



## Planning Board Minutes

Monday, June 27, 2022

6:00 PM

(Work Session at 5:30pm)

Common Council Chambers

41 City Hall Place

Plattsburgh, NY 12901

### Pledge of Allegiance

**Roll Call:** James A. Abdallah (Chair), Rick Perry, Reg Carter, Abby Meuser-Herr, Tom Cosgro (Alternate)

**Staff Present:** Shelise Marbut (Planning Assistant)

**Excused:** Curt Gervich

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### A. Monthly Project Review

#### 1. Resolution 2022-A:

#### Recognition of Service of Planning Board Member Loretta Rietsema

#### 2. PB# 22-09, 115 Court Street Historic Site Review

**Project Title:** Santry Garage Reconstruction 2022

**Project Description:** Request to demolish and reconstruct existing attached garage and mudroom with new carriage house-style design on a property located within the Court Street Historic District. Located at 115 Court Street. Zoned RH. Tax Map Parcel ID # 207.19-5-18.

**Applicant:** Sharon Santry

**Plan Preparer:** Paul Golden/Sharon Santry

- A. Public Hearing – No Testimony
- B. Motion to adopt SEQRA resolution 22-09A

Moved By: Reg Carter

Seconded By: Rick Perry

Discussion: None

Roll Call: Jim Abdallah, Rick Perry, Reg Carter, Abby Meuser-Herr, Tom Cosgro

**ACTION TAKEN:** Adopted  Defeated  Withdrawn  Tabled



Moved By: Rick Perry

Seconded By: Abby Meuser-Herr

Discussion:

- The board discussed the recommendation of the public works department to include a manhole in the vicinity of lot M6 and to connect the lots to the manhole via a main. The applicant would explore the idea.
- The board discussed institutional controls that may exist within the covenants affecting the lots. The applicant will research.
- The board inquired whether the applicant was proposing sidewalks on the properties. The applicant indicated they were not. The board recommended that the applicant coordinate with the Town of Plattsburgh regarding their Complete Streets regulations to determine whether sidewalks were required.
- The board inquired about the location for electrical service. The applicant shall discuss with MLD.
- The board incorporated the comments of DPW and MLD into their sketch resolution.

Rolle Call: Jim Abdallah, Rick Perry, Reg Carter, Abby Meuser-Herr, Tom Cosgro

**ACTION TAKEN:** Adopted  Defeated  Withdrawn  Tabled

**B. Other Business**

A. Status Updates by Staff (if applicable)

**C. Adjournment**

James A. Abdallah, Chairperson

## Resolution No. 22-09A

Motioned by: Reg Carter

WHEREAS, the City of Plattsburgh's Planning Board has before it a project known as:

115 Court Street: Request to demolish and reconstruct existing attached garage and mudroom with new carriage house-style design on a property located within the Court Street Historic District. Zoned RH; Tax Map Parcel ID #207.19-5-18. Applicant: Sharon Santry. Plan Preparer: Sharon Santry

### **SEQR DETERMINATION;** and

WHEREAS, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act" (SEQRA), provides for the review of any "ACTION" to determine the effect of the action on the environment, along with any related administrative procedures for the implementation, authorization or approval of the action; and

WHEREAS, said Part 617 of the Environmental Conservation Law provides for an involved agency to review any action for the purpose of determining the effect of the action on the environment; and

WHEREAS, public comment opportunity was provided in consideration of this Project on May 23, 2022; and

WHEREAS, the City's Community Development Office received and reviewed the Historic Site Review application, supplemental documentation, and SEQRA Part 1 Short EAF; and

WHEREAS, the City's Planning Board reviewed the information filed with the application for the Project, including but not limited to the EAF Part 1 and additional information provided to supplement and clarify the same; and

WHEREAS, the City's Planning Board conducted a detailed and comprehensive environmental review of the Project to determine whether there was a significant impact which would require the preparation of a Draft Environmental Impact Statement (DEIS);

Now, therefore, be it

RESOLVED, that the City's Planning Board does hereby determine that the project is an **Unlisted** ACTION in accordance with said Environmental Review procedures and a coordinated review will not be done; and, be it further

RESOLVED, that the City's Planning Board acting as the "Lead Agency" in a SEQRA Review does hereby receive and place on file the Historic Site Review applications, supplemental documentation, completed EAF and other related material submitted; and, be it further

RESOLVED, that the City Planning Board has reviewed the Community Development Office's recommendations and supplemental documents referenced above and does hereby find and determine that the Project does not:

- a) involve a substantial adverse change in existing air quality, ground or surface water quality, traffic or noise levels, solid waste production, potential for erosion, flooding or drainage problems;
- b) involve the removal or destruction of large quantities of vegetation or the interference with plant or animal life or impacts on a significant habitat area; substantial adverse impacts on a threatened or endangered species of plant or animal, or the habitat area of such species, or other significant adverse impacts to natural resources,
- c) conflict with the City's current plans or goals for the area where the project is located
- d) impair the character or quality of the neighborhood;
- e) represent a major change in the use of energy;
- f) create any hazards to human health;
- g) represent a substantial change in the use of the land;
- h) significantly increase the number of people who would come to the site absent such development; or
- i) impair the environmental characteristics of the area; and, *it is further*

RESOLVED, that the City Planning Board of the City of Plattsburgh after review of the said Historic Site Review application, completed EAF, and related materials does hereby determine as "Lead Agency" for the SEQRA Review process that the "Project" will **not** have a significant effect on the environment. Therefore, the preparation of a DEIS is **not** required; and, be it further

RESOLVED, that the City Planning Board does hereby declare that the Project and environmental review process considered for the development does adequately and sufficiently satisfy the requirements of the State Environmental Quality Review Act for the Project; and be it further

RESOLVED, that a copy of this resolution be forwarded to other involved agencies who may be reviewing the Project for their records and files, and that the attached **negative declaration** be filed accordingly.

RESOLVED, that the Planning Board of the City of Plattsburgh does hereby authorize and direct the Chairman of the Planning Board to have prepared and to execute a "**Notice of No**

Significant Environmental Impact" (NEGATIVE DECLARATION) for this "Project"; and, be it further

RESOLVED, that the "Notice of No Significant Impact" (NEGATIVE DECLARATION) shall be disseminated to those involved Agencies and Governmental Units as required by said Environmental Conservation and Local Law of the City of Plattsburgh and all related material shall be maintained on file at the City Hall Offices of the Planning Board and available for Public Inspection.

Seconded By: Rick Perry

**Discussion & Conditions (Not Verbatim):** None

	<u>Yes</u>	<u>No</u>
Roll Call:		
Jim Abdallah	X	
Rick Perry	X	
Reg Carter	X	
Tom Cosgro (Alt.)	X	
Abby Meuser-Herr	X	

Carried: 5-0-0

## Resolution No. 22-09B

Motion by: Tom Cosgro

WHEREAS, the City Planning Board has received and reviewed a request for Planning Board approval of a historic site modification for:

115 Court Street: Request to demolish and reconstruct existing attached garage and mudroom with new carriage house-style design on a property located within the Court Street Historic District. Zoned RH; Tax Map Parcel ID #207.19-5-18. Applicant: Sharon Santry. Plan Preparer: Sharon Santry

; **HISTORIC SITE REVIEW**; and

WHEREAS, the site is in the Court St. Historic District and is subject to historic site review per Zoning Code Section 360-32; and

WHEREAS, the historic site review application and associated materials have been reviewed by the City's Public Works, Building Inspector, Environmental Services, Emergency Services and Municipal Lighting Departments who did not have any additional comment; and

WHEREAS, the historic site review application and related materials have been reviewed by the City's Community Development Office which has submitted a staff report dated May 16, 2022 to the Planning Board for the Planning Board's consideration; and

WHEREAS, public hearing for the said project was held on May 23, 2022 in accordance with the City of Plattsburgh's *Zoning Code* Section 360-56; and now, therefore be it

RESOLVED, that the City of Plattsburgh Planning Board does hereby:

- A. Receive and place on file the said Community Development Office's staff report dated May 16, 2022; and
- B. Concur with the said items and recommendations contained in the said Community Development Office's staff report dated May 16, 2022; and be it further

RESOLVED, that unless otherwise extended by the Planning Board this historic site review decision shall expire upon the following occurrences:

- A. The applicant fails to undertake the proposed action or project; and be it further

RESOLVED, that the Planning Board does hereby establish the following additional conditions of approval:

- A. Subject to the project complying with all Permit requirements; and

B. Subject to the applicant complying with any requirements of the Planning Board noted in the Planning Board Resolution discussion; and

RESOLVED, that upon the applicant completing all of the above requirements the City's Community Development Office is hereby authorized to transmit one copy of the executed Historic Site Review Approval notice to the applicant and a copy to the City's Building Inspector informing him that the application and supporting materials are in compliance with the City's Planning Board requirements, including any comments noted within the "Discussion" below;

Seconded By: Abby Meuser-Herr

**Discussion & Conditions (Not Verbatim):**

The applicant shall include stucco or textured material over the concrete/cinder block foundation of the garage.

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Roll Call:				
Jim Abdallah	X			
Rick Perry	X			
Reg Carter	X			
Tom Cosgro (Alt.)	X			
Abby Meuser-Herr	X			

Carried: 5-0-0



## Resolution No. 22-10A

Motioned by: Reg Carter

WHEREAS, the City of Plattsburgh's Planning Board has before it a project known as:

66 Court Street: Request to replace existing asphalt roof with in-kind asphalt roof of a historic building in the Court Street Historic District. Zoned RH; Tax Map Parcel ID #207.19-2-22; Applicant: Celink; Plan Preparer: Dan Handy Construction

**SEQR DETERMINATION;** and

WHEREAS, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act" (SEQRA), provides for the review of any "ACTION" to determine the effect of the action on the environment, along with any related administrative procedures for the implementation, authorization or approval of the action; and

WHEREAS, said Part 617 of the Environmental Conservation Law provides for an involved agency to review any action for the purpose of determining the effect of the action on the environment; and

WHEREAS, public comment opportunity was provided in consideration of this Project on June 27, 2022; and

WHEREAS, the City's Community Development Office received and reviewed the Historic Site Review application, supplemental documentation, and SEQRA Part 1 Short EAF; and

WHEREAS, the City's Planning Board reviewed the information filed with the application for the Project, including but not limited to the EAF Part 1 and additional information provided to supplement and clarify the same; and

WHEREAS, the City's Planning Board conducted a detailed and comprehensive environmental review of the Project to determine whether there was a significant impact which would require the preparation of a Draft Environmental Impact Statement (DEIS);

Now, therefore, be it

RESOLVED, that the City's Planning Board does hereby determine that the project is an Unlisted ACTION in accordance with said Environmental Review procedures and a coordinated review will not be done; and, be it further

RESOLVED, that the City's Planning Board acting as the "Lead Agency" in a SEQRA Review does hereby receive and place on file the Historic Site Review applications, supplemental documentation, completed EAF and other related material submitted; and, be it further

RESOLVED, that the City Planning Board has reviewed the Community Development Office's recommendations and supplemental documents referenced above and does hereby find and determine that the Project does not:

- a) involve a substantial adverse change in existing air quality, ground or surface water quality, traffic or noise levels, solid waste production, potential for erosion, flooding or drainage problems;
- b) involve the removal or destruction of large quantities of vegetation or the interference with plant or animal life or impacts on a significant habitat area; substantial adverse impacts on a threatened or endangered species of plant or animal, or the habitat area of such species, or other significant adverse impacts to natural resources,
- c) conflict with the City's current plans or goals for the area where the project is located
- d) impair the character or quality of the neighborhood;
- e) represent a major change in the use of energy;
- f) create any hazards to human health;
- g) represent a substantial change in the use of the land;
- h) significantly increase the number of people who would come to the site absent such development; or
- i) impair the environmental characteristics of the area; and, *it is further*

RESOLVED, that the City Planning Board of the City of Plattsburgh after review of the said Historic Site Review application, completed EAF, and related materials does hereby determine as "Lead Agency" for the SEQRA Review process that the "Project" will not have a significant effect on the environment. Therefore, the preparation of a DEIS is not required; and, be it further

RESOLVED, that the City Planning Board does hereby declare that the Project and environmental review process considered for the development does adequately and sufficiently satisfy the requirements of the State Environmental Quality Review Act for the Project; and be it further

RESOLVED, that a copy of this resolution be forwarded to other involved agencies who may be reviewing the Project for their records and files, and that the attached negative declaration be filed accordingly.

RESOLVED, that the Planning Board of the City of Plattsburgh does hereby authorize and direct the Chairman of the Planning Board to have prepared and to execute a "Notice of No

Significant Environmental Impact" (NEGATIVE DECLARATION) for this "Project"; and, be it further

RESOLVED, that the "Notice of No Significant Impact" (NEGATIVE DECLARATION) shall be disseminated to those involved Agencies and Governmental Units as required by said Environmental Conservation and Local Law of the City of Plattsburgh and all related material shall be maintained on file at the City Hall Offices of the Planning Board and available for Public Inspection.

Seconded By: Rick Perry

**Discussion & Conditions (Not Verbatim):** None

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Jim Abdallah	X			
Rick Perry	X			
Reg Carter	X			
Abby Meuser-Herr	X			
Tom Cosgro (Alt)	X			

Carried: 5-0-0

## Resolution No. 22-10B

Motion by: Rick Perry

WHEREAS, the City Planning Board has received and reviewed a request for Planning Board approval of a historic site modification for:

66 Court Street: Request to replace existing asphalt roof with in-kind asphalt roof of a historic building in the Court Street Historic District. Zoned RH; Tax Map Parcel ID #207.19-2-22; Applicant: Celink; Plan Preparer: Dan Handy Construction;

### **HISTORIC SITE REVIEW;** and

WHEREAS, the site is in the Court St. Historic District and is subject to historic site review per Zoning Code Section 360-32; and

WHEREAS, the historic site review application and associated materials have been reviewed by the City's Public Works, Building Inspector, Environmental Services, Emergency Services and Municipal Lighting Departments who did not have any additional comment; and

WHEREAS, the historic site review application and related materials have been reviewed by the City's Community Development Office which has submitted a staff report dated June 17, 2022 to the Planning Board for the Planning Board's consideration; and

WHEREAS, public hearing for the said project was held on June 27, 2022 in accordance with the City of Plattsburgh's *Zoning Code* Section 360-56; and now, therefore be it

RESOLVED, that the City of Plattsburgh Planning Board does hereby:

- A. Receive and place on file the said Community Development Office's staff report dated June 17, 2022; and
- B. Concur with the said items and recommendations contained in the said Community Development Office's staff report dated June 17, 2022; and be it further

RESOLVED, that unless otherwise extended by the Planning Board this historic site review decision shall expire upon the following occurrences:

- A. The applicant fails to undertake the proposed action or project; and be it further

RESOLVED, that the Planning Board does hereby establish the following additional conditions of approval:

- A. Subject to the project complying with all Permit requirements; and
- B. Subject to the applicant complying with any requirements of the Planning Board noted in the Planning Board Resolution discussion; and

RESOLVED, that upon the applicant completing all of the above requirements the City's Community Development Office is hereby authorized to transmit one copy of the executed Historic Site Review Approval notice to the applicant and a copy to the City's Building Inspector informing him that the application and supporting materials are in compliance with the City's Planning Board requirements, including any comments noted within the "Discussion" below;

Seconded By: Tom Cosgro

**Discussion & Conditions (Not Verbatim):**

Missing and damaged molding shall be replaced in-kind.

Should there be any work that may be questionable as to whether to return to the board, the changes shall be reviewed by the Community Development and Building Inspector offices, who may exercise their discretion, while not deviating from the standard for historic review, in determining whether it rises to a level to return or is consistent with an in-kind replacement.

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Jim Abdallah	X			
Rick Perry	X			
Reg Carter	X			
Abby Meuser-Herr	X			
Tom Cosgro (Alt)	X			

Carried: 5-0-0

## Resolution No. 22-11

Motion by: Rick Perry

WHEREAS, the City Planning Board has received and reviewed a Sketch Plan Application, Sketch Plan, and supplemental materials for:

### **Mousseau Connecticut Road Lots M6-Mp Subdivision 2022**

Request for a minor subdivision of Tax Map Parcel ID(s) # 233.8-3-18 and 233.8-3-19 combining the two lots and resubdividing to create 4 new buildable residential lots. Located at Connecticut Road. Zoned R2. Tax Map Parcel ID # 233.8-3-18 and 233.8-3-19. **Applicant:** Mousseau Properties LLC; **Plan Preparer:** Scott B. Allen, LS; AES Northeast

### **MINOR SUBDIVISION SKETCH PLAN REVIEW**

WHEREAS, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act" (SEQRA), provides for the review of any "ACTION" to determine the effect of the action on the environment, along with any related administrative procedures for the implementation, authorization or approval of the action; and

WHEREAS, said Part 617 of the Environmental Conservation Law provides for an involved agency to review any action for the purpose of determining the effect of said action on the environment; and

WHEREAS, said determination of the effect of said action on the environment will be necessary to determine whether a Draft Environmental Impact Statement (DEIS) is required; and

WHEREAS, the City's Planning Board is considered an involved agency in accordance with State and Local Laws for the purpose of assessing the effect of this "Project" on the environment and whether or not said effect is significant enough to warrant the preparation of a DEIS; and

RESOLVED, that the City of Plattsburgh Planning Board after a review of the said application, sketch plan, EAF and recommended checklist items does hereby determine that the proposed project is as checked below:

- An action involving a Federal Agency - A final EIS for the action has been duly prepared under the National Environmental Policy Act of 1969 and a findings statement pursuant to NYS Environmental Law Part 617.11 will be prepared by the Town's Planning Board.
- Type I Action - a coordinated review is being conducted by the City of Plattsburgh Common Council and GEIS prepared for SEQR determination
- Type II Action - no further environmental review is necessary;
- Unlisted Action:

RESOLVED, that the City of Plattsburgh Planning Board, after a review of the said sketch plan application, sketch plan documents and recommended checklist of items submitted with related materials, does hereby:

- A. Determine this to project to be classified as a minor subdivision per Zoning Code Article II Section 300-5; and
- B. Receive and place on file the subdivision checklist and staff report of the City of Plattsburgh's subdivision application completed by the Community Development Office on June 17, 2022; and
- C. Concur and accept the findings and recommendations contained therein; and
- D. Require that the applicant have her/his licensed land surveyor and/or professional engineer submit twelve (12) paper copies and one (1) digital copy of a Detailed Preliminary Subdivision Map and Plans in accordance with the subdivision regulations and checklist items as recommended by the City Community Development Office and as shown on the checklist; and
- E. Require that the applicant submit all required permits, applications, drawings, and all other materials as indicated on said checklist; and, be it further

RESOLVED, that the said Detailed Preliminary map, plans and related materials as listed above shall be submitted to the City Planning & Community Development Department three (3) weeks prior to the Planning Board Meeting at which time the above said map, plan and related materials are to be considered.

Seconded By: Abby Meuser-Herr

**Discussion & Conditions (Not Verbatim):**

- The board discussed the recommendation of the public works department to include a manhole in the vicinity of lot M6 and to connect the lots to the manhole via a main. The applicant shall explore the idea.
- The board discussed institutional controls that may exist within the covenants affecting the lots. The applicant shall research.
- The applicant indicated sidewalks are not included on the plat. The board recommended that the applicant coordinate with the Town of Plattsburgh regarding their Complete Streets regulations to determine whether sidewalks were required.
- The board inquired about the location for electrical service. The applicant shall discuss with MLD.
- The board incorporated the following comments of DPW and MLD into this resolution:

**DPW:**

1. It is recommended that the Planning Board require the applicant provide a letter from the Town of Plattsburgh certifying that the location of the Sewer Force Main shown on the map is an accurate depiction of its location.
2. It is recommended that the Planning Board require the applicant to revise their proposed subdivision to show the proposed utilities for each lot be serviced from City owned mains and not Town owned mains. The Applicant should also provide Easements and user agreements for any service line utility that may cross over another lot or may run within the Town Right-of-Way.
3. It is recommended that the Planning Board require the applicant to work with the City of Plattsburgh Department of Public Works to accurately depict the location and elevation of the Sanitary Sewer Line that the Proposed Lots M6 & M7 are tying into, as that main Sanitary Line does not tie directly into the Town of Plattsburgh manhole on the south side of Connecticut Road.
4. It is recommended that the Planning Board require the applicant to install a new sanitary manhole on the main sewer line that Lots M6 & M7 will tie into.

**MLD:**

1. Applicant needs to provide MLD with load calculations when available, so that the transformer and service entrances can be sized. Metering requirements need to be discussed with the MLD Metering Department.

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Roll Call:			
Jim Abdallah	X		
Rick Perry	X		
Reg Carter	X		
Abby Meuser-Herr	X		
Tom Cosgro (Alt.)	X		

Carried: 5-0-0