaping, lighting and related infrastructure (the “Project”). We submit this letter and related enclosures in furtherance of the required site plan review and lot line adjustment approvals needed from the Planning Board to facilitate the Project.

The Project Site is within the Town’s Agriculture Residential “AR” zoning district. The Project is classified as a “cultural facility” in the Town of North Greenbush. In addition to site plan and lot line adjustment approval from the Planning Board, the Project will also require a special use permit and area variance from the Town’s Zoning Board of Appeals related to lot width at the front setback line, which is proposed to be approximately 299 feet where 400 is required by the Town of North Greenbush Zoning Code (“Zoning Code”).

As you may recall, the owner of the Project Site subdivided the Project Site with approval from the Planning Board and created a three (3) acre parcel for the Project. However, upon further investigation during NGPL’s due diligence process and review, it was discovered that the AR zoning regulations require non-residential developments to have a lot size of 5-acres. Therefore, NGPL has proposed a re-subdivision to create a 5-acre parcel, along with a Town standard access drive serving the Project as any potential future development of the Project Site.

The NGPL Board of Trustees, as the lead agency pursuant to the State Environmental Quality Review Act ("SEQRA"), conducted a coordinated environmental review of the Project and issued a SEQRA Negative Declaration on August 27, 2026. Therefore, given that a coordinated SEQRA review was conducted and completed, no other involved agencies shall conduct an independent SEQRA review. We have provided copies of the SEQRA Negative Declaration and all supporting documentation to the Planning Board with this application (e.g. SEQRA Narrative, Phase 1A/1B archeological report, traffic site distance assessment, wetland report, etc.). The below also provides a summary of the Project and its expected operations.

Project Narrative

Access to the Property will be provided from the proposed access drive that extends from Snyder's Lake Road via a new curb cut, which will provide adequate sight lines and traffic safety. Permitting for the proposed new curb cut will be facilitated by the Rensselaer County Highway Department. The access drive has been designed to meet Town standards and would be offered up to the Town for dedication if it desires. Otherwise, the NGPL would be granted an easement allowing for access and setting forth maintenance of the proposed drive.

The Project will include a single-story building, the exterior is anticipated to be clad in cementitious clapboard and board-and-batten siding, with an architectural asphalt shingle and standing-seam metal roof, with a design in keeping with the agricultural and rural context of the immediate vicinity. Site walls will be of cultured stone cladding, as may some accent pieces of the building.

The trash/recycling enclosure will be constructed with the same cultured stone wainscot and cementitious siding façade to match the building. There is an existing water main in Snyder's Lake Road that will be utilized for the Project. It is anticipated that the Project will utilize 325 gallons per day, which can be serviced by the existing public water supply. There is an existing sanitary sewer line operated by the Rensselaer County Sewer District located in Snyder's Lake Road.

New pole mounted dark sky compliant LED site lighting fixtures are proposed to illuminate the parking lot and to provide consistent lighting levels for the parking and drive lanes. Bollard-mounted dark sky fixtures will be utilized for paved walkways. The layout will minimize light spill at the property lines. Exterior building lighting will be soffit-mounted and directed downward at exits and entrances. Any accent lighting of the building façade will be directed, and screened to prevent light migration.

Landscaping is proposed to include trees and shrubs, in addition to grasses, groundcovers and perennials as part of the Project. Screening will focus on Mohamed Way, the cemetery entrance road to the west, and restrict views of the parking lot while maintaining the new sight lines for entry/egress to the Project Site.

Proposed signage will consist of a freestanding Library identification sign on Snyder's Lake Road, located to avoid impeding sightlines, but to adequately identify the building for the

public. Directional signs and building signage will be located at the driveways to guide patrons. Lettering on the primary building façade will identify the NGPL.

Library Operations

As a public library, subject to Wicks Law and other public bidding requirements, the construction of the new facility will involve at least four separate construction trades to develop the project site. Likely construction employment is anticipated to reach 30-40 jobs, and construction is anticipated to last approximately 12 months. Permanent professional library staff are expected to continue at current levels, with one full time and eight part time employees, including Director, professional staff, and clerks.

The NGPL currently anticipates maintaining existing operating hours, which are 10am – 7pm Monday through Friday, 10am – 2pm Saturday, and closed on Sundays. Evening events may be scheduled in the Meeting Room that may occasionally last after 7pm. During peak hours, the library will have a staff of three people. Current patron usage patterns indicate a peak usage of 55 people between the hours of 10am and 3pm, and an overall average usage of 95 persons per day.

Local waste hauling companies will be utilized for trash removal, and pick-up will be limited to times outside of peak hours. Library system van deliveries are typically provided five times a week or as needed during off peak hours as well.

The NGPL is extremely engaged with local institutions and cultural entities, including Cornell Cooperative Extension of Rensselaer County, the Wynantskill Union Free School District, and the Rensselaer County One Stop Career Center. The design of the building includes a SOHO, or small-office/home office, which may be reserved by community members who work from home or are looking for a remote office setting.

Conclusion

We respectfully request to be placed on your next available Planning Board agenda for review and comment. If you need additional copies or other materials, please let us know. Thank you for your attention to and consideration of this matter. Please do not hesitate to contact our office with any questions.

Sincerely,

/s/ *Charles J. Gottlieb*

Charles J. Gottlieb

Enclosures

cc: Paul Mays, RA, Butler Rowland Mays Architects, LLP (*via email*)

Christian Rohrmeier, EIT, LaBella Associates (*via email*)
Katie Myer, NGPL (*via email*)
Jamil Mohamed (*via email*)