



Planning Board Minutes
Monday, January 23, 2023; 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, Curt Gervich, Abby Meuser-Herr, Tom Cosgro
Staff Present: Elisha Bartlett (Senior Planner) Shelise Marbut (Planning Assistant)
Excused: N/A

A. Monthly Project Review

1. PB# 22-15,

Project Name: Notre Dame des Victoires Subdivision

Project Description: Request to subdivide an existing 3.39-acre parcel of land with improvements into two lots with existing improvements of 2.97-acres and 0.42-acres. Located at 4919 South Catherine Street (TMP #221.11-9-20.1). The property is zoned R2.

Applicant: c/o/ Fr. Kevin McEwan, Notre Dame Des Victoires of Plattsburgh

Plan Preparer: Dean Lashway, L.S.

- A. Public Hearing
- B. Motion to adopt SEQRA resolution 22-11A

Moved By: Abby Meuser-Herr Seconded By: Rick Perry
Discussion: N/A
Roll Call: Jim Abdallah, Rick Perry, Curt Gervich, Abby Meuser-Herr, Tom Cosgro

ACTION TAKEN: Adopted Defeated Withdrawn Tabled

- C. Motion to adopt detailed subdivision plan resolution 22-11B.

Moved By: Tom Cosgro Seconded By: Rick Perry
Discussion:

The board discussed revising Draft Resolution Paragraph B to exclude staff comments three, four, five, and six; and to revise comment eight to the following language:

"The applicant shall add a note to the plat advising the future owner of Lot 2 to coordinate with the Building Inspector's office to obtain a building permit for the proposed conversion of the primary structure on Lot 2 from a single family residence, and also to coordinate with the Department of Public Works and/or Environmental Management to determine whether such a conversion would increase sewer discharge and necessitate improvements to city infrastructure prior to obtaining a building permit to convert the structure."

The following comments were made and conditions added:

1. Conditioned upon allowing the north drive entrance to straddle the boundary line between Lots 1 and 2 to remain and be shown on the plat as two-way traffic.
2. Conditioned upon the addition of an approximate four-foot (4') walking path that will be depicted on the plat and noted, and painted on the existing pavement to match the width of the existing South Catherine Street sidewalk, and beginning at a point of intersection between the edge of the sidewalk and the southern frontage of the primary structure on Lot 2, continuing toward the garage, then angling and extending westward to the rear parking lot to serve as a pedestrian connection to the parking spaces located on the west end of Lot 2.
3. Conditioned upon the removal of the depiction of the proposed green space located on Lot 2 of the plat and represented by a hatch area and subdivision plat note 11; and replacement of this strip with a hatch area between the edge of the required walkway and drive lane that shall be depicted and noted on the plat and via markings on the pavement as a 'no parking' area.
4. Conditioned to provide a tapered drive entrance on the north side of lot 1 to align with the 'no parking' aisle as conditioned above. This shall be depicted on the plat and noted on the plat that the work shall be completed by the applicant on the ground once the plat is recorded.
5. Conditioned upon the amendment of the easement language to remove vehicular traffic from all easement language as appropriate with the intent to represent multi-modal traffic including pedestrian.
6. Noted that the inclusion of the walkway referenced in Discussion & Condition paragraph 2 shall serve toward the open space calculation for Lot 2 in lieu of the proposed green space hatch area that is now being removed.
7. Noted that staff comments 1 and 2 of the January 18, 2023 staff report are resolved and staff comments 7 and 8 are to be carried forward and addressed (staff comments 3-6 are removed).
8. Noted by Curt Gervich that the utilization of the new walkway in calculation of the open space requirement of Lot 2 appears to be inconsistent with the intent of open space regulations, however, is in accordance with the existing Zoning Code.

Roll Call: Jim Abdallah, Rick Perry, Curt Gervich, Abby Meuser-Herr, Tom Cosgro

ACTION TAKEN: Adopted Defeated Withdrawn Tabled

B. Other Business

- A. Status Updates provided by Staff on current Planning Initiatives

C. Adjournment

James A. Abdallah, Chairperson

CITY OF PLATTSBURGH PLANNING BOARD

41 City Hall Place, Plattsburgh, NY 12901 • Phone: (518) 563-7642

City of Plattsburgh Planning Board Resolution No. 22-15A

WHEREAS, the City Planning Board has received and reviewed a final minor subdivision map and plan for:

NOTRE DAME DES VICTOIRES OF PLATTSBURGH SUBDIVISION 2022

Request for a minor subdivision of an existing 3.39-acre parcel of land with improvements into two lots with existing improvements of 2.97-acres and 0.42-acres. Located at 4919 South Catherine Street. Zoned R2. Tax Map Parcel ID # 221.11-9-20.1.

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 January 23, 2023; and

WHEREAS the City's Community Development Office received and reviewed the Minor Subdivision 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

Resolution No.: 22-15A

Notre Dame Des Victoires of Plattsburgh Subdivision 2022 | 4919 South Catherine Street

RESOLVED that the City's Planning Board acting as the "Lead Agency" in a SEQRA Review does hereby receive and place on file the Minor Subdivision application, 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 Minor Subdivision 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

Resolution No.: 22-15A

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.

Motion By: Abby Meuser-Herr

Seconded By: Rick Perry

Discussion & Conditions: (Not Verbatim)

None

Yes No Abstain

Roll Call:

| | |
|-------------------|---|
| James A. Abdallah | X |
| Rick Perry | X |
| Curt Gervich | X |
| Abby Meuser-Herr | X |
| Tom Cosgro | X |

Carried: 5-0-0

ACTION TAKEN: Adopted Defeated Withdrawn Tabled No Action

Resolution No.: 22-15A

City of Plattsburgh Planning Board Resolution No. 22-15B

WHEREAS, the City Planning Board has received and reviewed a final minor subdivision map and plan for:

NOTRE DAME DES VICTOIRES OF PLATTSBURGH SUBDIVISION 2022

Request for a minor subdivision of an existing 3.39-acre parcel of land with improvements into two lots with existing improvements of 2.97-acres and 0.42-acres. Located at 4919 South Catherine Street. Zoned R2. Tax Map Parcel ID # 221.11-9-20.1.

MINOR SUBDIVISION DETAILED PLAN REVIEW; and

WHEREAS a public hearing for the said subdivision was held on January 23, 2023, in accordance with the City of Plattsburgh Code Section 360-56; and

WHEREAS the subdivision map, plans and related material has been reviewed by the City of Plattsburgh's Community Development Office who has submitted a staff report dated January 11, 2023 for the Planning Board's consideration; and

WHEREAS review of the final subdivision map, plans and materials have been coordinated with the City Public Works, Building Inspector, Environmental Management, Fire, Police, and Municipal Lighting Departments and the Clinton County Office of Emergency Services and comments were included within the Community Development staff review comments; and

NOW, THEREFORE, be it

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

- A. Receive and place on file the said Community Development Office Staff Report dated January 18, 2023; and
- B. Concur with the said letter and ALL items listed therein EXCEPTING staff comment numbers three (3), four (4), five (5), and six (6) and including the following revision for comment number eight (8):

"The applicant shall add a note to the plat advising the future owner of Lot 2 to coordinate with the Building Inspector's office to obtain a building permit for the proposed conversion of the primary structure on Lot 2 from a single family residence, and also to coordinate with the Department of Public Works and/or Environmental Management to determine whether such a conversion would increase sewer discharge

Resolution No.: 22-15B

Notre Dame Des Victoires of Plattsburgh Subdivision 2022 | 4919 South Catherine Street

and necessitate improvements to city infrastructure prior to obtaining a building permit to convert the structure.”

; and

- C. Adopts any conditions noted within the “Discussion” section of this resolution; and
- D. Determine this project to be a minor subdivision as outlined in City of Plattsburgh Zoning Code Article II; and
- E. Grant and approve the said final minor subdivision plat subject to and under the following conditions:
 - a. The applicants have their surveyor/engineer submit a final digital plan and related material to the Community Development Office showing compliance with all items in the said list of recommendations and PB discussion items; and
 - b. Approval is conditioned upon the City Chamberlain confirming that the project parcel is not delinquent any prior year tax obligation to the City; and
 - c. The applicant file and note on the plan any final reciprocal easement agreement that outlines site access, parking, utilities, stormwater, and other site management as deemed necessary.
 - d. The applicant shall file all proposed easements with the County Clerk and shall inscribe the filing index number upon the final plat.
- F. Require that upon the Community Development Office certifying via electronic mail delivery or in writing that the revised digital subdivision (final) plans and related materials are in compliance with all the items requested, the applicant is required to submit the following:
 - a. Five (5) sets of paper copies of the accepted subdivision (final) plan plus any additional copies requested to be executed by the applicant; and further require
- G. Upon receipt of the said final plans and other related materials, the Chairman of the City of Plattsburgh’s Planning Board is authorized to execute, as a Final Minor Subdivision Plat Approval, the paper copies of the subdivision maps and plans; and
- H. Require that the applicant shall file the said executed Final Subdivision maps and plans in the Clinton County Real Property Office in accordance with the City of Plattsburgh subdivision regulations; and

Resolution No.: 22-15B

- I. Require that the applicant return three (3) executed copies to the Community Development Office.

AND LET IT FURTHER BE

RESOLVED, that upon the submittal of the "Final" subdivision plan duly filed in the Clinton County Clerk's Office, the Building Inspector shall then be notified and authorized to issue any building permits for parcels within the said subdivision.

Motion By: Tom Cosgro

Seconded By: Rick Perry

Discussion & Conditions: (Not Verbatim)

1. Conditioned upon allowing the north drive entrance to straddle the boundary line between Lots 1 and 2 to remain and be shown on the plat as two-way traffic.
2. Conditioned upon the addition of an approximate four-foot (4') walking path that will be depicted on the plat and noted, and painted on the existing pavement to match the width of the existing South Catherine Street sidewalk, and beginning at a point of intersection between the edge of the sidewalk and the southern frontage of the primary structure on Lot 2, continuing toward the garage, then angling and extending westward to the rear parking lot to serve as a pedestrian connection to the parking spaces located on the west end of Lot 2.
3. Conditioned upon the removal of the depiction of the proposed green space located on Lot 2 of the plat and represented by a hatch area and subdivision plat note 11; and replacement of this strip with a hatch area between the edge of the required walkway and drive lane that shall be depicted and noted on the plat and via markings on the pavement as a 'no parking' area.
4. Conditioned to provide a tapered drive entrance on the north side of lot 1 to align with the 'no parking' aisle as conditioned above. This shall be depicted on the plat and noted on the plat that the work shall be completed by the applicant on the ground once the plat is recorded.
5. Conditioned upon the amendment of the easement language to remove vehicular traffic from all easement language as appropriate with the intent to represent multi-modal traffic including pedestrian.
6. Noted that the inclusion of the walkway referenced in Discussion & Condition paragraph 2 shall serve toward the open space calculation for Lot 2 in lieu of the proposed green space hatch area that is now being removed.
7. Noted that staff comments 1 and 2 of the January 18, 2023 staff report are resolved and staff comments 7 and 8 are to be carried forward and addressed (staff comments 3-6 are removed).

Resolution No.: 22-15B

8. Noted by Curt Gervich that the utilization of the new walkway in calculation of the open space requirement of Lot 2 appears to be inconsistent with the intent of open space regulations, however, is in accordance with the existing Zoning Code.

Yes No Abstain

Roll Call:

| | |
|-------------------|---|
| James A. Abdallah | X |
| Rick Perry | X |
| Curt Gervich | X |
| Abby Meuser-Herr | X |
| Tom Cosgro | X |

Carried: 5-0-0

ACTION TAKEN: Adopted Defeated Withdrawn Tabled No Action

Resolution No.: 22-15B